

Building Permit Requirements

ORDINANCE NO. 3-22-22C

**AN ORDINANCE ESTABLISHING BUILDING PERMIT REQUIREMENTS
IN THE VILLAGE OF ROBBINS, COUNTY OF COOK, STATE OF ILLINOIS;
REPEALING ORDINANCE NO. 9-09-08C AND ALL OTHER ORDINANCES AND
PARTS OF THE ORDINANCE IN CONFLICT THEREWITH.**

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND BOARD OF
TRUSTEES IN EXERCISE OF ITS HOME RULE POWERS AS FOLLOWS:**

SECTION ONE: PERMIT REQUIRED

Before proceeding with the erection, enlargement, alteration, repair or removal of any building or structure in the Village of Robbins, a permit for same shall first be obtained by the owner or his agent from the Building Department, and it shall be unlawful to proceed unless such first have been obtained from the Building Department.

SECTION TWO: APPLICATION FOR PERMIT, ISSUANCE

Application for building permits shall be made by the owner or his agent to the Building Department. When such application is made, plans in conformity with the provisions of the 2006 International Building Code, which have been examined and approved by the Building Commissioner and his assistants, shall be filed with the Building Department. The Building Department shall then issue a permit, and shall file such application, and shall apply to such plans a final official stamp stating that the drawings to which the same has been applied comply with the terms of the Ordinance. The plans so stamped shall then be returned to such application. At the completion of said projects, a full set of plans reflecting all necessary changes and final occupancy approval shall be submitted along with a plat of survey showing all setbacks, utility locations, and all other related information. The set of completed plans shall remain the building department for a period no less than one (1) year.

SECTION THREE: COMMENCEMENT OF THE WORK WITHOUT PERMIT

Any contractor that commences alteration, repair, erection, enlargement or removal of any building or structure within the Village without first having secured all proper permits shall be subject to, in addition to any penalties, the payment of twice the amount of such permits that the contractor failed to secure prior to commencing work. If the contractor has completed the job before permits are obtained, then the owner shall bear responsibility of obtaining the permits and shall be subject to the payment of twice the amount of such permits that the contractor failed to secure prior to commencing work.

SECTION FOUR: BUILDING PLANS

A. General Requirements

1. The Building Commissioner shall not issue any building permit unless the plans submitted clearly show that such building or structure with all its appurtenances, foundations and attachments can be erected entirely within the limits of the lot or tract of land upon which it is proposed to erect such building or structure, and no permit shall authorize the use of any part of any public highway, easement or other public ground for the construction or maintenance of such building or structure except as provided by the Ordinance.
 2. In all cases, the approved plan, together with building permits, must be kept on the job while the work is in progress.
 3. All such plans and drawings shall be drawn to a scale of not less than one-eighth inch to the foot ($1/8"=1'$), on paper, in ink, or by some process that will not fade or obliterate. All distances and dimensions shall be accurately figured, and drawings made explicit and complete, showing the lot lines and the location of the exterior lines of the building in relation thereto, and the entire ventilating, sewerage and drain pipes and location of all plumbing fixtures within such building. Each set of plans presented shall be approved by the Building Department before a permit is granted. No permit shall be granted or plans approved unless such plans are made and signed by such persons as are permitted, under the laws of the State of Illinois, to make plans for buildings, as provided in "An Act to Provide for the Licensing of Architects and Regulating the Practice of Architecture as a Profession in the State of Illinois", approved June 24, 1919 and amendments thereto, or in "An Act to Provide for the Licensing of Structural Engineer" approved June 24, 1919, and amendments thereto.
- B. Architect or Engineer to Certify Plans:** It shall be unlawful for any architect or structural engineer or other person, permitted under the laws of the State to make drawings and plans, to prepare or submit to the Building Department for approval, any final drawings or plans for any building or structure which does not comply with the requirements contained in this Ordinance. The Building Department shall require that all drawings or plans submitted for approval be accompanied by a certificate of such architect or structural engineer preparing such drawing and plans, and that such drawings and plans have the architect's or structural engineer's license seal stamped on the drawings submitted.
- C. Alterations and Deviations from Plan:** It shall be unlawful to erase, alter or modify and lines, figures or coloring contained upon such drawings so stamped by the Building Department or filed with the department for reference. If, during the progress of the execution of such work, it is desired to deviate in any manner affecting the construction or essentials of the building from the terms of the application or drawing, notice of such intention to alter or deviate shall be given to the Building Commissioner, and his written consent shall first be obtained before such alteration or deviation may be made; but alterations in buildings which do not involve any change in their structural parts or in lighting or ventilation, and that are

not in violation of any provisions of this Ordinance and the Zoning requirements may be made without the permission of the Building Departments.

- D. Plan Review Required: The Building Department shall review all plans and the fees for such plan review are established as follows:

Residential (1 to 3 story)

Building Permit Fees:

First \$1,000 of valuation	\$50.00
Plus, for each \$1,000 or fraction thereof up to \$100,000	\$15.00
For each \$1,000 or fraction thereof over \$100,000	\$15.00
Re-Inspection Fee	\$80.00
Certificate of Occupancy	\$80.00
Dumpster Fee	\$50.00

(Permit Card Issued with Appropriate Containers. Deposit refundable upon completion of inspection of property by Building Commissioner or designee)

New Construction	\$150.00
------------------	----------

Plan Review Schedule:

Residential (New and Existing) 1-3 story

Up to 3,000 sq. ft.	\$360.00
3,001 to 4,000 sq. ft.	\$420.00
4,001 + sq. ft.	\$480.00

Residential (4story and up), Commercial and Industrial

Building Permit Fees:

First \$500,000 of valuation	3% of valuation
For valuation in excess of \$500,000	1.5% of valuation

Inspection Fee	\$80.00
Re-Inspection Fee	\$80.00

Certificate of Occupancy	\$150.00
--------------------------	----------

Plan Review Schedule:

Commercial/Business/Industrial/Residential 4 story and up

Up to 5,000 sq. ft.	\$750.00
Above 5,000 sq. ft.	\$10.00 per 1,000 sq. ft.

SECTION FIVE: THE TIME FOR CONSTRUCTION; EXTENDED PERMITS

If, after the permit required by Section One, hereof shall have been granted, the operations called for by the permit has not begun within ninety (90) days or are not completed within one(1) year,

the such permit shall be void, and no operations there under shall be begun or completed until an extended permit shall be taken out by the owner or the agent. A fee of twenty-five (25%) of the original cost or \$100.00, whichever is greater shall be charged for such extended period.

SECTION SIX: REVOCATION OF PERMITS; REISSUANCE

If such work in, upon or about any building or structure shall be conducted in violation of any of the provisions of the Village Code, the Building Department shall revoke the permit of the building or wrecking operations in connection with which such violation shall have taken place. It shall be unlawful, after the revocation of such permit, to proceed with such building or wrecking operations unless such permit shall first have been reinstated or reissued by the Building Department. Before a permit so revoked may be lawfully reissued, the entire building site shall first be put into condition corresponding with the requirements of this Village Ordinance, and work or material applied to the same in violation of this Village Code shall be first removed from such building, and for such permit as reissued, the fee required for a new permit shall be paid.

SECTION SEVEN: PERMIT REQUIREMENTS

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this Village. Permits shall not be required for the following:

- **Minor tuck pointing, painting, wallpapering, tiling, carpeting, cabinets and countertops, finish work, swings and other playground equipment, window awnings by an exterior wall, replacing of lighting fixtures, switches and wall receptacles, portable heating, cooking or clothes drying appliances, clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of toilets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, vents, or fixtures.**

The following items require a Homeowners Permit: All homeowners permits require homeowner's insurance.

- **Minor roof repairs (repairing of the leaks and shingle replacements in an area no larger than 4 feet by 4 feet), handicap ramps (with detailed drawings and specs), replacement of hot water tank, minor concrete repairs (small section of driveway, aprons, garage floors, walkways, patios, and concrete raising), sheds (up to 120 sq. ft.) [plat of survey is required to determined correct placement of shed], reinsulating (attics and walls), sidewalks and walkways located entirely on your property (plat of survey required).**

SECTION EIGHT: INSPECTION REQUIREMENTS

It shall be the responsibility of the permittee, as well as the duty of all contractors and subcontractors to call for each of the following inspections, at least forty-eight (48) hours prior to each inspection:

- FOOTING INSPECTION
- SEWER AND WATER GROUNDWORK
- PLUMBING ROUGH
- ELECTRICAL ROUGH
- ELECTRICAL SERVICE
- HVAC ROUGH
- FRAMING
- PLUNBING FINAL
- ELECTRICAL FINAL
- HVAC FINAL
- CONSTRUCTION FINAL (CARPENTRY)
- OCCUPANCY

No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the appropriate inspector. Such written approval shall be given only after an inspection shall have been made of each successive step in the construction. There shall be a final inspection and approval on all building when completed and ready for occupancy.

Work requiring a building permit shall not be commenced until the permit holder or his agent shall have posted an inspection card in a conspicuous place on the front of the premises and in such position as to allow the Building Department Inspectors to make the required entries thereon regarding inspection of the work. This card shall be maintained in such position by the permit holder until the certificate of occupancy has been issued.

In the event any construction, erection, alteration, installation, addition to, enlargement, conversion of or repair of any building or any part thereof or appurtenance thereto shall be done in violation of the provisions of this Ordinance, or is being done or has been done without permit(s) required thereof by any of the provisions of this Ordinance or any other ordinance of the Village, or is being done or has been contrary to the drawings or plans as approved by the Building Department, the Building Department is hereby empowered and required forthwith to issue a stop order directing enlargement, conversion of or repair of any building or structure or any part thereof appurtenance thereto, to cease immediately. If after work is being done, the Building Department, may, among other remedies provided by law, petition the Circuit Court of Cook County, Illinois for an injunction as provided against the continuing of such work.

SECTION NINE: PERMIT AND INSPECTION FEES

The following permits and inspection fees for the following designated permits and inspections shall be charged:

BUILDING PERMITS:

Residential dwellings 4 story and up/Business/Commercial/Industrial buildings:

First \$500,000 of valuation	3% of valuation
For valuations in excess of \$500,000	1.5% of valuation

Single Family Residence (1-3stoy):

For first \$1,000 of valuation	\$50.00
Plus, for each \$1,000 or fraction thereof up to \$100,000	\$15.00
For each \$1,000 or fraction thereof over \$100,000	\$8.00

BUILDING INSPECTION, GENERAL:

Single-family dwelling	\$80.00
Two-family and multiple-family dwelling, per unit	\$50.00
Business/commercial and industrial, per unit	\$50.00

SHORING, RAISING, UNDERPINNING OR MOVING ANY BUILDING:

Each 100 cubic feet of volume or fractional part	\$2.00
Minimum Charge	\$45.00

WRECKING ANY BUILDING:

Residential	\$100.00
Commercial	\$150.00

SIDEWALKS:

Line and Grade:

Residential (Mid-block)	AS PER FEE SCHEDULE
Residential (corner)	AS PER FEE SCHEDULE
Small commercial (less than 10,000 sq. ft)	Contact Village Engineer
All others	Contact Village engineer

BUILDINGS GRADES:

Residential	AS PER FEE SCHEDULE
Small commercial (less than 10,000 sq. ft)	AS PER FEE SCHEDULE
All others	Contact Village Engineer

CERTIFICATE OF OCCUPANCY:

Residential	\$75.00
Business/Commercial/Industrial	\$150.00

SECTION TEN:

If any section, paragraph, clause, or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

SECTION ELEVEN:

Repealing Ordinance NO. 9-09-08C and all ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION TWELVE:

This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ROLL CALL VOTE:

TRUSTEE DYSON	<u> </u> AYE <u> </u>
TRUSTEE MAXEY	<u> </u> AYE <u> </u>
TRUSTEE BREWTON	<u> </u> AYE <u> </u>
TRUSTEE ROBINSON	<u> </u> AYE <u> </u>
TRUSTEE JACKSON	<u> </u> AYE <u> </u>
TRUSTEE COLLIER	<u> </u> AYE <u> </u>
MAYOR BRYANT	<u> </u>

AYES: 6 **NAYS:** 0 **ABSENT:** 0 **ABSTAIN:** 0

PASSED AND APPROVED by the Mayor and Board of Trustees of the Village of Robbins, cook county, Illinois on this 22 day of March , 2022.

Darren E. Bryant

 Darren E. Bryant, Mayor

ATTEST:

Sharon S. Dyson

 Sharon S. Dyson, Village Clerk