

Village of Golf

1 Briar Rd. Golf Illinois 60029 • Tel 847-998-8852

Frequently Asked Questions

What do I need for a Building Permit and how do I apply?

Please contact the Building Department at Village Hall 847-998-8852 before doing any work to determine if you need a Building Permit and what is necessary to apply for your Permit. The Building Department has a checklist of required materials to assist you with what is required to submit for a Building Permit. Only fully completed Permit Applications can be accepted for a Building Permit review and approval. Building Permits must be obtained before any work begins. Work started without a Building Permit will be stopped by the Building Department and will be charged four (4) times the normal Permit fee.

How long is the review process for a Building Permit?

All applications submitted are reviewed for conformance to appropriate Village codes before a Permit can be issued. The review time is approximately 2 -3 weeks from receipt. Larger projects may require more review time, depending on the scope of the Permit project under consideration.

Where can I find my real-estate index number?

The real estate index number can be found on the property tax bill that you receive from the County Tax Assessor.

Where can I find my Plat of Survey?

The Plat of Survey can be found with your Mortgage paperwork that you received from your lender when you closed on your property. If you do not have your Plat of Survey with these papers, please contact your Lender to obtain a copy of the document. If your Plat of Survey is more than 2 years old, it is suggested to update the Plat and have a new legal copy provided. This can be performed and provided by a licensed land Surveyor.

What is the difference between Plan Review Fees and Permit Fees?

The Plan Review fee covers the cost of reviewing the plan for compliance with the Village codes. The Permit fee covers the cost of inspections, office assistance and permanent storage of your documents. The Plan review fees are paid at the time of submittal and the Permit fees are due at the time of Permit pickup.

What if there is a rejection or correction needed for a Permit Submittal?

If there is rejection, by the reviewing building official or department, a correction review report will be mailed or faxed to the Permit applicant after the plan has been reviewed by all reviewing departments. If this involves changes to the architectural and/or Engineering drawings, a review letter shall be submitted by the Applicant's Architect and/or Engineer describing the changes required and as responded to. Such letter and documents shall be signed and sealed by the supervising Architect in charge of the project. The letter shall address the correctives proposed along with all such correctives noted on resubmitted building Permit plans with all revisions "clouded" for notation. Three (3) sealed sets of revised plans shall be submitted directly to the Building Department. The Building Department will route the plans to the appropriate reviewer and department. Revisions may take 2-3 weeks to process.

How long is the Permit valid?

Work authorized by a Permit must begin within **six (6) months** from the date the Permit was issued and must also be completed within **one (1) year** of Permit approval. Work extending beyond these time frames requires review and approval from the Building Commissioner. To obtain approval for an extension, an extension or delay request letter will need to be submitted to the Building Department.

What is the purpose of the refundable bond?

The refundable bond provides assurance that work will be completed in the manner for which it was approved and that all work is inspected as required. The bond is also a security for Public property such as streets, sidewalks, curbs, parkways, etc. A fee will be deducted from the bond for each failed inspection, including projects which are not ready when the inspector arrives. If no Permit extensions have been granted, the bond will be forfeited on those Permits not completed within the allowable one year time allotted.

When can I expect the bond to be refunded?

The Building Department will begin processing the refund as soon as the Final Inspection is approved and a Certificate of Occupancy is approved. Generally, it takes three to five weeks for the refund check to reach the applicant. Additional inspection charges will be deducted from the Bond on file.

What is J.U.L.I.E.?

J.U.L.I.E. stands for "Joint Utility Locating Information for Excavators". Upon receiving your Permit, call J.U.L.I.E. and they will arrange to visit your property and mark the locations of the underground utilities. **Call J.U.L.I.E. toll free at 811 or 800-892-0123.**

Does my Contractor have to register with the Village?

The Village of Golf does not require Business Licenses and General Contractors do not need to be registered. Current in force Licenses are required for Electrical, Plumbing, Fire Alarm and Roofing Contractors performing work in the Village. Copies of the required license's need to accompany any Permit submission request.

What is a Stop Work Order?

A "Stop Work Order" is issued for jobs that are not being completed in accordance with the approved plans or for jobs that are started without a Permit. When a "Stop Work Order" is issued, no work may take place on the job site until the "Stop Work Order" has been removed. In instances where the Building Permit was applied for after construction has begun on a project, the amount of the fee shall be 50% of the total Building Fee, not to exceed \$500.00, or as set per Village of Golf Ordinance Fee Schedule in affect.

What do I do with the Permit Placard issued?

The Permit placard must be displayed in a manner which is clearly visible to the Public from the street. It along with the Inspection placard shall be accessible to the Village Inspectors.

What is the "Job Site" copy?

A "Job Site" copy is a set of approved plans by the Village stamped and signed by the Building Commissioner. The "Job Site" copy is to remain on the job site for the Village Inspectors. Inspections will not be made unless this set is available at the construction site. The "Job Site" copy is issued to the applicant, when the Permit is issued. If applicable, any notes from the Village plan reviewers will be transferred to the official "Job Site" copy at that time. This "Job Site" copy also includes revisions and addendums that were submitted. The transferring of comments to all sets of Permit Plans is the responsibility of the applicant and any omission does not relieve the applicant from complying with the comments.

How do I schedule an Inspection?

If it is necessary to have any Inspector stop by your project for assistance or review of requested work ready for inspectional review, please let the Building Department know when you call. Inspections are mandatory while work is in progress to ensure that all construction complies with approved plans and code regulations. Required inspections for your project are listed below and on the attachment to your Permit placard. Inspections must be scheduled with the Building Department 847-998-8852, at least 24 hours in advance and 48 hours in advance for Final Inspections.

General Rules about Inspections:

1. To schedule an inspection, call the Building Department at least 24 hours prior to the time you want the inspection to occur.
2. Your Permit number is required to schedule an inspection.
3. **Specific inspection times are not available.**
4. Make sure that the work to be inspected is complete before you call for the inspection. (You will be charged the inspection fee for failed inspections, including projects which are not ready when the inspector arrives.)
5. Make sure all Final inspections have been approved before you make final payment to your Contractors.
6. You must be ready for the inspection. The inspector (s) will not re-inspect your job on the same day. If you are not ready the first time, you will need to call the Village and re-schedule for the following day, if applicable pay a re-inspection fee. (Payment of re-inspection fee(s) are for jobs where there is not a Cash Bond or sufficient Bond on file.)

What Inspections are required?

The following is a list (but not limited to) if required inspections:

Concrete/Brick/Masonry work (Prior to placement & Final)
(Backfill required prior to Final)
Footing Excavation, Footing & Foundations
Drain tile & Damp proofing (Prior to Backfill)
Sewer & Water
Approved spotted Plat (prior to framing)
Fireplace
Electrical Service
Rough in Electrical
Plumbing Underground
Rough in Plumbing/Mechanical
Framing/Roof
Insulation (prior to Drywall)
Basement, Garage Floors, Stoops, Patios
Sidewalk, Fence, Driveway
Architect's Letter (prior to Final)
Residential Final- Building, Electrical, Plumbing, Mechanical, Site Engineering (As Applicable)

What is a spotted plat and when is it needed?

After pouring the foundation for new structures, a spotted plat of survey showing the exact location of the foundation on the lot and the top of foundation elevation must be submitted to the Building Department for review and approval. No framing on the foundation shall be permitted to occur prior to the approval of the spotted plat of survey. Applicants shall allow at least 2-3 business days for the survey review and approval by the Building Department minimum.

What if I want to make changes to my plans, as the work on the project progresses?

You need to obtain permission from the Building Department prior to making any changes (substantive) to the approved plans. If the drawings change, a cover letter with the Architect's signature and seal describing the change is required, as well as three (3) new sets of the architectural drawings with the changes balloon clouded. If this involves changes to electrical and/or plumbing, a new electrical and/or plumbing permit application is also required. Revisions may require an additional 1-2 weeks to process by the Building Department.

What if the General Contractor or any of my Sub-Contractors change, as the work on the project progresses?

If the General Contractor or any of the Sub Contractors change, a letter from the Owner stating the change from the old Contractor to the new Contractor is required.

If the plumbing or electrical contractors on the project are changed, a new Permit application is required with a copy of the new plumber/electrician's license. A letter from the General Contractor stating the change from old Contractor to new Contractor is also required.

What is an Architect's Letter?

For all Permit work executed with documents prepared by a licensed Structural Engineer, Civil Engineer or Architect, a letter indicating completion and code compliance must be prepared by the design professional and submitted to the Building Department prior to scheduling the Final Inspection. This statement must be signed, sealed and dated by the design professional. To ensure accurate statements it is the design professional's responsibility to thoroughly inspect all work prior to preparing the letter. All required building systems must be on line and checked out before inspections take place. The design professional must state that to the best of their knowledge, information and belief, the structure and all related systems comply in all respects to the applicable codes in affect and match the approved Permit drawings.

What is a Certificate of Occupancy and when is it issued?

A Certificate of Occupancy indicates completion of work for which a Permit was issued and must be obtained prior to occupancy of a structure. The Certificate is issued once the structure has been satisfactorily inspected and is suitable for occupancy.

If you are in doubt or have any questions regarding any of the above noted items or any other item particular to your obtaining a Building Permit, please contact the Village of Golf Building Department at 847-998-8852.