

## Basement Finish/Remodel Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- One (1) copy of the contract / proposal from the contractor
- Original Letter of Intent from IL licensed plumber
- Two (2) copies of the drawings to scale showing construction details for the finish, remodel, or alteration of the basement. Drawings shall show all walls, including the placement of electrical outlets. Indicate the location and type of lighting to be installed.

Please allow ten (10) working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

### Fees:

- **Basement Finish/Remodel Permit Fee:** Cost-Based (First \$1,000 = \$49.00, each additional \$1,000 = \$16.00).
- **Plan Examination Fee:** Twelve (12) percent of building fee to the nearest dollar for code review by Village staff (Minimum fee, \$30.00), plus twelve (12) percent for code review by outside agency.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

### Inspections:

The applicant / homeowner is responsible for scheduling all required inspections with our office. The following is a list of inspections, which may be required for your project:

- Underground Plumbing (if applicable)
- Rough Plumbing
- Rough Inspection (Building / Electrical / Mechanical)
- Insulation
- Final Plumbing
- Final Inspection (Building / Electrical / Mechanical)

### General Comments:

- The application packet and stamped Village approved plans are to be on the job site at all times.
- A minimum 24-hour notice is required when scheduling any inspection. Plumbing inspections are conducted on Monday, Wednesday, and Friday afternoons only.
- Compliance with the indicated codes, ordinances, and inspections required.