

## **Permit Application Guidelines**

Please submit to the Building Department at the Village Hall or email [building@johnsburg.org](mailto:building@johnsburg.org) the following for review:

Village of Johnsburg Building Application

**Electronic** Blueprints and/or drawings (Lic. Prof. Stamp)

Site plan (if applicable)

Floodplain / Floodway Details and/or Calculations (if applicable)

Storm Water Management Application (if applicable)

Proposal and/or Scope of Work (from contractor or identified by homeowner) IAW **Chapter 24** Building

Code and Permit Requirements

Letter(s) of Intent (if performing self-work, notarized)

All Required Appropriate License (Plumbing (055,058) and/or Electrical License)

Septic Plan and/or Approval from McHenry County Health Department

Plat of Survey indicating the setback locations for the placement of the structure

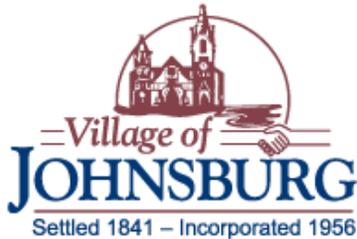
Contact J.U.L.I.E. at 1(800).892.0123 to locate underground utilities before the start of construction

Other: \_\_\_\_\_

## **Fee Schedule**

24.07 FEE SCHEDULE: [https://www.johnsburg.org/sites/default/files/fileattachments/administration/page/7361/chapter\\_24\\_final.pdf](https://www.johnsburg.org/sites/default/files/fileattachments/administration/page/7361/chapter_24_final.pdf)

Building Permit Fees: The fee schedule provides an estimated minimum cost. **Applicant(s) shall be responsible for all costs related to their application including but not limited to plan review, inspections and administration.** Deposits shall be submitted at the time of application in accordance with the fee schedule. Payment in full shall be required prior to permit issuance.



## Permit Process

1. Home owner or contact person submits application and required documentation to permit clerk.
2. Various departments will review the plans. These departments include the Building and Zoning, Engineering, Health, and Fire.
3. Review Comments are returned back to the permit clerk. Response times are as followed:
  - New Construction, Additions or Alterations within 14 business days
  - Decks, Shed, Swimming Pools, Fences and other miscellaneous permits within 7 business days
  - Reroofing, siding, driveway resurfacing within 2 business days

[https://www.iohnsburg.org/sites/default/files/fileattachments/administration/page/7361/chapter\\_24\\_final.pdf](https://www.iohnsburg.org/sites/default/files/fileattachments/administration/page/7361/chapter_24_final.pdf)
4. If all departments are approved the contractor's license, bond, and insurance requirements will be checked.
5. If the contractor's information (license, bond, and insurance) is up to date the home owner or contact person will be notified of the approved permit and the fees will need to be paid to obtain the building permit.
6. If contractors information is not current or any of the departments are not approved the home owner or contact person will be notified of outstanding items that will need to be addressed before the permit can be issued.
7. In the case of outstanding items the home owner or contact person will need to submit updated contractors information or corrected drawings.
8. If all corrections are made and approved see step 6. If corrections are made but not approved see step 7.

**To check on the status of a permit application, please call the Building Department 815.385.6023**