WHO SHOULD APPLY FOR THE **PERMIT?**

The homeowner or contractor may apply for a building permit. A permit is required for most home projects.

Tips for working with contractors:

- Before hiring a contractor, try to get at least three quotes and ask for proof of insurance.
- If the contractor applies for the permit on your behalf, you should ask to see a copy of the permit before the start of work.
- Make sure you call for and receive an approved final inspection from the City before making the final payment to the contractor.

How long is the permit valid?
Building permits are valid for one year from the date of issuance, and construction work associated with the permit must begin within six months of permit issuance.

HOW CAN I **SCHEDULE AN INSPECTION?**

Inspections can be requested by logging into your my.wooddale.com account or by calling the Community Development Department at (630) 766-5133.

WHAT IS A **STOP WORK ORDER?**

A stop work order may be issued for performing construction work without the appropriate permit. When posted, it requires all construction on the property to stop. Stop work orders may be subject to additional fines.

www.wooddale.com
permits@wooddale.com
404 N. Wood Dale Road
Wood Dale, IL 60191

(630) 766-5133

CITY OF
WOOD DALE

FAQ

RESIDENTIAL BUILDING PERMITS

www.wooddale.com

WHAT WORK REQUIRES A **BUILDING PERMIT?**

A permit is required to construct, alter or repair a building or accessory structure. Examples of work that would require a building permit include adding or replacing windows, building a deck, water heater replacement, and driveway replacement. While most projects require a permit, the following projects are exempt and **do not** require a permit:

- Painting, papering, tiling, carpeting, cabinets, and countertops;
- Non-fixed and movable fixtures, cases, racks, counters, and partitions not over five feet nine inches (5'9") in height which do not contain electrical devices;
- Prefabricated swimming pools which are capable of holding less than twenty-four inches (24") of water, do not exceed five thousand (5,000) gallons, and are installed entirely above ground;
- One-story detached accessory structures used as playhouses provided the floor area does not exceed one hundred twenty (120) square feet; and
- Swings and other playground equipment.

What information needs to be submitted with my permit?

Please review the individual permit checklist for submittal requirements. Submittal requirements are also available on the my.wooddale.com self-service portal.

SCAN ME

PLAT OF SURVEY REQUIREMENTS

Projects involving site work require the submittal of a current plat of survey, prepared by a licensed Illinois Land Surveyor, showing all improvements on the property. A current plat of survey is one that has been prepared within five years of the date of the permit application **and** accurately depicts all existing, man-made structures on the property, including pavement. If the plat of survey does not show all current improvements or is greater than five years old, it will need to be updated prior to the submittal of a permit application. For some minor projects, a plat of survey older than five years that accurately shows all existing structures/improvements on the property, may be accepted along with an affidavit signed by the property owner certifying that all the current improvements on the property are accurately shown on the plat of survey.

ADOPTED BUILDING CODES

The following codes have been adopted as part of the Building Code, Chapter 12 of the Municipal Code. Scan this code for more details.

SCAN ME

WHERE CAN I FIND MY **PLAT OF SURVEY?**

Most likely, your plat of survey may be found with your home's closing documents. If you are unable to locate your plat of survey, your lender or real estate attorney may have a copy. If a copy is not available, you may hire a land surveyor to create a new plat of survey.

WHAT IF I NEED TO MODIFY MY PERMIT?

Any proposed changes to the approved plan must be brought to the attention of the Community Development Department. Some changes will require review and approval.