Single-Family Alteration or Remodel Residence Information

Permit Review Requirements Checklist	
Completed Permit Application	
3 sets of Architectural quality drawings. Be sure to provide the existing condition, proposed demolition and proposed remodel. Indicate location, dimensions, and directions of travel for existing joists and structural members	
Copy of Flagg Creek Sanitary District's (630-323-3299) approval letter for the proposed remodel/renovation, if plumbing permit is required	
General Contractor must be registered with the Village	
Height and elevation: The height and elevation of any new single-family residential addition is determined by the Zoning Code of the Village of Hinsdale	
Applicable Building Codes: ➢ 2020 National Electric Code with local amendments ➢ 2021 Family of International Codes with local amendments ➢ 2014 Illinois State Plumbing Code ➢ 2021 International Energy Conservative Code as amended by State of Illinois	
Building Permit Fees are calculated based on a published fee schedule available at the Community Development Department or on the Village website www.villageofhinsdale.org	

Type of Inspection	**When is inspection done?**
Rough frame, rough electric, rough mechanical, rough plumbing	After electrical conduit and rough plumbing is installed and before the walls are insulated and enclosed
Insulation	Before drywall
Final	After completion of all work and before occupancy. **Occupancy is allowed only after Community Development Department approval and issuance of the Certificate of Occupancy.**

- Failure to call for the above inspections is in direct violation of the Code of Ordinances of the Village of Hinsdale.
- It is the permitee's responsibility to see that no mud, debris or dust leaves the construction site. Failure to comply will result in citations
- Construction noise shall not be permitted beyond all the allowable hours of work, which are 8 am to 8 pm weekdays and 8 am to 4 pm on Saturdays. **No work allowed on Sundays.**
- Soil erosion control techniques must be employed as required.
- Failure to comply with the above may result in a **"STOP WORK"** order being issued.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

If you have any questions about the permit process, please call our office at 630 – 789- 7031
Office hours are Monday through Friday 9AM – 4PM