



Community Development Department
Building Services Division
4900 Village Commons
Matteson, IL 60443
(708) 481-8313

GUIDE TO RESIDENTIAL BUILDING PERMITS

Why are building permits required?

Building permits are required for most home improvements or additions so that the building inspectors may inspect the job for safety, zoning compliance, and sound construction practice.

Building Codes and Permits are required in order to protect the health, safety, and general welfare of the residents of Matteson. Building Codes and Permits provide a way of insuring that the minimum standards of construction are adhered to. They also ensure that all contractors and subcontractors are registered, licensed and bonded with the Village. In this way, the Village helps insure that the work is done properly and that the interest of the homeowner is protected.

Do I need a building permit?

Most construction requires a building permit. Therefore, for your own protection and best interest it is always wise to check with the Building Services Division before beginning any construction, alteration, or repair. Failure to obtain a building permit will result in a fine, and/or an order to stop work.

Work Requiring Building Permits

Before beginning any project, it is important to check with the Building Services Division to see if a building permit is or is not required. Listed below are common types of home improvements that require a building permit.

- | | |
|------------------------|----------------------------|
| -New residences | -Driveways & Curb Cuts |
| -Residential Additions | -Any Type of Concrete Work |
| -Garages | -Windows & Siding |
| -Storage Sheds | -Electrical Service |
| -Fences | -Plumbing |

Guide to Building Permits

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- Porches
- Decks
- Patios
- Fire Places

- Sewer Repairs
- Roof Work
- Swimming Pools

Permits must be obtained prior to commencing work. If a permit is not obtained, an inspector will stop work and may require the removal of the improvement. Additionally, fine equivalent to twice the permit fee will be levied.

Authorization for Home Improvements

It is the responsibility of the homeowner to obtain a building permit prior to the start of any work. Any contractor hired by the homeowner must be registered, licensed and bonded with the Village of Matteson before they may start work. If a homeowner wishes to do his/her own home improvements, he/she is not required to be licensed, registered and bonded with the Village.

Permit Application Procedure

When applying for a building permit you must present a copy of your plat of survey showing existing and proposed structures and any pertinent drawings, specifications, details, blueprints, or sketches to the Building Services Division. Please indicate on the plat of survey the location, setbacks, and dimensions of your proposed improvement. Your submission will be reviewed to ensure that all applicable building and zoning codes are being met.

When your building permit is approved, you will be issued a building permit placard to be displayed at the project site until the work is completed. The building permit placard needs to be visible from the street. Village Building Inspectors may make periodic inspections as the work progresses. **You must, however, call the Building Services Division to schedule required inspections.**