

## **COST OF BUILDING PERMIT**

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All permit fees are 3% of the estimated cost of the construction, plus a cleanup deposit fee; which will be returned within 6 weeks. To ensure that you receive the exact cost for permitting, please submit a copy of the construction contract with your application to the Department of Planning.

## **WHAT ELSE SHOULD I KNOW?**

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### **DECK/SHED/GARAGE/FENCE PERMIT PROCEDURE**

The owner or contractor must attach a plat of survey to the application. The plans should include the following:

- ◆ The location of the accessory structure in relation to the home.
- ◆ Indicate the depth of the postholes (fences only).
- ◆ The size and spacing of the joist.
- ◆ The materials that are going to be used on the project.
- ◆ The height and spacing of the structure.

- ◆ The accessory structures must be placed in the appropriate setbacks areas.
  - Obtain requirements from the City of Harvey's Zoning Ordinance
- ◆ Two (2) vents must be installed for cross ventilation on sheds.

Two inspections are required and will be conducted by the Chief Building Inspector:

- ◆ One for post holes
- ◆ Final Inspection
- ◆ More inspections may be required

PRIOR TO COMPLETING ANY WORK FIND OUT IF YOUR PROPERTY IS LOCATED IN A FLOOD ZONE TO ENSURE THAT YOU ARE FOLLOWING THE GUIDELINES THAT HAVE BEEN ESTABLISHED BY (FEMA).

For additional information please contact Leonard Campbell, Chief Building Inspector



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**Department of Planning**  
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## **CITY OF HARVEY**



**Eric J. Kellogg**  
**MAYOR**

## **HOW TO OBTAIN A BUILDING PERMIT**

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# HOW TO OBTAIN A BUILDING PERMIT

## GENERAL REQUIREMENTS

In order to obtain a building permit, the following information must be submitted to the Planning Department:

1. All contractors must be licensed and bonded to work in the City of Harvey.
2. Contractors must pay a \$75.00 licensing fee, provide certificate of insurance with a cumulative minimum coverage of one million dollars, submit a copy of their state license, and provide a \$10,000 surety bond, prior to starting any project.
3. Fill out the appropriate application and pay the designated fees, please include parcel ID.
4. Submit a plat of survey that denotes the project location and proper dimensions.
5. For commercial and/or public buildings, four (4) sets of architectural drawings must be

submitted, which have been stamped and signed by a registered architect in the State of Illinois.

## WHEN IS A BUILDING PERMIT NECESSARY?

All new construction work including alterations and repairs are subject to the City of Harvey's Building and Zoning Codes.

You must obtain a permit for the following rehab projects:

- ◆ Total interior or exterior rehab
- ◆ Basement Refinishing
- ◆ Fence Installation
- ◆ Window Installation
- ◆ Building a Deck
- ◆ Swimming Pool Installation

The only work that does not require a building permit is **PAINTING**.

## ALL PERMITS MUST BE DISPLAYED IN THE FRONT WINDOW

## HOW LONG WILL IT TAKE TO OBTAIN A PERMIT?

The review process varies from plan to plan, depending on the size of the job. Generally it takes approximately two (2) days from the time of submission to the issuance of the permit for minor rehab projects. However, for major residential development permits, please allow at least two (2) weeks and for commercial development permits allow up to three (3) weeks.

## THE FOLLOWING INDIVIDUALS MAY REVIEW THE PERMIT APPLICATIONS:

1. Chief Building Inspector
2. Electrical Inspector
3. Plumbing Inspector
4. City Engineer
5. Public Works Director
6. Fire Chief

**NO PERMIT WILL BE ISSUED  
WITHOUT PROVIDING PROOF  
OF HAVING A DUMPSTER ON  
THE SITE**