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|  | Village of Deerfield Checklist of Submission Requirements for Permit Applications | Effective Date: January 1 st , 2016 Issued by: Clint E. Case |
| | New Construction – Single Family Residence | |

Purpose of a Residential Construction Permit:

- The Residential Construction Permit Application must be applied for at the same time as the Demo Construction Permit Application unless redevelopment of the lot will not begin within 42 days of approval.
- The Demolition Permit Application and the New Construction Permit Application require the submission of two separate Building Permit Applications (one for the Demolition and one for the New Construction).
- The Demolition Permit and the New Construction Permit each have their own separate permitting fees.
- The New Construction permit and plans will not be issued until the Approved Engineering Plans have been paid for and implemented. At that time, a site inspection must be requested and completed by the building department inspectors.

Permit Application - Requirements:

- A **COMPLETED** Building Permit Application with **ALL** of the following information: (all information MUST be legible and an original copy)
 - Owner's name, address, phone number and signature
 - ALL** Contractors complete information to include address, zip codes and phone numbers
 - Primary contact's email address
 - Accurate Cost of the Project
 - Signature of owner or acting agent
- An Electrical permit application to be completed and signed by the electrician on the project. A copy of their current license to be included.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

- A Site Plan if not included with the architectural plans
- Existing Plat of Survey
- All other contractors bonds and licensing as follows:
 - GC registration with the Village of Deerfield is NOT required
 - Concrete contractors are required to have \$5,000 surety bond and \$50 yearly licensing fee
 - Excavating and Sewer contractors are required to have a \$5,000 surety bond if working on public (Right of Way) property.
 - Plumbing contractors need to submit state licenses (055 & 058) and notarized or stamped Letter of Intent for the job site.
 - Roofing contractors state license
- Two (2) sets stamped architectural plans
- Plan review fee based on the Cost of the Project (cash or check only)

Permit Release - Requirements:

Prior to the release of the New Construction Permit, the following must be completed and submitted to the Community Development Department:

- Village Approved Engineering Plans must be picked up, and Village Engineering Fees must be paid
- Construction Site Fencing completed, per the Village Approved Engineering Plans
- Construction Site Fencing inspected by the Village Building Department
- New Construction Debris Recycle Letter

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 thru Friday 7:30 am ‘til 7 pm and Saturday 8:30 am – 5 pm with no work allowed on Sunday or Observed Holidays.