



Village of Deerfield

Checklist of Submission Requirements for Permit Applications

Residential Interior Remodel

Effective Date:
January 1st, 2018

Issued by:
Clint E. Case

Permit is Required:

- Kitchen/bath remodel (including cabinet / bath fixture replacements)
- Remove/relocate walls
- ANY new drywall, electrical, plumbing work
- Basement remodel

Permit is NOT Required:

- Replacement windows and doors (only when **no** change to opening size and structure)
- New wood flooring, paint
- New siding

ALL Submissions for Interior Remodel 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
 - Estimated Cost of the Job
 - Complete description of work to be done
 - Signature at bottom of application from whoever is responsible for the project.
- Electrical permit application is to be completed and signed by the electrician and submitted along with a copy of their current electrical license. **NOTE:** This is a firm requirement at the time of submittal and job review will not be accepted without this paperwork.
- Plumber's Letter of Intent for specific property signed by the plumber and containing the following: company letterhead, notarized or corporate sealed.
- 2 detailed copies of the remodel plans showing **all current and new** electrical and plumbing locations.
- Stamped architectural plans will be required if any interior walls are being removed or relocated.
- Copy of the scope of work approved by the homeowner.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

Permit Processing Time / Fees:

- Interior remodel permits are reviewed with all other building permits in the order received.
- Plan review fee must be submitted with the application.

- 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.

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 - 7:00 pm and Saturday 8:30 am – 5:00 pm with no work allowed on Sunday or Observed Holidays as listed in the Municipal Code 6-9(c).