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COMMUNITY DEVELOPMENT DEPARTMENT

Projects That Do Not Require a Building Permit

The following is a list of projects that do not require a building permit. This list is not all inclusive. If you do not see your project below or on the “**Projects That Require a Building Permit**” handout, please contact Village staff at 847.639.1100 to verify your project requirements. Projects must still comply with zoning requirements in the Village’s Unified Development Ordinance.

- Painting / Staining
- Flooring
- Sealcoating driveway
- Replacing appliances (stove, refrigerator, washer, dryer, water softener, sump pump)
- Replacing plumbing fixtures in the same location
- Replacing electrical fixtures in the same location
- Repair siding (individual lengths are okay, large areas of a wall require a permit)
- Repair roofing (individual shingles are okay, large areas of a roof require a permit)
- Repair damaged finish materials:
 - Contact Village staff if the repair is extensive and involves replacement of large sections of drywall or other finish materials
 - A permit is required for repairs due to fire or smoke damage or water damage from leaking roof, leaking plumbing, broken sump pump or flooding
- Kitchen renovation / remodeling that is limited to:
 - Replacement of wall / base cabinets in the same locations
 - Replacement of appliances and sink in the same locations
 - No removal or adding soffits or walls
 - No electrical / plumbing / mechanical work
- Bathroom renovation / remodeling that is limited to:
 - Replacement of wall / base cabinets in the same locations
 - Replacement of toilet and sink in the same locations
 - No replacement of shower / tub / spa
 - No electrical / plumbing / mechanical work
- Demolition of a shed, deck, patio, or walk
- Water / Sewer service line rodding out
- Retaining / landscape walls less than 2’ high, not located in a drainage swale, not located less than 6’ from a side or rear property line, and not located in a flood plain
- Landscaping that does not involve re-grading yard, changing drainage swales, adding fill, or any work in a flood plain
- Playground equipment on one- and two- family residential properties
- Flagpole on one- and two-family residential property
- Real estate signs on one- and two-family residential property
- Garage sale signs on private property
- Political signs on private property
- Contractor signs on private property during the construction project

It is the property owner’s responsibility to verify if a permit is required before the start of any project. Projects must still comply with zoning requirements in the Village’s Unified Development Ordinance.

If you have questions on your project, please contact the Community Development Department at 847-639-1100.