

# **REBUILDING YOUR NEST**

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The Building Department is located in the Village Complex, upper level at 16033 S. 94<sup>th</sup> Avenue. The Village of Orland Hills is always happy to see home improvements! Not only does it add value to your home but also to the homes around you. In order to serve you better, please read the following guidelines prior to making these improvements:

## **HOW TO GO ABOUT GETTING A BUILDING PERMIT?**

1. Applications are available to apply for a permit at the Village Hall.
2. Complete all information requested on the application (no blank spaces) and submit, if requested, 4 sets of detailed plans and a plat of survey. Plats of survey must be marked with the location of the construction project. Example: Mark on your plat where your patio will be located.
3. Make sure the contractor you have selected is licensed, bonded and insured with the Village of Orland Hills prior to applying for your permit. (If this is not completed, this can sometimes prolong the processing of your permit.) It is important that you tell the contractor up front that he needs to be licensed with the village.
4. Once all paperwork is properly filled out and submitted – wait time is approximately 4 – 7 business days.
5. Absolutely no work is to be started prior to permit approval.
6. The Building Department will contact you when your permit has been approved and is available for pick up.
7. Place the permit card in a window that is visible to the street and begin your improvement!

## **HOW TO GO ABOUT GETTING AN INSPECTION?**

### **ALL INSPECTIONS MUST BE CALLED IN 24HRS IN ADVANCE.**

1. All inspections are marked on the inspection sheet accompanying your permit when the permit card is picked up.
2. Simply call the Building Department and schedule an inspection 24hrs prior.
3. Building Department phone number is 708/349-4887.
4. Most contractors know in advance when they will be at your house to begin work and an approximate time of when an inspection will need to be done.
5. If you are doing the work yourself, please call and give us as much advance notice as possible. The Building Department understands the limited time people have to do home improvements. However, we also don't like to be taken advantage of. Just call... we are willing to work with you.

Any questions? Please do not hesitate to call the Village Building Department at 708/349-4887.

We appreciate your cooperation!