



## GENERAL PERMIT INFORMATION

Village Hall Hours: 8:30am to 5:00pm Monday through Friday

- Complete a permit application including the type of work being performed, materials that are being used, and a Plat of Survey highlighting where the work will take place.
- All contractor(s) must be registered with the Village of Elwood.
- No construction can be started before the permit is issued.
- No permits will be issued until all fees are paid.
- All inspections require a 48-hour notice. To schedule an inspection, call the following number 815-423-5011.
  - The owners name, permit number, project, type of inspection needed, & address and will be required.
- Inspections can be scheduled: Monday through Friday 8:30am to 5:00pm.
- A reinspection fee will be charged if work is not complete or does not conform to the code.
- Permits are valid for 6 months if no work is started. Permits are valid for 12 months from date of issuance. An extension can be granted if requested in writing with a 25% fee of total permit costs.
- Noisy construction is allowed during the following time:
  - Monday to Saturday 7:00am to Sunset
  - Sunday 8:00am to 4:00pm
- There are additional requirements for the construction of house additions, single family homes and industrial/commercial buildings.
- Call J.U.L.I.E. 811 to locate all underground utilities.
- It is the homeowners' responsibility to check for compliance with all covenants.
- All information submitted shall be available on site during the inspection.
- There are handouts available which list the requirements for each type of project.