

# **INTERIOR ALTERATIONS,** **NOT RESIDENTIAL**

**Village of Sugar Grove – Building Division**  
**601 Heartland Drive**  
**Sugar Grove, IL 60554**  
**630-466-8954-phone 630-466-1083-fax**  
**Monday – Friday 8:00 a.m. - 4:30 p.m.**  
[permits@sugar-grove.il.us](mailto:permits@sugar-grove.il.us)

**BUILDING PERMIT** - Allow 7 (seven) to 10 (ten) working days for processing.

## **PLAN REVIEW**

Please submit a completed building permit application and architectural drawings including the type of material to be used in the construction. On April 22, 2008, US EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

## **REQUIRED CONTRACTOR INFORMATION**

All private contractors that perform any installation shall be licensed with the Village of Sugar Grove. If the contractor is not currently licensed with the Village, an application can be obtained from the [http://www.sugar-grove.il.us/Dept\\_CD/BP\\_contractor.pdf](http://www.sugar-grove.il.us/Dept_CD/BP_contractor.pdf) or by contacting the Building Division at 630-466-8954. The contractor's fee is \$165 and is valid for one year from the date of application.

## **INSPECTIONS**

For interior re-modeling you may need inspections for: underground plumbing, radiant heat, slab/concrete floors, rough plumbing, rough framing, electric, HVAC, fireblocking, insulation, final plumbing, and final framing, electric and HVAC.

Please call 630-466-8954 ext. 35 to schedule an inspection. Be prepared to give contact name and phone number, address, lot number, permit number, type of inspection, and the date and time (am or pm) of day you would like the inspection. **A 24-HOUR NOTICE MUST BE GIVEN.**

## **PERMIT FEE**

- Permit fees must be paid when you pick up the permit after review and approval. Alterations, remodeling, replacing steps, not including any addition to existing building that will add to the ground area thereof are as follows:
  - Less than \$500.00 \$60.00
  - \$500.00 to \$2000.00 \$80.00
  - Each additional \$1000.00 or portion thereof \$10.00
- **NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, WILL INCUR PENALTY OF DOUBLE THE PERMIT FEE.**

## **MISCELLANEOUS INFORMATION**

- According to Ordinance #614 the erection, demolition, alteration or repair may only occur between the hours of **6:30 a.m.** and **8:30 p.m.**