



One Day Permit Review

Your minor residential construction project may qualify

The Village of Carpentersville is initiating a new review option called “One Day Permit Review” to make it easier to obtain a residential building permit. This new review option for home improvement projects provides quicker turnaround times, is more streamlined, and allows more consistent application of rules.

Your first step will be to schedule an appointment with the Community Development Department. Next, complete all the necessary application forms and handout checklists, update the Plat of Survey for the property, and prepare complete construction drawings. Please make sure you have all required submittals completed when you arrive for your appointment, as incomplete submittals will not be accepted.

Completed submittals and applications will be reviewed while you wait during the course of a single review session. If minor corrections are needed, we will work with you to make those changes immediately. The goal is to issue a permit during a single visit to the Village Hall.

Eligible residential projects include:

- Swimming Pools and Spas/Hot Tubs (above ground only)
- Decks
- Porches
- Pergolas
- Electrical service upgrades
- Simple plumbing repairs or plumbing fixture replacements
- Sheds (if larger than 48 square feet)

Typical required submittals:

- Completed application form
- Completed handout and checklist
- An accurate updated Plat of Survey
- Complete construction drawings and details
- A written scope of work

One Day Permit Reviews will be available by appointment only from 9:00 a.m. until 12 Noon, every Wednesday. For more information, to obtain the required forms, or to schedule an appointment, please contact the Community Development Department at (847) 551-3478.