

# **VILLAGE OF PEOTONE**

## **BUILDING PERMIT**

### **NEW CONSTRUCTION APPLICATION PACKET**

**Do I need a permit?** Some of the activities that do not require a building permit include: the installation of doors or windows when openings are not enlarged, landscaping, exterior painting and interior painting and paneling, repair or replacement of fixed appliances, and private service walks. If there are any questions, call the Village Hall at 708-258-3279.

To improve service to our residents, the Village is making information on building permits available in a downloadable format. Please select the information for your specific project.

**Please be advised that:**

1. Except for roofing, siding, or walks, exterior projects require submittal of a Plat of Survey. The Plat must be to scale and show all existing structures to scale. Proposed projects must be drawn to scale on the Plat. Do not mark on your original Plat of Survey. If you do not have extra copies, we will make one for you.
2. The nature or character of the project may require additional documentation.
3. All contractors must be registered with the village. Roofers, plumbers, and lawn irrigation installers must provide proof of a valid Illinois state license.

208 East Main Street  
P.O. Box 430 Peotone, IL 60468  
708-258-3279

## **New construction information**

### **Application materials:**

1. Permit Application.
2. Three (3) sets of drawings (two (2) sets stamped).
3. Plat of survey showing structures, easements and right of way, legal description, common address and square footage of lot.

### **The following items must be completed prior to issuance of permit.**

1. All contractors must be registered.
2. Payment of all Village fees.
3. Development fee receipts from Aqua, School District, Park District, and Library District.

### **During construction:**

1. Construction times:
  - a. Building time: Start: 6:00 a.m. (Sunday 10:00 a.m.) Stop 10:00 p.m.
  - b. Roofing time: Start: 5:00 a.m. (Sunday 10:00 a.m.) Stop 9:00 p.m.

All work will be limited to daylight hours if accompanied by loud noises.

2. **Questions** - Please contact the Village of Peotone at 708-258-3279 or [admin@villageofpeotone.com](mailto:admin@villageofpeotone.com).
3. Post Placard.
4. Set of approved plans on site.
5. Porta-potty on site.
6. Dumpster on site.
7. Survey requirements (See Grading Survey Requirements)
8. **To schedule inspections** - Call B&F at 847-428-7010.

## **Certificate of Occupancy Escrow**

**(A)** No building permit shall be issued for any lot or parcel in the Village until such time as the applicant has deposited the sum required by this Section for an occupancy permit to ensure that an occupancy permit is issued on the subject property after full compliance with the regulations of the Village. The amount of the deposit shall be \$1,000.00 for each nonresidential building, and \$500 per dwelling unit in residential buildings. Such deposit shall be by check or cash. At the time of receipt, the occupancy permit escrow amount shall be deposited in a separate fund to be known as the occupancy permit escrow fund and in a separate interest-bearing bank account.

(B) At such time when the final inspection has been made of the subject property and if all requirements of the Village have been met, the Building Administrator shall issue an occupancy permit. The Village, upon notification by the Building Administrator, will then refund to the applicant, without interest, the amount of the appropriate occupancy permit escrow fund. Such amount shall not be returned to the applicant until such time as the Building Administrator certifies in writing that all requirements have been met. If any building or unit is not in full compliance with the regulations of the Village, and the applicant failed to bring it into full compliance within 30 days after written notice from the Village to do so, the occupancy permit shall be forfeited to the Village.

(C) It shall be the responsibility of the applicant to request a refund of the occupancy permit escrow fund amount, and if no such request is received within three years from the date the deposit was made, then the Village shall be entitled to use any amount remaining in said occupancy permit escrow fund to general corporate purposes.

(D) Occupation of any building or unit prior to the issuance of an occupancy certificate by the Building Administrator shall result in the following:

- a. Total deposit monies herein shall be forfeited to the Village.
- b. Upon notice and appropriate hearing as otherwise provided in the Code, the Village will immediately turn off the applicable service to the property and service shall not be resumed until such time as the Village issues an occupancy permit.
- c. The penalties set forth in Section 150.99 shall apply, including monetary penalties and barring, for a set period, the issuance of building permits to contractors in violation.

### **Certificate of Occupancy**

In addition to a final inspection, the following items must be completed prior to issuance of a Certificate of Occupancy:

1. Final grading survey approved by Village Engineer.  
**(See Grading Survey Requirements in Document Center)**
2. Sidewalk and driveway complete.

3. Landscaping. All frontage trees required by the Peotone Subdivision Ordinance must be planted at the time of Issuance of a Certificate of Occupancy and all front and side must be sodded, and all rear yards Seeded or sodded within nine months of the issuance of Certificate of Occupancy. The applicant must deposit a landscape escrow with the Village if the landscaping is not complete at the time of Occupancy. The amount of the escrow shall be determined by the Village Engineer. It shall be the responsibility of the applicant to request a refund of the landscape escrow fund amount, and if no such request is received within three years from the date the deposit was made, then the Village shall be entitled to use any amount remaining in said landscape escrow for general Corporate purposes.
4. House numbers installed.
5. Payment of outstanding re-inspect fees (\$55.00 for each re-inspect) and \$25.00 for Certificate of Occupancy.