

Community Development Department Building Permits, Inspections, Pre-Sale Home Inspections

The Community Development Department is open to the public, fully operational and fully staffed. We are following all recommended health and safety protocols.

Although we are open for business, we encourage all of our customers to take advantage of the online permit processing system.

Here are some tips to help us help you.

Home Improvement Projects/Residential Construction

- Submit building permits and plans electronically. Instructions are available at: www.cityoflakeforest.com/i-want-to/apply-for/building-permit/ see "Application Process". Or, contact Jessica Linders at lindersj@cityoflakeforest.com or 847-810-3503, or Kim Kraus at krausk@cityoflakeforest.com or 847-810-3517 for assistance.
- If you are not able to submit permit applications and plans electronically, hard copy submissions may be submitted at the Community Development front counter at the City's Municipal Services Facility at 800 Field Drive.
- After the review of construction plans is complete, the contact person listed on the application form will be notified by email of any changes or additional information that is needed, if any.
- When your permit is ready for issuance, the contact person listed on the application form will be notified by email. The permit placard must be printed and placed on the site in a location visible from the street most often a front facing window. The approved plans and any approval notes must be downloaded and provided to your contractor. A copy of the approved plans, in digital form or hard copy must be kept on site for the duration of the construction.
- It is critical that contractors follow the approved plans. If work that is not in accordance with the approved plans is desired or determined to be necessary, please contact the Community Development Department first, prior to proceeding with work that is not in conformance with the plans, to avoid delays.

- The required inspections are listed on the permit. Please be sure that contractors call for inspections at all required stages of the construction process.
- Once a project is complete and has successfully passed all required inspections, a Certificate of Occupancy will be issued, the permit will be closed and any remaining bond monies will be refunded.

Pre-Sale – Home Inspections

- Prior to the issuance of a City of Lake Forest Transfer Stamp, the City must complete an inspection to verify that no cross connection exists between the storm and sanitary sewers on the property. If an inspection has recently been completed, the property may qualify for a waiver of inspection. The seller of the property is required to submit an application for a pre-sale Home Inspection. Applications are available on the City's website: <https://www.cityoflakeforest.com/i-want-to/apply-for/home-inspection/> . For further information about pre-sale inspections, please contact Paul Petersen at petersep@cityoflakeforest.com or 847-810-3509.

General questions related to development, zoning, permits, inspections or Code enforcement can be directed to Jessica Linders or Kim Kraus. Their contact information is provided above.