

## Building Department Operations

Lobby Hours - 9am to 4:30pm, Monday – Friday

**FRONT COUNTER STAFF MAY PROCESS PAYMENTS ONLY IF YOU HAVE A VALID BUILDING INVOICE WITH YOU**

Inspection scheduling via phone ONLY (708) 354-0225

- ✓ mask is optional for entrance
- ✓ Permitting will remain contactless - forms are located at the lobby Building kiosk and online
- ✓ Refer to website or questions in person, via email [building@lagrangepark.org](mailto:building@lagrangepark.org), or phone (708) 354-0225
- ✓ Submittal via drop off, mail, or email (be advised email can distort some plans)
- ✓ When emailing make sure to scan and attach (no embedded pictures please)
- ✓ **Architect/Engineering (any stamped plans) plans via drop off/mail ONLY**
- ✓ Permit drop off/pickup has been established at Building Kiosk in our lobby with designated drop-off and pick-up bins along with permit information & forms. Village will make copies of any original forms submitted and return originals at issuance. Staff will make every effort to issue permits normally issued over the counter within 24 hours.
  
- ✓ Submit a properly completed application, which is **legible**, and **includes a valid email address** for contact. We will notify via email of any missing information needed for processing. Payment available online or in person. Online payment requires submittal of all paperwork and a valid email address. You will receive an email with an invoice and payment instructions once processed.

### Submittal Requirements – **highlighted** items are required for ALL applications

**Properly completed & legible permit application (incomplete or missing information will delay processing)**

**Completed contractor registration form and all required paperwork (if not current)**

**Copy of contract or proposal**

Signed Reimbursement of Fees Agreement (reverse of application) and deposit (for some projects)

Three copies of plans or drawings indicating **all** work details (plumbing, electrical, HVAC & framing)

Three copies of a **detailed** written scope of work

Copy of a current, legal plat of survey (when required)

Three sets of plans signed and sealed by a licensed State of Illinois Architect (if required)

Three sets of storm water management signed/sealed by a licensed State of Illinois Civil Engineer (if required)

- ✓ **Permits requiring review** – ROF signed by property owner & applicant (reverse of application) and deposit.
- ✓ Review is approximately 10 – 12 business days
- ✓ You will be notified via email as soon as status changes or if more information is needed
  
- ✓ **Over-the-counter** permits dropped off or emailed will be processed on the following schedule:  
*You will be notified via email (please provide valid email contact) of any missing information and when permit is ready*

**payment BEFORE** noon → ready for pickup after 2pm same day

**payment AFTER** noon → ready for pickup after 10am next business day

**All Issued permits will be available at the lobby Building kiosk for pick up**