



Village of Deerfield

Checklist of Submission Requirements for Permit Applications

Residential Addition Checklist

Effective Date:
January 1st, 2017

Issued by:
Clint E. Case

ALL Submissions for Residential Addition Permit Application Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Homeowner's name, address, phone number
 - ALL contractor's names, addresses and phone numbers
 - GC and Architect email addresses
 - Estimated Cost of the Job
 - Complete description of work to be done
 - Signature at bottom of application from responsible agent for the project.
 - In order to effectively communicate on YOUR project, all information **MUST be legible.**
- Electrical:** the permit application is to be completed and signed by the electrician and submitted along with a copy of their current electrical license. This is a firm requirement at the time of submittal and job review will not be accepted without this paperwork. Electrical plans must include all fixtures, switches, receptacles and load calculations.
- Plumbing:** a Letter of Intent for specific property signed by the plumber and containing one of the following: company letterhead, notarized or corporate sealed. Also provide the plumber's 055 and 058 state license. Plumbing plans must include DWV and water supply schematics (service size).
- 2 stamped copies of the architectural plans.
- 2 copies of current plat of survey.
- Engineering:** 3 sets of civil engineering plans to contain; tree protection, draining and grading, fencing etc. These documents must be submitted at the Building Dept. with all the other requirements. These plans will then be approved by the Village Engineering Department prior to the review of the structural plans. Owner/Developer/GC are urged to contact the Eng. Dept. for specific requirements at 847-317-2490, M-F 7:00am – 3:30pm.

Permit Processing Time / Fees:

- Plan review fee **must** be submitted with the application.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

- Residential Plan Review Fee

\$1 to \$5,000	\$20.00
\$5,001 to \$15,000	\$50.00
\$15,001 to \$50,000	\$100.00
OVER \$50,000	\$150.00

- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- The Village can accept payment in **cash or check only**.
- Construction permit fee for all types of construction other than new single family or two family residential construction:
Based on estimated cost of construction: \$23.00 per \$1,000 for the first \$10,000 of estimated cost and then \$17.20 per \$1,000 for each \$1,000 of estimated construction cost or fraction thereof after \$10,000.
- Other fees that may be assessed to the permit will be determined at plan review. For example, there may be additional plumbing and electrical fees.
- A performance guarantee of \$10,000 will be assessed on addition projects that require a grading plan.

Other Requirements and Facts:

- Concrete contractors must pay a \$50 licensing fee to the Village of Deerfield on a yearly basis. In addition, they must provide the Village with a \$5,000 surety bond referencing concrete work.
- Excavating contractors will also require a \$5,000 surety bond if working within public property.
- Projects with 1,500 or more square footage of must recycle at least 75% of construction debris/materials to comply with Village Ordinance 0-13-5. A letter acknowledging this requirement is due before permit release and final documentation at project end.

Please refer to the Inspection Policy handout for complete information regarding Village of Deerfield inspections.

No ground or wall signs are permitted.

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.

Additional information is available on the Village of Deerfield web site at www.deerfield.il.us or by contacting the Community Development Department at (847)719-7484; Monday – Friday 8:00 am– 4:30 pm. Homeowners and Contractors are urged to take the time to familiarize themselves with the legal aspects of the project.

Please keep in mind the Village Construction Hours are as follows: Monday through Friday 7:30 am - 7 pm and Saturday 8:30 am – 5 pm with no work allowed on Sunday or Observed Holidays as listed in the Municipal Code 6-9(c).