

**Village of Carpentersville
Community Development Department
(847) 551-3478**

When Permits Are Required

Revised: February 3, 2010

A permit is issued only to allow work to proceed and it shall be the duty of all owners and contractors to comply with all ordinances, including the scheduling of required inspections. Permits shall be obtained from the Community Development Department in advance of commencement of any activity or activities related to new construction, additions, structural repairs and alterations, removal, structural and interior demolition, repair, replacement, or installation of a mechanical, plumbing or mechanical system, site and flat work, excavation, renovation, stormwater facilities, underground utilities and connections, site restoration, and similar activities.

All permit applications and construction documents are to be submitted to the Community Development Department, even those requiring Fire, Engineering or Public Works approval.

While this list is intended to be inclusive, there may be construction activities that are not listed. If you are planning an improvement project, and the work is not listed below or if you have any questions, please contact the Community Development Department.

Because permits may be required, but only in certain situations, it is important to review both the "PERMITS ARE REQUIRED FOR THE FOLLOWING" section and the "PERMITS ARE NOT REQUIRED FOR THE FOLLOWING" section of this handout. There is a minimum \$150 fee for starting work before obtaining required permits.

PERMITS ARE REQUIRED FOR THE FOLLOWING

("OTC" indicates a permit that may be issued over-the-counter)

- Accessory Structures (except where specified below)
- Additions to Structures
- Air Conditioners, Commercial and Manufacturing (new or replacement)
- Air Conditioners, Residential: OTC for Replacements
- Alteration of Grade
- Alterations of Structures
- Awnings (that project more than 48 inches)
- Basketball Courts
- Berms
- Boilers
- Buildings, Residential, Commercial, Manufacturing and Other Permitted
- Building, Moving

Canopies
Cell Towers and Antennas
Change of use, tenant, occupancy, or owner of a business (fee only)
Decks
Demolition of Interior: OTC for residential
Demolition of Primary Structure (not issued until water and sewer services are abandoned at mains)
Demolition of Garage (not issued until replacement garage permit is issued)
Dog Runs
Driveway Construction or Reconstruction (new or replacement)
Driveway Approach – cash bond required (new or replacement)
Driveway Ribbons (new or replacement)
Dumpsters (except if a permit has been issued): OTC
Electric Subpanels
Electrical Fixture Replacements (if wiring is installed or modified)
Electrical Rough-ins
Electrical Service Upgrades
Electrical Work
Elevators and Conveyances
Emergency and Exit Lights
Fences, Screening
Fire Detection Systems (alarms)
Fire Signaling and Monitoring Systems
Fire Suppression Systems (sprinklers)
Fire Pits (permanent installations)
Fireplaces
Furnaces, hydronic heating
Garage
Garage Overhead Door: OTC
Gas or Propane Heaters (permanent installations)
Gazebos
Geothermal Systems, Heat Pumps
Greenhouses
Hockey or Ice Skating Rinks
Irrigation systems
Landscaping (with grade changes)
Life Safety Systems
Mailbox Monuments (on public property)
Mechanical Systems (new and system modifications)
Mud Jacking and Slab Jacking
Outdoor Dining
Parking Lot Construction or Reconstruction
Parking Lot Resurfacing (involving grinding and a overlay)

Patios
Pergola
Playhouses, Homemade (permanent)
Plumbing Fixture Replacements (if piping is installed or modified)
Plumbing Rough-ins
Plumbing Work, defined in Village Building Code and the IL Plumbing Code
Porches (new and replacements)
Primary Structures
Remodeling
Retaining Walls (if height is greater than 24 inches)
Roofing: OTC
Services Walks (on private property)
Sewer Repairs: OTC
Sheds (if larger than 48 square feet)
Sidewalk (on public right-of-way)
Siding: OTC
Signs, Permanent. Exceptions: Public Signs, Memorial Signs, Holiday Decorations, Contractor Signs ≤ 6 SqFt, Signs of Public Utility Companies, Window Promotional Signs [different from Window Signs, which do require permits], Window Displays, No Trespassing Signs, Flags containing no advertising, Institutional Signs ≤ 32 SqFt, Real Estate Signs ≤ 6 SqFt, Nameplates, Residential Development Signs, Garage Sale Signs ≤ 5 SqFt, and Political Campaign Signs ≤ 16 SqFt)
Signs, Temporary: OTC
Skylights: OTC
Smoke Detectors (if hardwired)
Smoke Management Systems
Stoops
Stormwater Drainage Systems
Structural Building Repairs
Sump Pits
Swimming Pools and Spas (greater than 24 inches deep)
Trailers, Temporary Office
Trash Container Enclosure, if structural
Tree Removal, Healthy (public or private property)
Water Heaters (new or replacement): OTC
Water Meters
Water Repairs (if pipe is replaced)
Windows (if window opening/framing is modified): TCO

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

Appliances (e.g. refrigerators, ovens, washing machines, and dryers)
Arbors, Trellises (non structural)
Awnings (that project less than 48 inches)
Basketball Goals
Cabinetry (permit required for new electrical receptacles)
Demolition of Accessory Structures 120 Square Feet or Less
Dishwashers
Doors, Exterior (replacement if no opening modifications)
Driveway Sealcoating
Dumpsters (if used for permit work)
Electrical Fixture Replacement (if no wiring is installed or modified)
Gutters and Downspouts
Insulation Supplements (in walls, ceilings, and/or attics)
Landscaping (with no grade change)
Low Voltage Wiring
Painting
Parking Lot Sealcoating
Parking Lot Striping
Plumbing (if no piping is installed or modified)
Portable Storage Containers (limited to being on hard surface for 21 days or less)
Repairs (routine maintenance of buildings and equipment)
Retaining Walls (if height is 24 inches or less)
Satellite Dishes
Security Systems
Sewer Rodding, Jetting or Televising
Sheds (if 48 square feet or less)
Skateboard Ramps
Soffit, Fascia, Eave Coverings
Stepping Stone Footpaths (non structural)
Swimming Pools, Inflatable or Prefabricated (less than 24 inches deep)
Swing Sets, Jungle Gyms (similar manufactured recreational equipment)
Toilet Facilities, D
Temporary
Tree Removal, Dead or Decaying
Tuckpointing (if no structural repairs)
Underground Storage Tank Removal
Wallpapering
Water Softeners
Windows, if one-to-one replacement
Window Treatments