

Permit Submittal Checklist

This checklist is purposely brief. Applicants are responsible for ensuring that their project complies with the Village's adopted ordinances which are available on the Village's website.

The following must be provided;

- Completed Permit Application;
- Contractor Requirements;
- Current Plat of Survey.
- Two (2) sets of Site Plans showing the location and approximate size of the proposed work. Site plan checklist available at the front counter
- The Site Plan may be drawn on an aerial photograph, Plat of Survey, or Septic Plan, as long as it contains all required information.
- Two (2) sets of construction documents that depict and describe the materials, sizes, methods of construction, placements and spacing of supporting members, etc.

If located in a floodplain, additional submittal information and fees are required.

A Step by Step Guide to the Building Permit Process

STEP 1: Review

Review the submittal checklist and make sure you have all required documentation.

STEP 2: Permit Submittal Review Begins

Once your permit application and supporting documents are accepted, contractor requirements will be verified and Plan Review will begin. Our preferred timeframe in completing this step is:

Minor permits - five business days

New Single Family permits - ten business days

Single Family additions - ten business days

Commercial/Industrial permits - ten to fifteen business days

*All submittals requiring Watershed Development review may require additional Plan Review time.

STEP 3: Review Comments to Applicant

Once the review is complete, the inspector will forward the comments to the applicant. Items listed in the review may need to be addressed and resubmitted prior to the permit being issued.

STEP 4: Fees Paid and Permit Issued

Upon approval, the applicant will be notified of the permit fees due. Permits can be picked up Monday through Friday between the hours of 8AM and 5PM. A permit placard must be displayed for the duration of the project in a conspicuous place visible from the street.

STEP 5: Required Inspections

It is the responsibility of the owner/agent to ensure that all inspections are completed. Please have the address and permit number available when calling to schedule inspections. A minimum of 24 hours notice is required when scheduling inspections.

STEP 6: Final Inspection and Permit Close-out

It is the owner/agents responsibility to ensure that all required inspections are completed, approved and the permit closed out.

General Permit Information



Building a Better Community



Community Development
66 Thillen Dr.
(847) 587-3176
Monday-Friday 8am-5pm
www.foxlake.org

General Information

Permit applications may be obtained from the Community Development Department, located in the Village Hall or on the village website.

To have an application and plans reviewed in a timely manner, it is crucial to have all forms completed and submitted with the necessary materials to perform a complete review.

Why Do I Need a Permit?

The Village of Fox Lake has adopted internationally recognized building codes that reflect safe and modern construction practices. A building permit helps ensure safe construction and protects home value.

Permit Fees

The permit fee schedule can be found on the village website at www.foxlake.org

Cash, Check or Credit Card accepted. Credit cards will not be accepted over the phone.

Permit Duration

The building permit expires six (6) months from the date of issuance.

Permit extensions may be requested and granted at the discretion of the Community Development Director. A \$50 extension fee is required.

Permits for temporary purpose shall expire in thirty (30) days.

Adopted Building Codes

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Mechanical Code
- 2015 International Fire Code
- 2015 International Fuel Gas Code
- 2015 International Property Maintenance Code
- 2015 International Energy Conservation Code
- 2014 National Electrical Code
- 2015 NFPA 101 Life Safety Code
- Current Illinois Plumbing Code
- Lake County Watershed Development Ordinance

What are the Construction Hours?

Construction activity is permitted in the Village from 7 am to 8 pm Monday—Saturday. 10 am to 5 pm Sundays and legal holidays.

Inspections

Inspections are scheduled Monday through Friday from 9am-4pm. Please provide a minimum of 24 hour notice. We make every effort to get to your inspection within a 15 minute window of your scheduled time.

Plumbing Inspections are scheduled through the Community Development Department and performed by the Lake County Plumbing Inspector.

The Resident's Responsibility as Permit Holder

Be educated and involved! Although you may have hired a contractor to complete the construction on your project, you will ultimately be held responsible for the compliance and completion of the permit.

Required Permits

A permit is required for all new construction, additions, or alterations to residential and commercial buildings.

All work located within a floodplain or near a wetland requires a WDO permit.

Projects requiring a building permit are:

- Accessory Structures including Shed, Carport, Chicken Coop, Garage
- Basement Remodel
- Culvert
- Decks / Covered Porches
- Demolition (Structural and Interior)
- Driveway or Parking lot
- Electric / Electric Service
- Fireplace and Wood Burning Stove
- Fence
- Foundation Repair
- Garage
- Gazebo / Pergola
- Generator
- Grading / Fill / Drainage
- HVAC
- Insulation
- Lawn Irrigation Systems
- Patio/Walkways/Stoops
- Plumbing
- Swimming Pools, Hot Tubs & Spas
- Retaining Walls over 4 feet
- Seawalls
- Roofing
- Sewer/Water Service (New or Repair)
- Siding
- Tree Removal
- Windows/ Doors (New or Replacement)