

	Village of Deerfield Checklist of Submission Requirements for Permit Applications	Effective Date: January 1 st , 2023 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 and deposits.
- 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 Site Plan if not included with the architectural plans
- Existing Plat of Survey

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

- All other contractor requirements as follows:
 - GC online registration (Surety Bond and fee)
 - Concrete contractor online registration (Surety Bond and fee)
 - Electrical contractor online registration (Surety Bond, copy of license and fee)
 - Excavating and Sewer contractor online registration (Surety Bond and fee)
 - Plumbing contractor online registration (submit state licenses 055 and 058 and fee). A hard copy Letter of Intent (notarized or corporate sealed).
 - Roofing contractor online registration (Surety Bond, copy of state license and fee)

- Two (2) sets stamped architectural plans

- Plan review fee based on the Cost of the Project (cash or check only)

Permit Release - Requirements:

Permit Fees –

Plan review fee must be submitted with the application. Plan review fees are based on the Cost of the Project (cash or check only). Residential:

- \$1 to \$15,000.00 = \$50.00
- \$15,001.00 to \$50,000.00 = \$100.00
- In excess of \$50,000.00 = \$150.00

All other fees will be determined in the Plan Review process and can be found in Village Fee Schedule.

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 (paid).
- Construction Site Fencing completed AND INSPECTED per the Village Approved Engineering Plans
- 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.