



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

Name

Date

INSPECTIONAL
SERVICES DIVISION
630-823-5860

A Building Permit Is Required to Construct an Addition

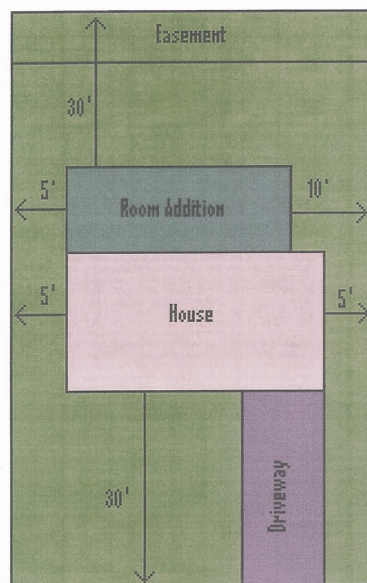
To Apply for a Building Permit

1. Complete a building permit application.
2. Submit (3) copies of a **non-reduced** Plat of Survey showing the location of the proposed addition drawn to scale,
3. Submit (3) copies and detailed plans showing all architectural, electrical, plumbing and heating details and specifications for the proposed addition as well as any grading, utility or site improvements necessary.
4. Plans for an addition with a structural value \$10,000 or more must be sealed by an Architect or Structural Engineer registered in the State of Illinois.
5. All contractors must be registered and bonded with the Village of Hanover Park. If you have any questions please call 630-823-5860. Plumbers must provide a copy of their 055 State of Illinois Plumbing license and a Letter of Intent with all plumbing permit applications. Roofer shall comply with all State requirements and provide a photo I.D.
5. Call **J.U.L.I.E.** (Joint Utility Locating Information for Excavators) at 800-892-0123 for a dig number prior to obtaining a building permit. The dig number **MUST** be on the permit prior to issuance. J.U.L.I.E. will mark the location of underground utilities.

Location Requirements

A proposed addition must comply with front, side and rear yard lot coverage and building height requirements for the zoning in which the structure is located.

If a residence has legal non-conforming side, corner side or rear yard, an addition can be added extending the building vertically or horizontally along one yard line.



Inspection Requirements

1. Concrete footing or foundation excavations or forms must be inspected **before** the cement is poured.
2. Any excavated dirt shall be hauled off site to a legal dumping area. Village regulations prohibit the filling of drainage swales. If you have any questions on where to place the dirt, contact the Engineering Department at 630-823-5700.
3. An inspection of rough plumbing, heating, electrical and framing must be conducted at appropriate stages of construction.
4. After the building is completed, a final building, plumbing, heating and electrical inspection of the addition is required prior to occupancy.

A minimum of 24 hour notice is required for all inspections. To schedule an inspection, or if you have any questions, please contact the Fire Department's Inspectional Services Division at 630-823-5860.



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