

# 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

**Russell Kraly**  
Building Official

### 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.

## 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.
- 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.

Permit fees are based on the project value. Plan review and/or inspection fees may also apply.

## Permit Requirements

- ✓ Submit completed permit application. Application is available on village web site under "forms" or at village hall.
- ✓ If applicable, include plat of survey and/or drawing detailing project
- ✓ If applicable, include a letter of approval from homeowners association.
- ✓ Include estimate or contract from contractor
- ✓ All contractors working within the village must be registered. If the contractor is not registered, they must register, provide a Certificate of Liability & any applicable licenses before the permit can be accepted.

**Only permit applications with all the  
above items included will be accepted  
and considered for approval.**

### Hours for Construction

Mon-Fri 7am – 7pm  
Saturday 8am – 5pm  
Sunday and holidays 8am – 4pm