



# YOUR GUIDE TO HOME IMPROVEMENT

IN THE VILLAGE OF HANOVER PARK

HOME IMPROVEMENT

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**Hanover Park**

# INTRODUCTION

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## Home Improvement Guide



### ADDING A FENCE? BUILDING A DECK? PLANNING A HOME IMPROVEMENT PROJECT?

**IF YOU'VE ANSWERED YES TO ANY OF THESE QUESTIONS, THIS GUIDE IS FOR YOU!**

**THIS GUIDE EXPLAINS SOME OF THE VILLAGE REGULATIONS REGARDING HOME IMPROVEMENTS. SOME OF THE MOST FREQUENTLY ASKED QUESTIONS ARE ANSWERED IN THIS GUIDE; HOPEFULLY YOURS WILL BE AMONG THEM. WHILE THIS IS NOT A COMPREHENSIVE GUIDE, WE HOPE IT IS HELPFUL.**

**UNFORTUNATELY, SPACE DOES NOT ALLOW THE LISTING OF ALL THE REGULATIONS FOR EACH UNIQUE PROPERTY OR PROJECT. THEREFORE, IT IS VERY IMPORTANT**

**TO CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT BEFORE STARTING A PROJECT. MAKE SURE YOU HAVE ALL THE INFORMATION AVAILABLE BEFORE BEGINNING YOUR BUILDING PROJECT.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE STOP BY THE MUNICIPAL BUILDING. STAFF IS ON HAND TO HELP MAKE YOUR PROJECT A SUCCESS!**

**BUILDING PERMITS ARE REQUIRED FOR MANY TYPES OF CONSTRUCTION PROJECTS. IF REQUIRED, BUILDING PERMITS MUST BE OBTAINED FROM THE**

**COMMUNITY DEVELOPMENT DEPARTMENT *PRIOR* TO BEGINNING ANY CONSTRUCTION. SEE SECTION V FOR MORE INFORMATION ON BUILDING PERMITS.**



## VILLAGE CODES

All projects are regulated by Village Codes and ordinances to maintain uniformity and safety. See Section III regarding the Village codes that apply to your project.

## CONTRACTORS

For your protection, contractors performing work under an approved permit must be registered and bonded to work in the Village. See Section IV for more information on contractors.

## INSPECTIONS

Inspections are required as the work progresses. A final inspection is required upon completion of a project. Section VI provides additional information regarding inspections.

## QUESTIONS?

For answers to the most commonly asked questions, see Section VII of this booklet.



**Questions?  
Call the Community  
Development Department  
at**

**(630) 372-4260**

# VILLAGE CODES

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## Home Improvement Guide



**THE VILLAGE ADOPTS CODES AND ORDINANCES TO ESTABLISH MINIMUM STANDARDS FOR THE SAFETY AND BENEFIT OF ALL VILLAGE RESIDENTS. THE VILLAGE HAS ADOPTED THE FOLLOWING CODES AND ORDINANCES RELATING TO HOME IMPROVEMENT PROJECTS:**

International Residential Code (with amendments)

International Building Code (with amendments)

International Fuel Gas Code

International Mechanical Code

BOCA National Fire Prevention Code

International Property Maintenance Code

State of Illinois Plumbing Code (with amendments)

National Electric Code (with amendments)

Hanover Park Comprehensive Zoning Ordinances

Illinois Accessibility Code

IDPH Food Service Sanitation Code

DuPage County Health Department Food Service Design & Construction Manual

IDPH Retail Food Store Sanitation Code

Hanover Park Sign Code.



## CONTRACTORS

### Section IV

CONTRACTORS PERFORMING WORK UNDER AN APPROVED PERMIT MUST BE REGISTERED AND BONDED WITH THE VILLAGE. A BUILDING PERMIT SHALL NOT BE ISSUED UNTIL ALL CONTRACTORS PERFORMING WORK ON THE PROJECT ARE REGISTERED AND BONDED. THIS REQUIREMENT IS FOR THE PROTECTION OF ALL HOMEOWNERS IN THE VILLAGE. BONDING HELPS ENSURE WORK WILL BE PERFORMED IN COMPLIANCE WITH ALL VILLAGE CODES AND ORDINANCES.

PLEASE CONTACT THE VILLAGE CLERK'S OFFICE (630-372-4224) WITH ANY QUESTIONS REGARDING CONTRACTOR REGISTRATION OR TO OBTAIN AN APPLICATION TO REGISTER.



### ELECTRIC

The homeowner may do some of the construction work. However, electrical work must be performed by either a licensed electrician who is registered and bonded with Hanover Park, or by the homeowner who has taken and passed the Village electrical test.

### PLUMBING

Plumbing work may be done by either the homeowner or a licensed plumbing contractor in single family detached residences. Only a licensed plumber may do the plumbing in multifamily attached residences.

# BUILDING PERMITS

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**PERMITS ARE REQUIRED FOR MANY REMODELING PROJECTS, REPAIRS, REPLACEMENTS, NEW STRUCTURES, AND ADDITIONS. BEFORE STARTING ANY HOME IMPROVEMENT PROJECT, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT FOR PERMIT REQUIREMENTS. SOME TYPICAL CONSTRUCTION PROJECTS REQUIRING PERMITS ARE LISTED BELOW. IF YOUR PROJECT IS NOT LISTED, BE SURE TO CONTACT VILLAGE STAFF TO INQUIRE ABOUT REGULATIONS WHICH MAY APPLY TO YOUR PROJECT.**

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|  |   |
|--|---|
| Balconies                                  | Retaining walls   |
| Central air conditioners, new or replaced  | Roof decking replacement (as in tear-offs)                  |
| Concrete stoops, slabs and stairs          | Room additions or sunrooms                                  |
| Decks or porches                           | Satellite dishes greater than 24 inches in diameter         |
| Driveways, replacement or expansion        | Sewer repair, replacement, or clean-out                     |
| Electrical Work                            | Sheds   |
| Fences                                     | Sidewalks or stairs   |
| Fireplaces                                 | Swimming pools, in- or above-ground                         |
| Furnaces, new or replaced                  | Wall partitions   |
| Garages, attached or detached              | Water heaters, new or replaced                              |
| Gas-light conversions                      | Water softeners, new or replaced                            |
| Gazebos or greenhouses                     | Whirlpools and spas   |
| Patios                                     | Windows or doors when added, increased or decreased in size |
| All plumbing work                          |   |
| Remodeling; interior, exterior or basement |   |

THE COMMUNITY DEVELOPMENT DEPARTMENT HAS MANY HELPFUL HANDOUTS SPECIFYING GENERAL REGULATIONS FOR MANY OF THE PREVIOUSLY LISTED PROJECTS. HANDOUTS ARE AVAILABLE FOR DECKS, PATIOS, DRIVEWAYS, SWIMMING POOLS, DETACHED GARAGES, SHEDS, AND OTHERS. PLEASE CONTACT DEPARTMENT STAFF TO SEE IF A HANDOUT IS AVAILABLE FOR YOUR PROJECT.

### FEES

Permit fees, plan review fees, and refundable bonds may be associated with your project. Department staff will inform you of any required fees.

### PLAT OF SURVEY

Plans and specifications are required for most building projects. A **current plat of survey showing all existing conditions and all proposed improvements** is required for most exterior projects.

### PLAN REVIEW

The plans for some projects must also be reviewed for conformance to applicable Village codes before a permit can be issued. This type of review is called a Plan Review.

### J.U.L.I.E.

Please consult the handout for your project, or Community Development Department staff, to determine what is necessary to apply for your permit. A J.U.L.I.E. dig number (see Section VII Questions and Answers) will be required for projects involving underground construction.

### DON'T FORGET!

Please remember to obtain a building permit **before** starting any work. Work started without a permit will be stopped by Village personnel, and the homeowners will be assessed a fine.

Questions?  
Call the Community  
Development Department  
at

(630) 372-4260

# INSPECTIONS

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**AS WORK PROGRESSES, IT MUST BE INSPECTED BY VILLAGE INSPECTION STAFF TO ENSURE THAT IT COMPLIES WITH THE APPROVED PERMIT PLANS AND ALL CODE REGULATIONS.**

### SCHEDULING

Required inspections for your project will be listed on the permit. To schedule an inspection, call the Community Development Department at least **24 hours** before the time you want your inspection. You must have your permit number handy, since it is necessary to request an inspection.



### INSPECTION TIMES

Please note, specific inspection times are not available. You can request a morning (9:00 a.m. — 11:30 a.m.) or an afternoon (1:00 p.m.—3:30 p.m.) inspection. Exceptions can be made for sewer inspections.

### COMPLETE WORK

Prior to calling for an inspection, please make sure the work for which you are requesting an inspection has been completed. As indicated on the permit, \$25 is charged for a failed residential inspection and \$35 is charged for a failed nonresidential inspection. This includes those projects which are not ready when the inspector arrives.

### NEED HELP?

If you are encountering problems, need advice or specific information, or are unsure as to how to proceed, please contact the Community Development Department. All of the Village inspectors are trained, certified professionals in their field. While they cannot design your project, they are more than willing to offer advice to assist you in completing the job as quickly and as easily as possible. If it is necessary to have an inspector stop by your project for assistance, please let Department staff know when you call. There is no charge for this type of interim inspection assistance.

### JUST CALL!

It is our goal to see that your project is completed quickly, with as little disruption or inconvenience as possible. If you wish to speak to one of the inspectors, you may contact them directly. The best time to reach one of the inspectors is Monday—Friday, between 8:00 a.m. and 9:00 a.m. or between 4:00 p.m. and 4:30 p.m. when they are normally in the office.

**FOR YOUR OWN PROTECTION,  
YOU MAY WISH TO HAVE THE  
FINAL INSPECTION COMPLETED  
AND APPROVED BY THE  
COMMUNITY DEVELOPMENT  
DEPARTMENT *PRIOR* TO  
MAKING THE FINAL PAYMENT  
TO YOUR CONTACTORS.  
REFUNDABLE BONDS WILL  
NOT BE RETURNED UNTIL ALL  
FINAL INSPECTIONS HAVE  
BEEN APPROVED.**

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**(630) 372-4260**

## Home Improvement Guide



### HOW LONG IS THE BUILDING PERMIT VALID?

Work authorized by a permit must begin within six months of the date of the permit and be completed within one year of permit approval. Demolition permits are only valid for one month from the time they are issued. Work extending beyond these time frames requires the issuance of a new permit. Please call the Community Development Department if you foresee problems.

### WHAT IS THE PURPOSE OF THE REFUNDABLE BOND?

The bond provides an incentive to complete the work in the manner it was approved and to have the work inspected as required. A \$25 fee will be deducted from the bond for *each* failed residential inspection and a \$35 fee will be deducted from the bond of *each* failed nonresidential inspection.

### WHEN CAN I EXPECT THE BOND TO BE REFUNDED?

The Department will begin processing the refund as soon as the final inspection is approved. Generally it takes three to six weeks for the refund to reach you.

### WHO OR WHAT IS JULIE?

JULIE stands for "Joint Utility Locating Information for Excavators". Upon receiving your call, JULIE will visit your property and mark the location of non-Village underground utilities. Call JULIE toll free at 1-800-892-0123.

### DOES THE VILLAGE LOCATE ITS UNDERGROUND UTILITIES?

The Village Engineering (630-372-4270) and Public Works Departments (630-372-4440) will locate underground Village utilities including sewer and water mains, and electrical cables for street lights.

### A FRIEND OF MINE IS GOING TO BUILD MY SHED, DECK, ETC. MUST HE BE REGISTERED WITH THE VILLAGE?

Yes. Anyone, other than the property owner, who is doing work on a project requiring a building permit, even without compensation, **must** be registered and bonded as a contractor. All work on multifamily homes must also be done by a registered and bonded contractor.

### WHAT IS A "STOP WORK" ORDER?

A "Stop Work" order is issued for jobs that are not being completed in accordance with the approved plans or for jobs that were started without a permit.

**WHAT IF I WANT TO MAKE CHANGES TO MY PLANS AS WORK ON THE PROJECT PROGRESSES?**

Be sure to obtain plan approval from the Community Development Department **prior** to making any changes to the approved permit plans.

**WHAT DO I DO WITH THE PERMIT PLACARD I WAS GIVEN?**

The permit placard should be displayed in a window of your home so it is visible from the street until the final approved inspection has been made.

**WHAT INSPECTIONS ARE REQUIRED?**

Inspections are noted in the handouts and listed on the permit in the order in which they are required.

**WHAT'S THE DIFFERENCE BETWEEN THE PLAN REVIEW FEE AND THE PERMIT FEE?**

The plan review fee covers the cost of reviewing the plan for compliance with Village codes. The permit fee covers the cost of processing the permit and inspecting the improvement.

IMPORTANT PHONE NUMBERS

**Municipal Building**

630/372-4200

**Police**

Non-Emergency 630/372-4400  
Emergency 9-1-1

**Fire Department**

Non-Emergency 630/736-6800  
Emergency 9-1-1

**Better Business Bureau**

312/832-0500

**Post Office**

630/837-5488

**JULIE**

800/892-0123

**Assessor's Offices**

Bloomington Township  
630/529-7715

Hanover Township  
630/837-0301

Schaumburg Township  
847/884-0030

Wayne Township  
630/231-7140

**Sonya A. Crawshaw Library**

630/372-0052

**Schaumburg Township Branch Library**

630/372-7800

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**Village of  
Hanover Park**

**Community  
Development  
Department  
Phone: (630) 372-4260  
Fax: (630) 372-4261**

Municipal Building  
2121 West Lake Street  
Hanover Park, IL 60133

(630)372-4200

For any questions regarding  
the contents of this booklet,  
please contact the  
Community Development  
Department