

Village of Island Lake
Department of Building • Zoning • Code Compliance

Information regarding the building permit process

Prepare Permit Application (submit drawing and plat of survey for outdoor projects). Repairs of more than 50% will require a permit. Projects within a Homeowner's Association will need their letter of approval.

Contractors will need to be registered with the village. Prepare Contractor Registration Form (submit applicable license, copy of insurance and payment per Ordinance 3-11)

Most permit fees are determined by the project value (submit copy of contract). Plan review, professional service and/or inspection fees may also apply. Refer to Ordinance 1-16-3 Fee Schedule. Also refer to Permit Requirements brochure on line.

Roofs Refer 8-1-13

Old roof covering must be completely torn off. Rotten sheathing must be removed and replaced. An ice shield must extend a minimum of 2 feet into a horizontal line from the exterior wall and in all valleys. Inspection needed before installing new shingles.

Siding, Gutters, Downspouts, Fascia, Soffits Refer 2009 IRC

Remove and/or repair rotten or damaged siding and trim. Install a weather barrier per manufacturer's specifications. Inspection needed before installing new siding.

Windows / Doors / Skylights Refer 2009 IRC Energy

All installations per manufacturer's specifications. The cavity surrounding the new unit must be completely insulated with non-expanding foam or other approved material. The glass U-Factor must not exceed 0.35. Submit a structural plan if the width is wider than the replacement.

Fences Refer 8-2-1

Submit plat of survey. Post hole minimum depth is 42". Board on board or 30 per cent opening. 6' in rear yards, 4' in side yards. Approved on an individual basis. J.U.L.I.E. required. Inspection needed after post holes are dug.

Driveways Refer 8-1-9

Submit plat of survey. 24' maximum width at roadway. 34' allowed at the half way point.

2" asphalt or pavers over 6" compacted CA6 #9 gravel base OR

4" concrete (6 bag type X) over 4" compacted CA6 #9 gravel base.

Locate water b-box valve location. Notify Water Department 847-526-1954 if in driveway area.

Inspection needed for compacted base before final covering is applied.

Dumpsters Refer 1-16-3

Dumpsters on residential property require a permit. It must be removed within two weeks unless it is used with a permitted building project.

Accessory Structures (Sheds, etc.) Refer 8-1-8

12'x12'x10'high. 2' overhang max. 10' from primary structure, 4' from property line. Must installed per manufacturer's specifications. It must be level, braced and anchored to withstand a 75 mph wind.

Deck / Pergola Refer 2009 IRC

Submit plan and drawing for approval. Inspection needed for post hole and ledger attachment. Framing/Final inspection also required. Guardrails and handrails required 30" and over.

Furnace / Air conditioner / Water heater Refer 2009 IRC

All installations per manufacturer's specifications. All metal flue connections must be screwed. Air supply and return joints must be sealed. All units bonded and grounded. No flexible gas lines to units. Pressure relief valve must have metal drain pipe terminating between 3"-6" from the floor. Drain pan required in and over living areas. Final inspection required.

Electrical Refer 2008 NEC

New or upgrade in service. Addition of circuits. Properly grounded and bonded per NEC code. Metal conduit required, flexible whips only when needed. GFCI receptacles required outside, kitchen counters, bathroom, garage and basement.

Plumbing Refer 2009 Illinois Code

New or upgrade in service.

Swimming pools / Spas Refer 8-6-1

Pools capable of holding 24" of water require a permit. Barrier of 48" from ground. No overhead wires. Self-latching gate with lock required.

Seawall – Pier – Dock Refer 8-10-1

Pier: Max 24' into the waterway and 6' in width. Top of pier MWL <36" >18"

Dock: Max 10' width, cantilever 6".

Landscape / Trees / Retaining walls / Patio Refer 8-14

Normal maintenance of trees and landscaping is urged and does not require a permit.

Extensive landscaping projects may require HOA approval and permit. A permit is required for the removal of any deciduous tree having a trunk diameter of 6" or greater measured at 54" above ground level or evergreen tree measuring 12' or more in height. Retaining walls over 29" and patios require a certified plan and permit.

Land Fill / Grading Refer 8-4

Land fill, diversion or grading which will affect the flow of storm water will require a plan and permit.

Fire pits Refer 5-1B-2D

Below ground fire pits shall be at least 4" in depth and surrounded by a non-combustible material.

Portable fire pits shall be used per manufacturer's specifications. Neither shall exceed 3' in diameter and not closer than 25' from any structure. Only natural firewood may be burned and the fire pile cannot exceed 2' in height.

Flag poles Refer 2009 IRC

Must be installed per manufacturer's specifications and anchored to a concrete in ground pier not less than 42" deep. The pole must not exceed 30' in height. Proper US flag etiquette is required.