



Village of Berkeley

5819 Electric Avenue, Berkeley, Illinois 60163

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NEW CONSTRUCTION/ADDITION

*Please note this information is guideline and informative only. Additional information may be needed, certain lots will have differing requirements.

- Provide legal plat of survey clearly indicating location of new construction/addition with setbacks to scale. Square footage of the lot must be shown.
- If demolition of a current structure is needed, a separate permit must be obtained. A Cook County Demolition permit is required to do this.
- Three sets of architectural plans, signed and sealed by an Illinois licensed architect or structural engineer must accompany the permit application. In addition, three sets of grading/site plan is required.
- Some new construction may require a fire sprinkler system.
- The Village may require a \$1,000 cash bond to be posted if it is determined that the proposed work may impact the public sidewalk or curb. When the work is complete and a final inspection is performed that confirms no damage to the public way, the cash bond will be refunded.
- If a new water meter or MIU and fittings are needed for the construction, those fees will need to be paid to the Village prior to releasing those items. Fee is based on meter size.
- All fees will be due at the time the permit is picked up. This will included plan review fees, fees charged by the Village Engineer (if necessary), and any other fees associated with the permitting process (i.e. Fed Ex charges).
- All contractors working on the project will need to obtain a Contractor's License and comply with insurance and bonding requirements.

Contact Village to schedule inspections or for specific questions regarding processes.

Inspections are completed on Monday/Wednesday/Friday between 8am-12pm. Individuals are not required to be on site for inspection as long as construction site is accessible. Please have permit displayed in front window or at door and leave approved plans on site.