

# Village of Island Lake

*"A community of friendly people"*



## Department of

### Building • Zoning • Code Compliance

3720 Greenleaf Avenue Island Lake, Illinois, 60042

Phone: 847-526-8764 Fax: 847-526-1534

## Office Hours

Monday through Friday 8:00 am to 4:30 pm

Saturday 8:00 am to 12:00 noon

## Staff

[Wayne Schnell](#)

Building Commissioner

[Tammy Sizemore](#)

Permits and Contractor Registration

[Connie Mascillino](#)

Rental and Business Registration

To download forms and view our ordinances  
visit our website at:

[www.villageofislandlake.com](http://www.villageofislandlake.com)

Call 847-526-8764 for more information and to  
schedule inspections.

Safety is our goal, thank you for your compliance.

Revised: January 2017

## What Projects Require a Building Permit?

By Village of Island Lake Ordinance, a Building Permit is required for all new construction, alterations, replacement, or repairs such as, but not limited to, the following:

- Additions and basement build-outs.
- Paver patios and walkways.
- Decks and porches.
- Concrete slabs, patios and sidewalks.
- Demolitions of any structure.
- Dumpster in residential area.
- Driveways and parking lots.
- Electrical new or upgrades (Copper wire and metal conduit is required).
- Plumbing new or upgrades
- Seawalls, docks and piers.
- Ground fill, retaining walls over 30"
- Fireplaces and fire pits.
- HVAC new or upgrades. Heating and/or AC units. Water heaters.
- Fences, garages and sheds.
- Gazebos, screen rooms and pergolas.
- Kitchen or bath remodeling that involves structural and/or utility changes.
- Roofing, gutters and downspouts.
- Siding, fascia and soffit.
- Windows and doors.
- Signs and flagpoles.
- Swimming pools and hot tubs.
- Underground irrigation.

Permit fees are based on the project value (\$50 minimum). Plan review and/or inspection fees may also apply.

## Permit Requirements

### Homeowner Association

Many Homeowner Associations require approval for exterior changes prior to issuance of a building permit. Check with your association before applying.

### Contractor Requirements

All contractors need to be registered with the Village of Island Lake.

- Contractor Registration form
- Certificate of insurance
- Copy of license.
- Payment is due before permit is issued.

General Contractor Registration fee is \$75.

All other Contractor fees are \$50.

Roofing and plumbing projects require a contractor to be licensed by the State of Illinois. Electrical contractors need to be licensed by an approved jurisdiction.

### Building Permit Application

After the HOA and contractor information is submitted, submit a permit application. Include a copy of the contractor's contract describing the project and cost. A plat of survey, detailed drawing with material list and other construction documents may also be required.

### Hours for Construction

Mon-Fri 7am – 7pm

Saturday 8am – 5pm

Sunday and holidays 8am – 4pm

### An inspection is required for:

Real Estate Ownership Transfer \$50

Rental Registration/Inspection \$50

Re-inspection fee \$30