



WHEN IS A BUILDING PERMIT NECESSARY?

All new construction work including additions, alterations and repairs are subject to the Country Club Hills Building Codes and require a building permit. Normal maintenance and repairs do not require a building permit. If you are unsure if a permit is required, call the Department of Community Development.

BUILDING PERMIT PROCEDURES

In order to obtain a building permit, the following information must be submitted to the Department of Community Development.

1. A completed application for a building permit with a plumbing and electrical; include the
2. PIN# and Value of Construction (MUST BE INCLUDED)
3. A plat of survey of the property is required to build upon (site plan)
4. A plan of drawing to scale clearly indicating materials and scope of work to be done. For commercial or public buildings, three (3) set of architectural drawings which have been stamped and signed by a registered architect in the State of Illinois.
5. Additional information may be requested depending upon the scope of the work to be done.

After the above is submitted, a review will be conducted. However, the review process cannot begin until all of the required materials are received by the Department.

REVIEW PROCEDURES

1. Zoning Administrator
2. Building Commissioner
3. Electrical Commissioner
4. Plumbing Commissioner
5. Director of Public Works
6. Fire Department
7. Director of Community Development

HOW LONG WILL IT TAKE TO OBTAIN A PERMIT?

The review varies from plan to plan, depending on the size of the job. Generally it takes approximately two (2) weeks from the time of submission to the issuance of the permit (commercial permits take 6-8 weeks.)

WHAT FEES ARE INVOLVED?

Permit fees are based on the estimated cost of the construction, plus electrical and plumbing fees where applicable.

IS THERE ANY WAY TO SAVE TIME?

Yes. You and your contractor or architects are the most important link in the building permit process. You can save time if you read through the Building Codes and Zoning Ordinance to acquaint yourself with City requirements and/or conference with the Building commissioner or Director of Community Development prior to submitting your application.

PERMIT REQUIREMENTS

Every contractor engaged in construction work in the City of Country Club Hills is required to have the following:

Contractors' License Application Fees

Contractor's License - General \$150.00

Contractor's License – Subcontractor \$150.00

\$10,000 Surety Bond

Certificate of Insurance

Any electrical or plumbing work done under a permit shall be performed by a qualified contractor who is registered and/or license under the State of Illinois statutes or certified testing agent.

WHERE TO APPLY?

Applications may be picked up at: **Country Club Hills City Hall – Lower Level**
4200 West 183rd Street
Country Club Hills, IL 60478
Phone: 708-798-2616

NOTE: EMAILED OR FAXED PERMITS WILL NOT BE ACCEPTED.

Thank You,

Building Commissioner
Planning & Zoning Administrator