

## **BUILDING/INSPECTION FAQs**

Q. What is a building permit?

A. A building permit is a license that grants legal permission to begin construction of a building project. Permits and inspections are necessary to verify that all Village of Lakemoor codes are met. If they are not, the public's health, safety and welfare are at risk.

Q. What is a building permit application?

A. After contacting the building department, you will have to complete an application for a building permit. It will require basic information on the project, such as; who will perform the work, what work will be done, and how it will be done. The application process will also require you to submit drawings, plans or other documents for review. If the construction plans do not meet the Village's Building Code and Zoning Ordinance, or other related ordinance requirements, a code official will explain what needs to be corrected. To receive a permit, you will have to pay a fee. The permit fee helps defray the cost of time the Village staff spends on the application, and the review and inspection process.

Q. What work requires a building permit?

A. Most people know that new buildings, additions to existing structures, renovations, demolitions, and temporary buildings usually require building permits and inspections. Less obvious projects that may require a permit including installing a swimming pool, deck, fence and/or a shed. Also, some tasks that involve electrical, plumbing, heating, ventilation and air conditioning systems and fireplaces require a building permit. A good rule of thumb is, if it involves adding, moving or exposing water, gas, electricity, or walls it is going to need a permit.

Q. Where can I find my plat of survey?

A. The plat of survey can be found with the mortgage papers that you received from your lender when you closed on your property. If you do not have your plat of survey with these papers, please call your lender to have them send you a copy. In some cases, you may have to hire a land surveyor to create a new plat of survey.



- Q. Does the Village need to inspect my project?
- A. When the work begins, the Village of Lakemoor will inspect each major phase of construction. It is the responsibility of the person doing the work to schedule inspections at least 24 hours in advance; inspections are conducted Monday-Wednesday-Friday, except holidays. If the inspector finds that some of the work does not meet minimum code requirements, he will provide a written explanation of the corrections that must be made to bring the work up to acceptable standards.
  - B. When the work has been completed and the inspector approves the final project, you will receive either a Certificate of Occupancy or a Certificate of Compliance. This will formally mark completion of the project with the understanding that it has been inspected.
- Q. What documents must I display at the job site?
- A. The building permit card must be in a visible location at the construction site. A copy of the approved plans must be on the job site at all times. Any proposed changes to the approved plan must be brought to the attention of the Building Official. Some changes will require review and approval.
- Q. When should I call the Building Division?
- A. The time to call is before you start a project. Tell them what you plan to do and they will explain the requirements and assist you until the project has been safely and successfully completed. The Village staff is here to assist you with questions and concerns you may have regarding your project. If you hire a professional contractor to do the work, select one who is familiar with local building codes. Then apply for a permit whether a professional or a do-it-yourselfer does the job.
- Q. How can I contact the Building Division?
- A. The Village of Lakemoor Building Division exists to help make residential and business improvement projects safe and long-lasting. If you need more information about building permits, inspections and fees, please call 815-385-1117 between 8 a.m. and 4:30 p.m., Monday through Friday, or visit our website for more information.



**Mailing Address**  
Village of Lakemoor  
Building Department  
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Lakemoor, IL 60051