

Village of Island Lake



Department of

Building • Zoning • Building 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*

**Closed daily from 12:30 – 1:30pm*

Staff

Chris Carlsen

Tammy Sizemore

Permits and Contractor Registration
Rental and Business Registration

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

www.villageofislandlake.com

Call 847-416-8761 to schedule inspections
or for more information.

Safety is our goal; thank you for your compliance.

What Projects Require a Building Permit?

Village of Island Lake Code (Title 8, 8-1-3) requires a Building Permit for all new construction and many alterations, replacements, or repairs. For example, 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 / AC units
- 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. Plan review and/or inspection fees may also apply.

Permit Requirements

The permit application is available on Village web site under "Forms", or at Village Hall. Submit completed permit application and supporting paperwork. **Applications with incomplete paperwork will not be accepted.**

Supporting paperwork includes:

Supporting Paperwork

- ✓ Plat of survey, where applicable.
- ✓ Detailed drawing of project, including dimensions
- ✓ Letter of approval from homeowners association (HOA) where applicable
- ✓ Estimate or contract from contractor

All contractors and subcontractors working within the Village *must be registered*. They must provide a Certificate of Liability Insurance and copies of any applicable licenses with their registration. No permit will be issued for unregistered contractors.

Construction Hours

Mon-Fri: 7am — 7pm

Saturday: 8am — 5pm

Sunday and holidays: 8am — 4pm