

## GUIDE TO OBTAINING A BUILDING PERMIT



**Village of Bradley**  
Building Standards  
111 N. Michigan Ave.  
Bradley, IL 60915  
815.933.5008  
Fax: 815.933.5068  
Hours: M-F 8:00 -12:00 - 1:00 - 4:30  
[www.bradleyil.org](http://www.bradleyil.org)

### *How long is my building permit valid for?*

Building permits are valid for a period of Twelve ( 12 ) months. Construction must commence within six ( 6 ) months of issuance of permit.

### *Phases of work requiring an inspection.*

Inspections are performed by the Code Official at various stages throughout the construction process to ensure that the work conforms to the Code, the building permit, and the approved plans. The following is a sample of inspections that need to be completed. Please coordinate with Staff on your particular project.

- Footing forms & Wall forms
- Basement & Garage floor
- Garage floor drain
- Plumbing in basement floor
- Post holes ( depth )
- Walls damp proof / Waterproofing
- Electric Service ( if buried, trench depth )
- Framing
- Rough in electric, plumbing and HVAC
- Fireplace
- Detached garages ( setbacks )
- Footing depth & size

- Floor
- Water service
- Lawn Sprinkler
- Final Inspection

\*No concrete is to be poured prior to inspections

### *How do I schedule an inspection?*

Inspections may be scheduled by calling **( 815 ) 933-5008** and ask for an inspection. You will need to provide the permit number and the type of inspection. It is the responsibility of the property owner to ensure that inspections are requested. It is requested at least 24 hours advance notice be given. However, 24 hours notice does not guarantee that inspections will be done the following day, inspections are granted on a first come first serve basis.



[buildingstandards@thevillageofbradley.com](mailto:buildingstandards@thevillageofbradley.com)  
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## Why a building permit?

Permits allow the enforcement of the codes, which have been adopted as law by the Village. No matter what the specific project may be, the enforcement of codes is carried out to protect the public health, safety and welfare.

Building permits provide the means for Code Officials to inspect construction to ensure that minimum standards are met and appropriate materials are used.

## What projects require a building permit?

- New Buildings
- Temporary Buildings
- Additions
- Demolitions
- Renovations
- Prefabricated Structures
- Electrical & Plumbing Systems
- HVAC (heating, ventilating and air conditioning )
- Water & Sewer Hookups
- Misc. Residential uses i.e.: sheds, pools, fences, roofs, siding, windows, decks, fireplaces, etc.
- Misc. Commercial uses i.e.: parking, signs, elevators, etc.
- Generators

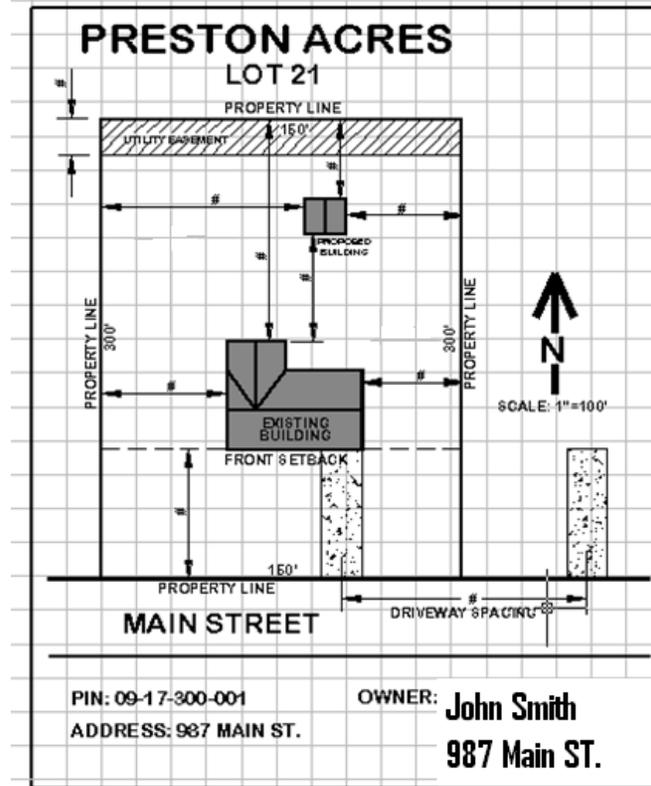
## What information do I need to begin the application?

- Parcel ID Number
  - Property owner name, address and phone number
  - Description of work to be done
  - Plot plan ( see example on right )
  - Estimate of cost or signed contract
  - Contractors list ( must be licensed by the County )
  - \* Floodplain survey
  - \* Recorded deed
  - \* Two complete sets of construction plans
- \*May not be required depending on scope of project

## How long does it take to receive a building permit?

After the building permit application has been submitted with all necessary forms and information, a building inspector is assigned to begin the review of the application. The Building and Standards Staff strive to complete the review process within 10 working days. Please keep in mind however, the review process can vary depending on the scope of the project and the number of applications waiting to be reviewed.

## Sample Plot Plan.



This is an example of the type of information needed on a plot plan.  
Your required information may vary.

## How much does a building permit cost?

Building permit fees are based on the estimated value of the project, which includes cost of material and labor. For an estimate on the cost of your building permit contact a Code Official.

Make checks payable to the Village of Bradley.