

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

**When Permits Are Required**

Revised: August 28, 2017

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)  
Firepits (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  
Insulation  
Irrigation systems  
Landscaping (with grade changes)  
Life safety systems  
Mailbox monuments (on public property)  
Mechanical Systems (new and system modifications)  
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 30 inches)  
Roofing: OTC  
Services Walks (on private property)  
Sewer Repairs: OTC  
Sheds (48 square feet or more)  
Sidewalk (on public right-of-way)  
Siding: OTC  
Signs, permanent. Exceptions: Public Signs, Memorial Signs, Holiday Decorations, Contractor Signs  $\leq 6$  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  $\leq 32$  SqFt, Real Estate Signs  $\leq 6$  SqFt, Nameplates, Residential Development Signs, Garage Sale Signs  $\leq 5$  SqFt, and Political Campaign Signs  $\leq 16$  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  
Water Softners  
Windows (if window opening/framing is modified)

**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  
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 30 inches or less)  
Satellite Dishes  
Security Systems  
Sewer Rodding, Jetting or Televising  
Sheds (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)  
Toilet Facilities, temporary  
Tuckpointing (if no structural repairs)  
Wallpapering  
Windows, if one-to-one replacement  
Window Treatments