



# Building & Property Standards Fact Sheet

## Planning a household project...You may need a permit!

### SUBMITTAL REQUIREMENTS FOR SOME PERMIT REQUESTS

This fact sheet is to provide an overview of the submittal requirements for some frequently requested permits in the Village of Oak Park. This is not a complete list of all types of work requiring permit. For submittal requirements or for any other types of work, please contact the Building & Property Standards Department at 708.358.5433.

Homeowners may do their own work for single-family, owner-occupied homes. However, all contractors and sub-contractors must be registered with the Building & Property Standards Department. Homeowners or contractors may provide drawings for single-family homes or single-unit condominium remodels. Any permit applications for work in a single-unit condominium must be accompanied by a signed letter from the condominium association stating that they are aware of the work to be performed. Any drawings provided by a licensed architect must be signed, sealed and accompanied by a copy of the architect's state license.

Depending on the scope of work, additional information may be required. If a project is located in a Historic District, an extra copy of the drawing is required.

### TYPE OF BUILDING WORK & DOCUMENTATION REQUIRED

#### BATH/KITCHEN REMODELS

##### (REMOVE AND REPLACE ONLY)

- Building Permit Application
- Electric Permit Application
- Plumbing Permit Application
- Two (2) copies floor plan of kitchen or bath layout, including countertops, cabinets, islands, outlets, light fixtures, exhaust hoods/fans, appliances, sink.

(Additional information may be required for remodels where items are relocated or walls are moved or removed.)

#### BURGLAR AND SECURITY ALARM SYSTEMS

- Electric Permit Application signed by licensed electrician.

#### CONDO CONVERSIONS

- Contact Property Maintenance at 708.358.5445 prior to applying for permits.

#### DECKS AND PORCHES

- Building Permit Application
- Two (2) copies of plat of survey highlighting the location of the deck and/or porch
- Two (2) copies drawings including dimensioned plan view, elevations and foundation details

(Building & Property Standards also provides a deck checklist and sample drawing.)

#### DUMPSTERS AND STORAGE UNITS ON STREET

- Right-of-Way Obstruction Permit Application
- Name of Dumpster/storage unit company
- Exact dates of obstruction

#### FENCES

- Fence Permit Application
- Two (2) copies plat of survey highlighting fence location

#### PATIOS, SIDEWALKS, DRIVEWAYS

- Building Permit Application
- Two (2) copies of plat of survey highlighting the area to be replaced or improved

#### ROOF WORK, GUTTERS, SOFFITS & FASCIA

- Building Permit Application

#### STAIRS AND RAILINGS

- Building Permit Application
- Two (2) copies plat of survey highlighting stair location
- Two (2) copies detailed drawings showing the dimensions of stairs and railings

#### SINGLE-FAMILY ADDITIONS AND REMODELS

- Plan Review Application
- Two (2) sets of drawings showing complete details
- Plat of Survey

#### SIGNAGE

- Sign Permit Application
- Two (2) copies site plans and elevations

#### TENANT REMODELS/BUILD-OUTS (COMMERCIAL)

- Plan Review Application
- Four (4) sets of plans

#### WINDOWS AND DOORS

- Building Permit Application
- Photographs of home
- Cut sheet showing the U-value of the window/door (must be 0.35 or less)

### Building & Property Standards Department

Village Hall  
Building & Property Standards Dept.  
123 Madison St.  
Oak Park, IL 60302

708.358.5430

[www.oak-park.us](http://www.oak-park.us), mouse-over to  
Departments tab, then click on  
Building and Property Standards

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