



## Permit Process

### **1. Talk to Hillside Building Services Department**

If you're unsure about the requirements for your project, talking to the Building Services Department will help you avoid potential problems that may cost you time and money. The Building Services Department wants your project to be a success and are here to assist you along the way. Our team of code officials will answer any questions you may have about your specific project and provide you with the resources and information needed for compliance with the applicable building codes.

### **2. Apply for a Permit**

Apply online or obtain a permit application at the Village Hall. If a contractor is working on your project, please make sure the contractor is licensed prior to the construction of the project.

### **3. Submit Application**

Return the completed application with the required plans and plats of survey. The counter staff at Village Hall will check the application for completeness.

### **4. Review Process**

The Building Services Department will review the plans. Small projects such as garages, fences, and decks can be reviewed and permits issued in a timely manner.

### **5. Receive Permit & Display**

Once the permit has been issued, permitted work may begin. Please display the issued permit placard in a street-facing window so it is visible from the street.

### **6. Job Site Visits**

Once work is completed call the Building Services Department for inspections. Required site inspections are written on the permit placard. Inspections are required to assure that the construction is completed according to code and the approved plans. A Certificate of Occupancy may be issued when all inspections are completed and compliant. It is your

responsibility to schedule all required Village inspections during and after construction, by calling the department at (708) 202-3434.

## **7. Final Approval**

Please make sure to schedule final inspections by calling the Building Services Department at (708) 202-3434. The code official will provide documentation when construction is complete and code compliance is determined.