



## GENERAL PERMIT INFORMATION

Village Hall Hours: 8:00am to 4:30pm Monday through Friday

- Complete a permit application, including the type of work being performed, materials that are being used, and a Plat of Survey/Design Plans highlighting where the work will take place.
- All contractors 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 24-hour notice. To schedule an inspection, please email [buildingpermits@villageofelwood.com](mailto:buildingpermits@villageofelwood.com) or call 815-423-5011.
  - The permit number, address, contact information, type of inspection, & date requested will be required.
- Inspections can be scheduled from Monday through Friday, 8:00 a.m. to 3:30 p.m.
- 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 the date of issuance. An extension can be granted if requested in writing, with a 25% fee of the total permit costs.
- Noisy construction is allowed during the following times:
  - Monday to Saturday, 7:00 a.m. to Sunset
  - Sunday 8:00 a.m. to 4:00 p.m.
- 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.