



VILLAGE OF LAKEWOOD BUILDING DEPARTMENT

2500 LAKE AVENUE • VILLAGE OF LAKEWOOD, IL 60014
815 / 459 – 4671 • FAX 815 / 459 – 3156

GUIDELINES FOR ACCESSORY BUILDINGS/STRUCTURES

Please submit 1 electronic PDF of the following documents by USB thumb drive or by email to building@village.lakewood.il.us. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted. Documents will not be distributed for review until all listed items and payment are received. Lead time is 10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL or USB:

- Building Permit Application
- Stormwater Management Permit Application and Stormwater plans stamped by an Illinois licensed engineer (If 'disturbing the land')
- Plat of Survey stamped by an Illinois licensed surveyor
- Architectural drawings stamped by an Illinois licensed architect
- Landscaping plans that comply with the Village code below
- Plumber's Letter of Intent on Plumber's Letterhead with a copy of the Plumber Registration from the State of Illinois Health Department. Include Water and Waste Riser Diagrams with sizing included. Include Water and Drain Fixture Unit Counts.
- A copy of the Roofer's License and a Letter of Intent on the roofer's letterhead
- A General Contractor's Surety bond (License & Permit Bond) from the Contractor's insurance company made to the Village of Lakewood in the amount of \$10,000

All plans submitted shall meet all Village Codes, but specifically the requirements as set forth by the following chapters of Village Code:

- Chapter 17, Section 7 of the Zoning Code
- Chapter 19 Building Code
- Chapter 21 Landscape Code
- Chapter 29 Stormwater Management
- Chapter 36 Architectural Review Process (Architectural Requirements)

IN-PERSON or ONLINE PAYMENTS:

- Payment at time of application for \$180 plus Stormwater if 'disturbing the land' without special flood hazard or wetlands \$1495; with Flood Hazard or Wetlands \$1820 [Chapter 19.15F fees, Chapter 29.14 fees, Chapter 36.03 fees]
- A \$100 Cash Performance Bond will be added to the permit fee above and refunded upon written request given completion of permit requirements. The Cash Performance Bond shall be forfeited if the permit requirements are not met or the Bond Release Request is not received within 30 days of project completion.
- The Final Permit fee is calculated once plans are reviewed and approved [Chapter 19.15 fees]

BUILDING DEPARTMENT REQUIREMENTS

- Contact JULIE before you dig, dial 811 or 1-800-892-0123
- All inspections are scheduled the prior business day
- Permit Expires in 6 months if no inspection scheduled- 1 year otherwise. Permit Extension: ½ original fee (2 max). Permit Reinstatement: ½ original fee, but only ½ the time. Permits Expired without work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

APPLICABLE BUILDING CODES

2018 International Residential Code (IRC) with Local Amendments

2018 International Building Code (IBC) with Local Amendments

2017 National Electrical Code (NEC) with Local Amendments

Currently State Adopted Illinois Plumbing Code

2018 International Fuel Gas Code (IFGC)

2018 International Mechanical Code (IMC)

Currently Stated Adopted Illinois Energy Conservation Code