

3 When is a Building Permit REQUIRED?

3.1 Generally

Building Code

Anytime a project involves the application of the building code, the electrical code, or the plumbing code in terms of materials or construction techniques.

Building Commissioner's Discretion

Any project which is deemed by the Village to require a building permit.

3.2 Specifically

Additions/Exterior Remodeling

- room additions
- deck and balcony additions and replacement
- deck and balcony repair
- patio projects
- room additions
- fire and flood damage restoration
- exterior work that requires footings and/or foundations

Deck and Balcony Repair: Decks and balconies require particular attention due to public safety and structural issues involved in making repairs. Repairs that involve support posts or beams, stairs, joists or other load bearing members always require a building permit and approved structural drawings. Replacement of a limited number of deck boards, rails, banisters, and trim may be permitted without a permit. **PLEASE SEE THE HANDOUT REGARDING GUARDRAIL SYSTEMS**

Interior Remodeling

- basement, bathroom, or kitchen remodeling
- any time interior walls are moved, removed, or added
- any time a doorway is moved, added, or resized
- any time a window is moved, added, or resized
- any time a skylights is moved, removed, added, or resized
- upgrade/new electrical service/addition of circuits/outlets
- new water or sewer line
- new stairs
- new or moved plumbing service/addition of fixtures

4 When is a Building Permit NOT REQUIRED?

4.1 Specifically

- cleaning
- painting/wallpapering
- carpeting, wood flooring, trim
- tile and tub enclosures
- landscaping (except hardscape such as patios, walls, fences, decks)
- driveway sealing
- deck cleaning/staining
- window repair (glass, flashing)
- garage door installation
- cabinet and counter replacements
- replacement of rotted deck boards, rails, banisters or trim, (see 3.2)

5 Building Permit Submittal Requirements

5.1 Plans

- Three (3) copies of plans, stamped by a registered design professional if required.¹

5.2 LBS Consent

- Three (3) copies of LBS (office) letter of consent or approval letter.

5.3 Application

- Completed building permit application which is available at Village Hall, an example is attached.

5.4 Other

- Site plans, topographical plans, or plats of survey three (3) sets, if required for project.

¹Deck and balcony repairs that require permit must include plans stamped by a registered design professional. Other projects may require the stamp of a registered design professional, such as, but not limited to, new construction and certain types of remodeling.