



# Village of Green Oaks

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## TO WHOM IT MAY CONCERN:

A lot of questions are asked throughout the year as to when a building permit is required. This list may help identify some of the instances when a permit would be required:

- Permit Process
- New Single Family Homes
- Room Additions
- Sheds
- Fences & Pillars
- Decks, Patios/Walk-Ways & Gazebos
- Pool & Hot Tubs
- Interior Remodeling (Basement & Future Room Finishing)
- Any Interior Mechanicals – Plumbing, Electrical, Heating, Air Conditioning & Humidifiers (Includes replacing Furnace, A/C, or Hot Water Heaters)
- Re-Roofs
- New Siding
- Garages (Attached & Detached)
- Fireplaces
- Lawn Sprinkler Systems
- Sidewalks
- Driveway, Driveway Aprons & Culverts

Our intent is to help the Village residents get proper and safe installations. Building applications and information are available at the Village Hall and Online ([www.greenoaks.org](http://www.greenoaks.org)). For more information, please call (847) 847-1631.

Rich Politowicz  
Building Commissioner  
[Building.Department@greenoaks.org](mailto:Building.Department@greenoaks.org)



## THE PERMIT PROCESS

Now that you generally know what projects require permits, you may have questions as to “What happens after I submit the permit application?”

Here is a guide which will show you how the process works:

1. Submit permit application with all necessary information (Plans, Plat of Survey, \$100 pre-application fee, \$250 engineering fee if applicable, etc.)
2. Provide a signed copy of contract with owner details all work included.
3. The plans are then put into the system to be reviewed. There may be 3 or 4 plan reviewers that will look at your submittal (electrical, mechanical, building and plumbing)
4. When the plans are approved, you will receive a phone call informing you that your permit is ready for pick up and the costs of the permit
5. If the plans are not approved, you will receive a call and/or written comments of the plan review, depending on the nature of the problems
6. Once the corrections are made on the plans, they should be resubmitted for review
7. Payment is made at the time the permit is picked up
8. When the permit is being issued, you will receive the permit and approved plans
9. Once the permit is issued, construction can begin and if an inspection is needed, call (847) 847-1631
10. Upon completion of construction and approval of all required inspections, call (847) 847-1631 for your final inspection

## SINGLE FAMILY HOMES

A permit application for a new home shall include the valuation of the work, square footage and all dimensions for the building including volume of the structure; the names, addresses and phone numbers of all contractors. All information concerning electrical, plumbing, heating and air conditioning systems should be on the permit application at the time of submittal. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 3 copies of the plat of survey showing the location of the proposed house and dimensions from the foundation to the property lines and driveway location with dimensions. Plans must also include proposed grading.

Provide 2 sets of signed and scaled architectural drawings.

All drawings should include the following information:

- Detailed construction drawings (Scale ¼ per 1')
- Footing & foundation dimensions and depth below grade
- Lumber dimensions, spacing and direction of structural members and engineering truss drawings, if applicable
- Plumbing schematic, including material to be used, for water, waste and vent systems
- Electrical drawings to included electrical service size, available circuits and number & size of new electrical circuits
- Show location of all smoke detector(s) and Carbon Monoxide detectors
- Mechanical drawing showing location and size of supply & return ducts and diffusers. Indicate manufacturer and size of HVAC system.
- Provide Documents complying with 2015 IECC Energy conservation code with IL Amendments

## INTERIOR REMODELING

A permit application for interior remodeling should include the valuation of the work to be done, and the names, addresses and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

Provide 2 sets of drawings.

All drawings should include the following information:

- Detailed construction drawings (Scale:  $\frac{1}{4}$  inch = 1 foot)
- Lumber dimensions, spacing and direction of structural members and engineered truss drawings, if applicable
- Provide plumbing schematic, including material to be used for water, waste and vent systems
- Electrical drawings are to include electrical service size, available circuits and number & size of new electrical circuits
- Show location of smoke detector(s)
- Mechanical drawings showing location and size of supply & return ducts and diffusers. Indicate manufacturer and size of HVAC system.

## ROOM ADDITIONS

A permit application for a room addition should include the valuation of the work to be done, total square footage of addition, and the names, addresses and phone numbers of all the contractors. A \$100 pre-application fee is due at submittal.

Provide 2 copies of the plat of survey indicating the location of the additions, with dimensions and dimensions from the addition to the property lines. Also indicate on the plat the location of the main ComEd electrical supply to the house and the location of the electric meter.

The Site Development application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

- Provide 2 sets of signed and sealed architectural drawings.

All drawings should include the following information:

- Detailed construction drawings (Scale: ¼ inch = 1 foot)
- Footing & foundation dimensions and depth below grade
- Lumber dimensions, spacing & direction of structural members and engineered truss drawings, if applicable
- Provide plumbing schematic, including material to be used for water, waste and vent systems
- Electrical drawings should include electrical service size, available circuits and number & size of new electrical circuits
- Show location of smoke detector(s)
- Mechanical drawings showing location and size of supply & return ducts and diffusers. Indicate manufacturer and size of HVAC system.
- Provide Documents Complying with 2015 IECC Energy Conservation Code with IL Amendments

## **SHEDS**

A building permit is required for the installation of a shed (attached or detached). The permit application should include the valuation of the work and the names, addresses and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

All sheds must be located within the building set-back lines, not closer than 10' to residential structure.

Provide 2 copies of the plat of survey indicating the location & size of the shed and the distance from the property lines.

Submit 2 copies of the construction plans for the shed. The plans should provide the following information:

- Sheds shall be secured to the ground – minimum of four locations. Indicate type of anchorage, either a minimum 4" thick concrete slab over 4" of gravel or piers that are a minimum of 42" below grade. Also indicate method of fastening.
- Wood floor members shall be of decay resistant materials
- Provide detailed construction drawings with type of material and dimensions for all floor, wall and roof members

## **FENCES & PILLARS**

1. Submit a building permit application with \$100 pre-application fee.
2. Include: Legal Plat of Survey – indicate on the plat where the fence or pillars will be located
3. Describe type and height of fence or pillar (contractor's specifications or proposal)
4. Fences or Pillars shall not exceed 7 feet in height and minimum 36 inch deep posts
5. Fences or Pillars can be installed within or on lot line
6. Note: If fence is to be installed in a utility easement, a utility company doing work in said easement can remove a portion of the fence and not be responsible for it

The Site Development permit application may also be required.

## DECKS/PATIOS

The permit application for a deck or patio should include the valuation of the work to be done and the names, address and phone numbers of all the contractors. A \$100 pre-application fee is due at submittal.

Provide 2 copies of the plat of survey showing proposed deck or patio with dimensions, square footage and indicate the distance from the deck or patio to the property lines. Also, show all other existing structures in the rear yard.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

All construction drawings should include the following information:

- Top view and complete cross section with all dimensions indicated including height above grade
- Calculated total square footage of deck/patio/walk-way area
- Types of materials and hardware being used
- Location, depth and size of piers (minimum depth of 42 inches below grade)
- Size and spacing of joists and beams
- Provide detail for connection/fastenings including lateral load connection.
- Detailed elevation of stairs, handrails, guardrails, and balusters (include all dimensions)
- A 3'x3' maintenance clearance is required around electrical meter (Note meter location on plans)
- All vegetation shall be removed from beneath deck and the ground covered with a minimum of 4 mil polyethylene and 3" of gravel
- Decks or patios should not cover electrical or gas meters



## SWIMMING POOLS, SPAS & HOT TUBS

A permit is required for the installation of a swimming pool, spa or hot tub. The permit application should include the valuation of the project, names, addresses and phone numbers of all the contractors. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 2 copies of the plat of survey indicating the following information:

- Location of the swimming pool, spa or hot tub and equipment to be used
- Distance located from lot lines
- Location of underground or overhead ComEd main line (must be a minimum of 5 feet if underground and minimum of 10 feet if overhead)
- Location of electrical meter
- Location of fence (either proposed or existing) noting that it will have the required self-closing/self-latching gate and indicating the fence height (Minimum 5 ft)
- Show location of electrical supply to pool, spa or hot tub equipment

\*Above ground pools that are 4 feet high require a self closing ladder

\*Pools without automatic covers require a fence

Swimming pools, spas and hot tubs shall not encroach on any front or side yard requirement. The wall of a swimming pool shall not be located less than 30 feet from any rear or side property line and cannot be located on any easement.

Provide 2 copies of the manufacture's specifications for the pool, pump and filter. Note that the electrical equipment shall be listed by an approved testing agency (ex: Underwriters Laboratories, Inc.) and shall be GFCI protected.

When constructing an in-ground pool, signed and sealed architectural drawings are required. The plans shall comply to 2015 International Swimming Pool and Spa Code.

## **BASEMENT REMODELING**

A permit application for a basement remodeling project should include the valuation of the work to be done and the names, addresses, and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

Provide 2 copies of the construction drawing (Scale: ¼ inch = 1 foot) that include the following information:

- Layout of area to be remodeled and identify each room (ex: recreation room, furnace room, storage room, etc.)
- Provide type and size of materials to be used for walls, doors and ceiling
- Indicate headroom, handrail height and stair width, riser height and tread depth for all new stairs. Indicate handrail height and stair width for all existing stairs.
- If plumbing work is being done, provide a plumbing riser diagram for water lines, waste lines and vent lines
- Electrical drawings are to include electrical service size, available circuits and number & size of new electrical circuits. Also include location of new and existing switches, lighting and receptacles.
- Show location of smoke detector(s) and Carbon Monoxide detector
- Mechanical drawings showing location of new or existing supply and return air ducts. Provide information for combustion air requirements for enclosed furnace room.
- Indicate bath exhaust, if applicable, to be vented to outdoor air

## **DRIVEWAY, DRIVEWAY APRONS & CULVERTS**

A permit is required if you are changing your driveway, apron or culvert. If you are resurfacing your drive way, a permit is still required, but can be issued over the counter for \$125.

The permit application requires the names, addresses and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required when changing driveway, apron or culvert, and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 2 copies of the plat of survey noting the location and dimensions of the work to be done.

The Engineering Department has provided the following requirements for these projects:

### **APRONS:**

- Maximum of 20 feet in width as measured at the property line and 10 feet greater at the curb up to 5' Flare each side less side yard setback
- Materials – 6 inches of concrete and 5 inches of CA-6 stone

### **DRIVEWAYS:**

- Not to exceed 20 feet in width at property line
- Materials – 4 inches concrete and 5 inches CA stone OR 8 inches CA-6 stone and 2 inches Class I Bituminous (asphalt)

The alteration of the existing grade is not allowed in any of the following areas:

- In any easement
- Within 5 feet of any property line
- Within any drainage way

## **RE-ROOF**

The permit application requires the name, address and phone number for the roofing contractor, a copy of the roofer's license, and a proposal or description of project. A \$100 pre-application fee is due at submittal.

A second layer of roofing is allowed, however if a third roof is proposed, a letter from an architect or structural engineer is required stating that the structure will support the additional weight.

## **SIDING**

The permit application requires the name, address, phone number of the siding contractor and a proposal or description of project. Also for the application, specification of the type of siding and building wrap being applied. A \$100 pre-application fee is due at submittal.

## **GARAGES (ATTACHED)**

A permit application for attached garages should include the valuation of the work, zoning district, square footage of garage; and the names, addresses and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 2 copies of the plat of survey indicating the location of the garage and dimensions from the garage to the property lines. Also indicate on the plat the location of the main ComEd electrical supply to the house and the location of the electrical meter.

All drawings must include the following information:

- Detailed construction drawings (Scale: ¼ inch = 1 foot)
- Foundation dimensions and depth below grade
- Lumber dimensions, spacing & direction of structural members and engineered truss drawings, if applicable
- Electrical drawings to include all outlets, switching and number of circuits

## **GARAGES (DETACHED)**

A permit application for a detached garage shall include the valuations of the work, zoning district, square footage of garage; and the names, addresses and phone numbers of all contractors. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 2 copies for the plat of survey indicating the location of the detached garage and dimensions from the detached garage to the property lines. If the garage is to be in the side yard, it must comply with the requirements for the particular zoning district. Also show on the plat the location of the main ComEd electrical supply to the house and the location of the electric meter.

All drawings must include the following information:

- Detailed construction drawings (Scale: ¼ inch = 1 foot)
- Foundation dimensions and depth below grade
- Lumber dimensions, spacing & direction of structural members and engineered truss drawings, if applicable
- Electrical drawings to include all outlets, switching, and number of circuits

## **FIREPLACES**

A permit is required to install a masonry or prefab fireplace. All masonry fireplaces shall comply with the 2015 International Residential Code, Chapter 10.

The following items should be submitted before a permit can be issued:

1. Provide 2 copies of the plat of survey showing locations, size and distance from lot lines for proposed fireplace.
2. For units not located on exterior walls, provide 2 copies of the floor plan of the existing structure showing location of proposed fireplace.
3. Provide 2 copies of detailed construction drawings including a cross sectional view of the fireplace and hearth extension with dimensions. Clearance to combustibles must be indicated in the plans for masonry or pre-fab fireplaces.
4. For pre-fab fireplaces, provide a copy of the manufacture's installation manual.
5. A \$100 pre-application fee is due at submittal.



## **LAWN SPRINKLER SYSTEMS**

Lawn sprinkler systems require a permit and shall comply with the 2014 Illinois State Plumbing Code.

All drawings should include the following information:

- Location of sprinkler heads
- Number of zones
- Number of gallons per zone (not to exceed 10 gallons per minute)
- Types of heads used in zones
- 1 inch reduced pressure principal backflow assembly required with strainer valves
- 1 inch copper water pipe required from water meter to source of lawn sprinkler system
- Any lawn sprinkler system connected to a portable water supply shall be equipped with a reduced pressure principal backflow preventer assembly (RPZ). No backflow preventer assembly shall be installed where it would be subject to freezing conditions.
- Unions must be used on RPZ valve for removal in cold weather
- 1 inch reduced pressure principal backflow preventer assembly must be tested after installation

Submittal Requirements:

- 2 drawings
- RPZ SPECS
- Plumber's License
- State License

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required. A \$100 pre-application fee is due at submittal.

### **SIDEWALKS/WALK-WAY**

A permit application for a sidewalk/walk way shall include the names, addresses and phone numbers of all contractors. A proposal or description of the work being done is also necessary. A \$100 pre-application fee is due at submittal.

The Site Development permit application will also be required and when dropping off all paperwork necessary, a \$250 deposit (non-refundable) will be required.

Provide 2 copies of the plat of survey noting the location and dimensions of the work to be done.