

Q: How do I know if I need a permit in order to perform work in the Village of Hillside?

A: All work, whether it's residential or commercial, needs to have a building permit prior to commencing work. Work includes additions, alterations, small improvements, or new construction; emergency underground repairs for sanitary service or water lines; as well as fire related systems and equipment. If doing plumbing, electrical, or mechanical work, separate permits will be required. Please call the Village of Hillside for further questions or concerns regarding the type of permit needed.

Q: How do I apply for a permit?

A: You can apply online using the link on our website and submit directly from there or you can fill out a paper application at the Village Hall. Permit applications are not accepted via email or fax. If submitting a paper application, please make sure to use the original forms we have at the Village Hall; no copies are accepted.

Q: How long will it take to get a permit?

The permit review takes anywhere between 2-10 business days. Peak season is spring and summer, so make sure to apply with enough time before your project start date.

Q: How much will my permit cost?

A: The fee will vary depending on the scope of work.

Q: When can I pay for the permit?

A: You pay once the permit has been approved.

Q: Can I pay my permit online?

A: A permit can only be paid online if it was initially submitted online. Permits submitted in person will have to be paid for at the Village Hall with cash or check.

Q: Can my permit be emailed?

A: Unfortunately, a permit cannot be emailed, regardless of it being submitted online. Permits need to be picked up at the Village of Hillside, and the permit placard must be posted at the jobsite where it is visible to the street.

Q: How long is my permit good for?

A: Most permits are good for six months. Please check your permit for its specific expiration date.

Q: Do general contractors and sub-contractors need to be licensed and bonded to perform work in the Village of Hillside?

A: All contractors must be licensed with the Village of Hillside prior to permit issuance. You need to submit your insurance, \$10,000 bond with our Hold Harmless Clause added, and any applicable State Contractor License. There is a \$55 fee and registration is valid one year from the issuance date. Plumbing contractors are exempt from this, but they must be licensed with the State of Illinois and need to submit a copy of their license prior to permit issuance.

Q: Where can I find the contractor registration form?

A: There is no application form. Just submit your documents and pay the \$55 registration fee.

Q: How do I register as a contractor?

You can complete your contractor registration online through our website and pay the \$55 fee as well. If applying for a permit online, you will be able to attach your insurance, bond, and State Contractor License, and the registration fee will be added to the permit, allowing you to pay both fees together once the permit is approved. You can also submit the documents in person at the Village Hall or by email, for which there is no registration application, and payment will have to be made in person with cash or check.

Q: Can homeowners do their own work?

A: On most cases yes. For electrical and plumbing work, a registered contractor must be used.

Q: Can the village recommend any contractors?

A: The Village of Hillside has a list of contractors registered within the last year.

Q: Should the contractor apply for the permit or the homeowner?

A: This is usually based on the agreement between the two parties at the time of contracting the work. Regardless, it is the contractor's responsibility to register with the Village and pay their \$55 fee, and the homeowner's responsibility in making sure the necessary permits are pulled.

Q: When should I call to schedule an inspection?

A: Requests for inspections should be made at least 24 hours in advance.

Q: Where can I get a Plat of Survey of my house?

A: You should have received a Plat of Survey with your home's closing documents. If you can't find one, you can check with your Mortgage Holder to see if they have one. There are occasions where the Village might have one on file. If you don't have one and the Village does not either, you will have to have a Land Surveyor complete a new survey.

Q: When is a plat of survey required?

A: Some instances where a plat of survey is required are new construction, additions, and exterior alterations such as garage, parking lot, patio, driveway, deck, shed, gazebo, fencing, lawn sprinklers, and pools.

Q: I'd like to replace my sidewalk; can the village help pay for it?

A: The Village of Hillside offers a 50/50 Sidewalk Program to all residents that want to replace damaged sidewalk squares. The work takes place late Spring to early Summer and late Summer to Fall. Call our Public Works department to schedule an appointment to have your sidewalk accessed.

Q: How do I apply for a special use or zoning variation?

A: Complete the Zoning Application and pay the fee. Attach any documents required as stated on the application.