



VILLAGE OF LAKEWOOD BUILDING DEPARTMENT

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

GUIDELINES FOR INTERIOR ALTERATION / REMODEL

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
- Copy of proposal signed by the property owner
- To scale floor plans showing existing and proposed floor plans showing all aspects of construction: framing, mechanical, electric, plumbing and energy requirements
- Structural Changes: Documentation stamped by an Illinois licensed architect or engineer
- Plumbing Changes: 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 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 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 \$230 [Chapter 19.15F fees & Chapter 36.03 fees]
- The Final Permit fee is calculated once plans are reviewed and approved [Chapter 19.15 fees]

BUILDING DEPARTMENT REQUIREMENTS

- 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