



**Village of Deerfield**  
Checklist of Submission Requirements for  
Permit Applications

Effective Date:  
January 1<sup>st</sup>, 2019

Issued by:  
Clint E. Case

**Residential Interior Remodel**

**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. We will NOT accept a certificate of registration - only a valid IL electrical license from a city or municipality in which a test was taken and passed. **NOTE:** This is a firm requirement at the time of submittal and job review will not be accepted without this paperwork.
- Plumber's Requirements: Letter of Intent for specific property (signed by the plumber and containing the following: company letterhead, notarized or corporate sealed) and the current 055 and 058 (or equivalent) license.
- 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](http://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).**