

# CHECKLIST FOR PERMITS (GENERAL/ELECTRICAL/PLUMBING)

## Should I apply?

- **All work** conducted within village limits must have an active permit on the premise.
  - Electrical work needs an **Electrical Permit**, plumbing work needs a **Plumbing Permit**, and all other work would need a **General Permit**.
  - The **only exceptions** are **painting, patching, and installing peel and stick flooring** (done by homeowner – **NOT A CONTRACTOR**).

## How to apply?

- Please complete the **corresponding Permit Application**. Available here: <https://vodolton.org/housing-permits/>.
- **General/Electrical/Plumbing** permits can only be pulled by a **LICENSED CONTRACTOR**
  - If the contractor is not license they can apply for one [here](#)
  - Contractor's license is **\$350** for a full year (partial year is **\$175**)
    - **All licensed Plumbers are exempt from this fee.**
- Application must be submitted along with a copy of the **scope of work/letter of intent**.
  - New fencing permit also requires a copy of the **Plat of Survey**.
- All **Electrical** and **Plumbing** permits can **ONLY** be pulled that respective tradesman.
- **Homeowners** can apply for **Homeowners' Permit** for any minor repairs that the homeowner themselves are conducting.
  - **Homeowner** must reside in property.
  - **General** work is the only type of work that can done under this type of permit.
  - Permit and work must be done by the homeowner – **NO ONE ELSE**
    - **Any contractor caught working onsite of a premise under a Homeowners' Permit can result in the permit being **REVOKED** and citations issued.**
- Permits can take up to five business days for issuance. Once ready, we will call the number on the application for pick-up.
- Cost of the permit is dependent on the cost of the job. For example:
  - **General** work costing less than **\$5,000** would cost **\$250** (\$150 for permit / \$100 for inspection). Price increases incrementally every \$5,000.
  - **Electrical and Plumbing** permits are calculated at **6% of the cost of the job** (no less than **\$100**) and inspection fee is **\$50**.

## Do I need an inspection?

- Once work is complete, please contact the village to schedule the inspection. Scheduling can be done at **(708) 201-3296** or [permits@vodolton.org](mailto:permits@vodolton.org).
- Must call 24 hours in advance to schedule. (**No same day inspections**)
- **Rough inspections** are required before closing any walls, ceilings, etc. containing **Electrical** and/or **Plumbing**.
  - All concrete framework requires a **Pre-Pour** inspection.
  - New fencing requires a **Post Hole** inspection.
  - New roofing requires an **Ice and Water Shield** inspection (no final)
- **All remaining work** must have **Final** inspections upon completion.
- Free copies of the inspection reports are available here:



*(Physical copies available in office for \$5.00 per page)*

**PLEASE NOTE: ANY PROPERTY UNDER ESCROW MUST ALSO CONTACT HOUSING TO SET UP THEIR “ESCROW RELEASE” INSPECTION**

## PAYMENT CENTER

### METHODS OF PAYMENT ACCEPTED:

***The Village of Dolton no longer accepts cash or American Express as methods of payment.***

**ALL CHECKS SHOULD BE MADE PAYABLE TO THE "VILLAGE OF DOLTON"**

Dolton Permits can be purchased at:

Village of Dolton  
14122 MLK Jr. Drive  
Dolton, IL 60419

### HOURS OF OPERATION:

Monday – Friday: 9:00 AM to 5:00 PM

**For additional information contact the Permits Department at  
(708) 201-3296 or [permits@vodolton.org](mailto:permits@vodolton.org)**