

Project packets are written to be a general guideline for most projects. Although the information will cover many areas, it is not tailored to any individual project. For detailed information or clarification, please contact Building & Inspectional Services at (708) 354-0225 or [building@lagrangepark.org](mailto:building@lagrangepark.org)

**Here are some helpful tips that apply to all projects:**

- Never start any project without obtaining the proper permit. Working without a permit is illegal and punishable by law; this will not only delay the project, but fines or citations will be issued.
- All contractors who work within the Village are required to be registered with the Village and must do so prior to the issuance of any permits.
- Once the project has started, any changes must be approved by the Building Department prior to continuing the work.
- Depending on the scope of work, some projects only require minor sketches to be submitted with the permit application. Bigger projects, especially those that alter, change or move structural components need to have plans drawn by a State of Illinois Licensed Architect or Engineer. Please always check with the Building Department or refer to project specific packets to find out what requirements may apply to your project.
- Be courteous to your neighbors. When conducting large projects it is important not to inconvenience your neighbors or leave any mess for them to clean up. Your neighbor's property is private. Like your own property, private means no trespassing. It may be necessary from time to time that you or your contractor needs to enter onto neighboring property to perform work; always ask permission from your neighbor prior to doing so.
- Keep the environment clean. At no time should there ever be piles of construction debris. All debris shall be disposed of properly. Please remember the burning of any construction materials is strictly prohibited.

- It is permissible to keep a dumpster in the street; however it cannot block any driveway, thoroughfare or alley and must have a lighted barricade at each end.
- If your project will require constant passage over the public walk, please ensure that the walk remains clean and open at all times. Also, make sure the parkway remains clean, clear, and free of any damage, especially to parkway trees.
- Large construction projects will require proper fencing for site security and parkway preservation.
- The permit fees applicable to all development, building, or construction within the Village are subject to change without notice.
- Always contact JULIE (Joint Utility Locating Information for Excavators) before any digging or excavation occurs. JULIE may be contacted by phone at 1-800-892-0123 or 811. More information is also available on their website at [www.illinois1call.com](http://www.illinois1call.com)

The homeowner is ultimately responsible for obtaining any required permits or permission. In addition, the contractor/homeowner is responsible for scheduling all required inspections. As with any project, the plan review comments that are provided with the permit must be thoroughly read and followed. These outline any requirements and inspections specific to your project.

The Village of La Grange Park hopes that this information will be helpful with your next project. Should you have any questions, please contact the Building & Inspectional Services at (708) 354-0225 or [building@lagrangepark.org](mailto:building@lagrangepark.org)