



Community Development Department
1200 L.W. Besinger Drive, Room 206
Carpentersville, IL 60110
Hours: Mon-Fri 8:30 a.m. – 4:30 p.m.

Phone: (847) 551-3478
Fax: (847) 426-0864
<https://www.cville.org>
permits@cville.org

When are Permits Required?

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.

What if my project involves the approval of another Village department – like Fire, Engineering, or Public Works?

You still should submit all permit applications and construction documents to the Community Development Department.

What if my project is not listed below?

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.

What if I start my work before getting a permit?

Because permits may be required in certain situations, it is important to review both sections of this handout. There is a minimum \$150 fee for starting work before obtaining required permits.

Permits are Required for:

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

A

- 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 48 inches or greater)

B

Basketball Courts

Berms

Boilers

Buildings: residential, commercial, manufacturing and other

Building, Moving

C

Cabinetry 4' or greater (Electrical permit may be required to meet countertop receptacle requirements)

Canopies

Cell Towers and Antennas

Change of use, tenant, occupancy, or owner of a business (fee only)

D

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

E

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

Exterior Doors

F

Fences (To include certain types of screening)

Fire Detection Systems (alarms)

Fire Signaling and Monitoring Systems

Fire Suppression Systems (sprinklers)

Fire pits (permanent installations)

Fireplaces

Furnaces, hydronic heating

G

Garage
Garage Overhead Door: OTC
Gas or Propane Heaters (permanent installations)
Gazebos
Geothermal Systems and Heat Pumps
Greenhouses

H

Hockey or Ice Skating Rinks

I

Insulation
Irrigation systems

L

Landscaping (with grade changes)
Life safety systems

M

Mailbox monuments (on public property)
Mechanical Systems (new and system modifications)

O

Outdoor Dining

P

Parking Lot Construction, reconstruction and/or striping
Parking Lot Resurfacing (involving grinding and a overlay)
Patios
Pavilions/Pergolas
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

R

Remodeling
Retaining Walls (if 24" or greater in height above grade)
Roofing: OTC

S

Services Walks (on private property)

Sewer Repairs: OTC

Sheds (If 48 square feet or more)

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 (if 24 inches deep or greater)

T

Trailers, temporary office

Trash Container Enclosure

Tree Removal, healthy (public or private property)

W

Water Heaters (new or replacement): OTC

Water Meters

Water Repairs

Water Softener

Windows

Permits are Not Required for:

(Work shall adhere to manufacturer's instructions and all applicable codes)

A

Appliances (e.g. refrigerators, ovens, washing machines, and dryers)

Arbors, Trellises (non structural)

Awnings (that project less than 48 inches)

B

Basketball Goals

C

Cabinetry less than 4 lineal feet

D

Demolition of Accessory Structures 120 square feet or less

Dishwashers

Driveway Sealcoating

Dumpsters (if used for permit work)

E

Electrical Fixture Replacement (if no wiring is installed or modified)

G

Gutters and Downspouts

L

Landscaping (with no grade change)

Low Voltage Wiring

P

Painting

Parking lot sealcoating

Plumbing fixture replacement, if no piping is installed or modified.
(exceptions: Shower bases and tubs)

Portable Storage Containers (limited to being on hard surface for 21 days or less)

R

Retaining walls (if less than 24" in height)

Routine maintenance of buildings and equipment

S

Satellite Dishes

Security Systems

Sewer Rodding, Jetting or Televising

Sheds (if less than 48 square feet)

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)

T

Toilet Facilities, temporary

Tuckpointing (if no structural repairs)

W

Wallpapering

Window Treatments

Revised 7/19/2022