



VILLAGE OF GLENCOE

FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022
p: (847) 835-4111 | info@villageofglencoe.org | Follow Us: @VGlencoe

Last Updated: July 12, 2017

www.villageofglencoe.org

Projects Requiring a Building Permit

THIS LIST IS A BRIEF SAMPLING OF PROJECTS REQUIRING A PERMIT.
IF YOU HAVE QUESTIONS, CONTACT PUBLIC WORKS AT 847-835-4111

AIR CONDITIONER/ GENERATORS

Exterior air-conditioning condensers, generators or heating units must follow zoning setback requirements and require an electrical permit. Ask for informational handout on "Generators" for size exceptions in side/rear setbacks if sound attenuation is provided.

ARBOR/ PERGOLA/ TRELIS

All freestanding and attached arbor, pergola, or trellis structures must meet zoning ordinance location and floor area ratio requirements. A building permit must be issued prior to construction. Ask for informational handout for parameters on certain size arbors/pergolas/trellis in setbacks or FAR exclusions.

BUILDING NEW CONSTRUCTION/ADDITIONS - Single Family, Multiple Family, Commercial Space

Any new construction or addition requires submitting plans for review for a permit to be issued.

DRIVEWAYS

Driveway resurfacing, replacements, new driveways and parking areas require the review and applicable permits issued by the Village Engineer.

ELECTRICAL

All electrical work including adding new outlets or recessed lights, or up-grading a service requires a permit. Electricians must be licensed in the greater metropolitan Chicago area.

EXTERIOR ALTERATIONS

Construction or removal of any exterior walls requires a building permit. Installation/replacement of siding, and changing DRY-VIT or similar wall surfaces to stucco requires a permit. New patios and replacements require the Village Engineer's review.

EXTERIOR GRADE CHANGES

Any changes in exterior grading including patio construction, or adding fill to any property requires a grade change permit approved by the Village Engineer. The purpose of this permit is to verify that no altering of any natural storm drainage flow occurs from your property onto another property, or from another property to your property. Consultation with the Village Engineer is essential.

FENCES AND POSTS

New fences and posts, or replacements for old fences and posts, must meet Village's current fence ordinance height requirements, and a permit is required prior to installation. A fence application, with description of the fence, along with a copy of the plat of survey indicating the proposed fence location, will enable staff to determine if your proposal is in compliance with fence and zoning requirements.

HEATING UNITS

House and water heating replacement units do not require a permit but must be vented a minimum of 10 feet from the side lot line.

INTERIOR ALTERATIONS

Construction or removal of any interior walls requires a building permit. Enlarging any door or window, or constructing attic dormers, requires a building permit. Window unit replacements do not require a permit. Replacement of existing bathroom fixtures or kitchen cabinets in the same location as the existing ones requires a construction permit. Also, see Electrical requirements.

PLUMBING

Most plumbing work involving piping and drain installation requires a permit; changing or replacing fixtures also requires a permit. Plumbers must be licensed by the State of Illinois or per exceptions of the State Licensing Act.

RE-ROOFING

Replacement of existing roof shingles or flat roof membranes requires a permit. All roofing contractors must be licensed by the State of Illinois or per exceptions of the State Licensing Act. Glencoe's Building Code limits all roofs to a maximum of two layers, regardless of roofing material type.

ROOM ADDITIONS

Requirements for a room addition include a building permit, a plat of survey, and construction plans sealed by a registered architect. All additions must meet setback and other zoning requirements.

SPRINKLER SYSTEMS

Underground lawn sprinkler systems require a permit; and require annual testing.

STORAGE SHEDS, PLAY SETS and GARAGES

Storage sheds, garden sheds, children's play sets, tree houses, and garages must follow the same requirements as those for wood decks and room additions. Small sheds are required to have a minimum 4-inch thick concrete slab for the base. Larger accessory structures, such as garages, have different foundation construction requirements. All the structures must meet zoning ordinance location requirements and a building permit must be issued prior to construction.

SWIMMING POOLS

Construction or removal of an in-ground swimming pool requires a building permit. Pumping water into or out of a swimming pool requires a permit and insurance requirements; contact the Public Works office for additional information.

TREE REMOVALS

All trees 8 inches or greater in diameter require a tree removal permit even if the tree is dead. There is no fee for this permit unless a tree is in healthy condition.

UNDERGROUND SEWER AND WATER REPAIRS

All underground sewer or water line repairs on public/private property require a permit; additional fees apply to digging on public property. All repairs must be inspected by the Village prior to being closed up. Plumbers performing this work must have a copy of the State of Illinois license on file with the Village of Glencoe and bonded by their individual carrier before any permit will be issued. The Village Engineer must be consulted before permit issuance.

WOOD DECKS/PATIOS

Wood decks require a building permit and must adhere to zoning setback requirements. A copy of the plat of survey will enable staff to identify those areas of the property where such an improvement can be made. New patios and replacements require the Village Engineer's review.

ZONING ORDINANCE

A complete listing of the Village's zoning requirements is available on-line at www.villageofglencoe.org.