

What Application to Use

If not listed call Community Development 630-547-5250 to inquire.

Project Activity	Building Permit Application
Commercial	
Commercial Addition	Commercial Building Permit
Commercial Alteration	Commercial Building Permit
Commercial New Building	Commercial Building Permit
Demolition – Commercial - interior non-structural	Commercial Building Permit
Demolition – Commercial – Primary Structure	Commercial Building Permit
Elevator – Commercial	Commercial Building Permit
Exit stairway, exterior - Commercial	Small Building Permit with Plan Reviews
Fire Alarm – Commercial	Commercial Building Permit
Fire Sprinklers – Commercial	Commercial Building Permit
Roofing - Commercial over 300 sq. ft.	Small Building Permit with Plan Reviews
Site Development – Commercial	Commercial Building Permit
Electrical	
Exit signs	Small Building Permit with Plan Reviews
Lighting fixtures (new/additions)	Over-the-Counter Building Permit
Openings for wiring, each 25 or portion thereof	Over-the-Counter Building Permit
Re-circuiting	Over-the-Counter Building Permit
Service Feeders	Over-the-Counter Building Permit
Service panel or subpanel	Over-the-Counter Building Permit
Temporary electrical service	Over-the-Counter Building Permit
Transformer	Over-the-Counter Building Permit
Underground service	Over-the-Counter Building Permit
Upgrade to 200 amps	Over-the-Counter Building Permit
Upgrade to 400 amps	Over-the-Counter Building Permit
Upgrade greater than 400 amps	Over-the-Counter Building Permit
Upgrade of each meter	Over-the-Counter Building Permit
Wired connection (New) to appliances or equipment	Over-the-Counter Building Permit
Exterior Alterations	
Fascia, soffits, gutters, downspouts, windows or exterior doors if increased size	Over-the-Counter Building Permit
Masonry tuckpointing, over 300 sq. ft.	Over-the-Counter Building Permit
Roofing - Commercial over 300 sq. ft.	Small Building Permit with Plan Reviews
Roofing replacement - Residential	Over-the-Counter Building Permit
Siding or stucco, over 300 sq. ft.	Over-the-Counter Building Permit
Food Service	
Food Service Build-out	Food Service Building Permit
HVAC	
Air Conditioner Coil and/or Compressor replacement	Over-the-Counter Building Permit
Air Distribution system modification	Over-the-Counter Building Permit
Boiler	Over-the-Counter Building Permit
Chimney or vent, replacement or chimney re-liner	Over-the-Counter Building Permit
Heating/Cooling equipment – Residential furnace, heat pump, new or replacement	Small Building Permit with Plan Reviews
Heating/Cooling equipment – Commercial furnace, heat pump, rooftop unit, new or replacement	Small Building Permit with Plan Reviews
Solid fuel-burning equipment or stove	Over-the-Counter Building Permit
Fuel-gas or fuel-oil piping modification	Over-the-Counter Building Permit
Plumbing - All work requires a plumber's Letter of Intent	
Cross Connection Control Device (new)	Over-the-Counter Building Permit
Flood/Sewer backup control system	Small Building Permit with Plan Reviews
Grease Interceptor, new or replacement	Small Building Permit with Plan Reviews

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Plumbing – Continued <i>All work requires a plumber's Letter of Intent</i>	
Lawn Irrigation System – Private Property - NO heads in the parkway	Over-the-Counter Building Permit
Lawn Irrigation System - Private Property - WITH heads in the parkway	Small Building Permit with Plan Reviews
Modified overhead sewer, not part of a remodeling project	Small Building Permit with Plan Reviews
Reconfigure interior waste, water or vent system, not part of a remodeling project	Small Building Permit with Plan Reviews
Water Heater Replacement	Over-the-Counter Building Permit
Water, Sewer or Storm line repair - Private Property – No work in parkway	Over-the-Counter Building Permit
Miscellaneous	
Arbor, Trellis Pergola	Residential Outdoor Structure BP
Banner	Banner Permit
Deck or Porch	Residential Outdoor Structure
Drain tile pit/pump – Interior	Small Building Permit with Plan Reviews
Driveway approach	Small Building Permit with Plan Reviews
Driveway replacement (same location/size)	Small Building Permit with Plan Reviews
Fence	Fence Building Permit
Fire Pit, Oven, Kitchen	Residential Outdoor Structure
Fireplace, new exterior	Small Building Permit with Plan Reviews
Fireplace, new interior	Small Building Permit with Plan Reviews
Garage Detached	Residential Outdoor Structure BP
Geothermal systems	Small Building Permit with Plan Reviews
Impervious Surface – Paved or Impervious	Residential Outdoor Structure BP
Key Box	Key Box Permit
Miscellaneous	General Building Permit
Pavement grinding/resurfacing pavement	Small Building Permit with Plan Reviews
Pool, Spa, Hot Tub – Above or In ground	Residential Outdoor Structure
Prescribed burn	Over-the-Counter Building Permit
Radon mitigation system (Active – power ventilation)	Over-the-Counter Building Permit
Radon mitigation system (Passive – natural ventilation)	Over-the-Counter Building Permit
Restripe parking lot	Small Building Permit with Plan Reviews
Retaining wall, over 8 inches in height	Small Building Permit with Plan Reviews
Shed or other accessory structure less than 150 sq. ft. in area	Small Building Permit with Plan Reviews
Signs, Canopy, Awning	Sign Permit
Solar panel system, including connection to electric system only	Small Building Permit with Plan Reviews
Solar panel system, including connection to electric and plumbing	Small Building Permit with Plan Reviews
Storage Tank Install/Removal	General Building Permit
Telecommunications	Telecommunication Permit
Temporary - bleachers, platforms, stage or tent (Tent greater than 400 sq. ft.)	Small Building Permit with Plan Reviews
Wind turbine	Small Building Permit with Plan Reviews
Multi-Family	
Demolition – Multi-family - interior non-structural	Multi-Family Building Permit
Demolition – Multi-Family – Primary Structure	Multi-Family Building Permit
Elevator – Multi-Family	Multi-Family Building Permit
Fire Alarm – Multifamily	Multi-Family Building Permit
Fire Sprinklers– Multifamily	Multi-Family Building Permit
Multi-Family Addition	Multi-Family Building Permit
Multi-Family New Building	Multi-Family Building Permit
Multi-Family Remodel	Multi-Family Building Permit
Site Development - Multi-Family	Multi-Family Building Permit

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Residential	
Demolition – Residential - interior non-structural	Residential Building Permit
Demolition – Residential – Primary Structure	Residential Building Permit
Elevator – Residential	Residential Building Permit
Fire Alarm – Residential	Residential Building Permit
Fire Sprinklers – Residential	Residential Building Permit
Residential Addition	Residential Building Permit
Residential New Building	Residential Building Permit
Residential Remodel/Alteration	Residential Building Permit
Roofing replacement - Residential	Over-the-Counter Building Permit
Site Development – Residential	Residential Building Permit