

VILLAGE OF ELMWOOD PARK PERMIT POLICY

Purpose:

No building or any part thereof shall hereafter be erected, or ground broken for the same, within the village, except as hereinafter provided, until a permit therefore shall first have been obtained by the owner or his authorized agent, from the Village of Elmwood Park. The term "building" as used in this division shall include any building or structure, and any enlargement, alterations, moving or demolishing, or anything affecting the fire hazards or safety of any building or structure. A building permit shall not be required for work described below:

Exemptions from Permits:

Exemptions from Permit requirements of this Code, below stated, shall not be deemed to grant authorization for any Work to be done in any manner in violation of the provisions of this Code or any other State or local laws, rules, and regulations. Permits shall not be required for the following:

(a) Building.

- (1) Minor structures, as defined as: any small movable accessory erection or construction such as birdhouses, play equipment, arbors. Accessory structures, even when not connected to the living premise, such as a pet house or shed do still require a permit to be obtained.
- (2) Minor repair work, interior painting, papering, carpeting, cabinets, countertops and similar finish work, window or door replacement that do not involve structural changes.

(b) Electrical.

- (1) Minor repairs and maintenance work to switches, receptacles and fixtures costing less than \$500 for parts and labor.
- (2) Replacement of lamps.
- (3) Connection of portable devices, such as grinders, drills, washing machines, vacuum cleaners, radios, electric refrigerators and similar devices not permanently wired, but intended to be connected to the circuit by a flexible cord and plug. However, proper approved wiring is to be installed, together with approved receptacle and plug.

(c) Plumbing.

- (1) The stopping of leaks in drain, water, soil, waste or vent pipes, provided that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it

becomes necessary to remove and replace the same with new material, such Work shall be considered as new Work and a Permit shall be obtained.

(2) The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, providing such repairs do not involve the replacement or rearrangement of valves, pipes or fixtures.

Pricing:

As a minimum guideline, the Village of Elmwood Park charges a \$25 permit fee or a permit fee of no more than 5% of the total inspection cost – whichever is greater. Additional charges are placed on by the Inspectors for providing their inspection service.

Obtaining a Permit:

The Village of Elmwood Park grants authority to the appointed Village Inspectors to perform both initial and final inspections and issue permits based on the Village's building codes and ordinances. Permits are then recorded on file at the Village Hall before, during, and after construction is complete. Any Village Inspector who sights that a variance may be required to be approved for the permit to be issues, must bring the variance request to the Village Board of Trustees for approval by a majority vote. If a resident is not content with the outcome of the Village Board of Trustees, they may request an appeal to the Village's Board of Appeals.

Adopted 12-13-18