



CONTACT

Building Department
(815) 469-2177

BASEMENT REMODEL

OVERVIEW:

A permit is required for remodeling your basement and (2) sets of plans need to be submitted to the Building Department. Typically, legible drawings would be accepted by the Village, however if there are any structural modifications, the plans need to be prepared and sealed by an Illinois State Licensed Engineer. The fee for this permit is based on the proposed cost of construction.

APPLYING FOR THE PERMIT:

The property owner will need to submit the following information when applying for this permit:

- Complete and submit a building permit application.
- Provide a detailed description of the proposed work.
- Provide drawings that clearly identify the proposed nature of the work. Drawings should indicate location of wall partitions (to scale), windows, soffits, material finishes, electrical outlets, lighting, electrical panel location, heat register location, plumbing if applicable, smoke and carbon monoxide detector locations, etc.
- Contractor registration is required prior to issuance of the permit.
- **Required Inspections:** All phases of rough framing, building, mechanical, electrical, and plumbing work. Insulation as needed and final inspections of the building, mechanical, electrical, and plumbing. Also, any underground plumbing/concrete will require inspections.