GENERAL REQUIREMENTS FOR BUILDING PERMIT SUBMITTALS

This is for reference only and shall not be construed as total compliance with any or all Codes and Ordinances of the Village of Oakwood Hills. See building and zoning codes and handouts for more details.

Air Conditioning & Furnace

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of condenser unit.
3) Submit copy of proposal from contractor.
4) Submit manufacturer specs sheets for all equipment.
5) $75.00/unit permit fee. Paid when permit is issued.

Deck

1) Complete permit application.
2) Submit 2 copies of a scaled (¼"= 1') plan with information about construction of the deck, including foundation detail, size and location of all framing members, type of lumber, detail of attachment to the house, details of stairs and railing. Show pier size and spacing, beam size and spacing, and all dimensions. Provide a detail section through deck.
3) Submit a copy of proposal from contractor.
4) Submit 2 copies of plat of survey and indicate the location of the deck and distance to property lines.
5) Submit 2 copies of septic system plan and indicate on the septic plan the location of the proposed deck.
6) Refer to Deck handout for specific requirements. (Contact J,U.L.I.E.).
7) $0.12 per Sq. Ft. ($80.00 min.) permit fee. Paid when permit is issued.
8) All contractors must be bonded with the Village in the amount of $10,000.

Fence

1) Complete permit application.
2) Submit picture of fence (4' max. height).
3) Submit 2 copies of plat of survey and indicate the location of the proposed fence.
4) Submit 2 copies of septic system plan and indicate on the septic plan the location of the proposed fence.
5) Submit copy of proposal from contractor.
6) Refer to Fence handout for specific requirements. (Contact J.U.L.I.E.).
7) $70.00 plus .10 per L/F permit fee. Paid when permit is issued.
8) All contractors must be bonded with the Village in the amount of $10,000.

Driveway

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of driveway and distance to property line.
3) Submit 2 copies of septic system plan and indicate location of driveway on plan.
4) Submit copy of proposal from contractor.
5) Refer to Driveway handout for specific requirements. (Contact J.U.L.I.E.)
6) $80.00 permit fee. Paid when permit is issued.
7) All contractors must be bonded with the Village in the amount of $10,000

Lawn Sprinkler System

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of all sprinkler heads, piping, RPZ, etc.
3) Submit 2 copies of septic system showing location of all sprinkler heads, piping, RPZ, etc.
4) Submit RPZ cut sheet.
5) Submit a copy of plumber's state license and IEPA cross connection license.
6) $80.00 permit fee. Paid when permit is issued.
7) All contractors must be bonded with the Village in the amount of $10,000

Patio/Walkway

1) Complete permit application.
2) Submit 2 copies of plat of survey and indicate location of patio/walkway and distance to property line.
3) Submit 2 copies of septic system plan and indicate location of patio/walkway on plan.
4) Submit copy of proposal from contractor.
5) Refer to Patio/Walkway handout for specific requirements. (Contact J.U.L.I.E.)
6) $0.12 per Sq Ft ($80.00 min) permit fee. Paid when permit is issued.
7) All contractors must be bonded with the Village in the amount of $10,000

Swimming Pool, Spa, Hot Tub

1) Complete permit application.
2) Submit two (2) copies of the plat of survey and provide equipment cut sheets. (See Swimming Pool Handout for more details). Drawn to scale.
3) Submit two (2) copies of the septic field plan. Indicate the location of the pool and distance to septic system.
4) Show 4' barrier requirements.
5) Show electrical requirements.
6) Call J.U.L.I.E. (utility locate service) at 1-800-892-0123.
7) Submit a copy of Homeowner's Association approval letter, if applicable.
8) Submit copy of proposal from contractor.
9) See Swimming Pool, Spa, and Hot Tub handout for specific requirements.
10) $120/95/85.00 permit fee. Paid when permit is issued.
11) All contractors must be bonded with the Village in the amount of $10,000

Reroof

1) Complete permit application.
2) Submit copy of proposal from contractor.
3) Submit copy of State of Illinois roofer's license.
4) $80.00 permit fee. Paid when permit is issued.
5) All contractors must be bonded with the Village in the amount of $10,000

Remodel and Basements

1) Complete permit application.
2) Submit 2 copies of plans showing all work (dimensions, electric, HVAC, plumbing, etc.) drawn to scale.
3) Submit copy of proposal from contractor.
4) Submit copy of State of Illinois Contractor's license, State of Illinois plumber's license and letter of intent.
5) Permit fee is per square foot. Paid when permit is issued.
6) All contractors must be bonded with the Village in the amount of $10,000

Siding, Residing and Exterior Finish

1) Complete permit application.
2) Submit copy of proposal from contractor.
3) $80.00 permit fee. Paid when permit is issued.
4) All contractors must be bonded with the Village in the amount of $10,000

Sheds

1) Complete permit application.
2) Submit 2 copies of plans for shed.
3) Submit 2 copies of plat of survey and indicate location of shed and distance to all property lines.
4) Submit 2 copies of septic system plan and indicate location of shed and distance to all property lines.
5) Submit copy of proposal from contractor.
6) Refer to Shed handout for specific requirements. (Contact J.U.L.I.E.)
7) $80.00 permit fee. Paid when permit is issued.
8) All contractors must be bonded with the Village in the amount of $10,000

New home, Addition, Remodeling

1) Complete permit application.
2) Requires a plan review fee at time of submittal (new home - 2,000 sq./ft. or more = $260.00, 2,000 sq./ft. or less = $210.00, Additions and alterations = $85.00 plus .05/Sq Ft) Alteration/Remodel = $70.
3) Submit copy of septic plan.
4) Submit McHenry County Stormwater Management permit.
5) Submit 2 copies of building plans signed and sealed by an Illinois license architect or structural engineer.
6) Submit copy of State of Illinois Contractor's license, State of Illinois plumber's license and letter of intent.
7) Permit fees vary based on square footage of project. The fee is paid when permit is issued.
8) All contractors must be bonded with the Village in the amount of $10,000
9) All other requirements on hand out sheet.