



Village of Bull Valley Building Department
1904 Cherry Valley Rd, Bull Valley, IL 60014
815- 459 – 4833

GUIDELINES FOR INTERIOR ALTERATION / REMODEL

Please submit one electronic PDF of the following documents by email to bullvalleyfiles@gmail.com. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL:

- Building Permit Application
- Copy of proposal signed by the property owner
 - To scale floor plans showing existing and proposed floor plans showing all aspects of construction: framing, mechanical, electric, plumbing, and energy requirements
 - Structural Changes: Documentation stamped by an Illinois-licensed architect or engineer
 - Plumbing Changes: Plumber's Letter of Intent on Plumber's Letterhead with a copy of the Plumber Registration from the State of Illinois Health Department. Include Water and Waste Riser Diagrams with sizing included. Include Water and Drain Fixture Unit Counts.
- \$250 cash performance bond
 - Will be returned after the final inspection approval prior to the permit expiration date upon submission of the Bond Release Request Form
 - Will not be returned if final inspection was not completed and approved prior to the permit expiration
 - Any bonds not requested to be returned within 60 days of the final inspection approval will be forfeited to the Village of Bull Valley

All plans submitted shall meet all Village Codes, but specifically, the requirements as set forth by the Village Ordinances.

IN-PERSON or ONLINE PAYMENTS:

- The Final Permit fee is calculated once plans are reviewed and approved

BUILDING DEPARTMENT REQUIREMENTS

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- Permit Expires in 6 months.
 - A maximum of two permit extensions may be granted for three months at a time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
 - Permits that expired without all inspections and work completed are closed and not refundable.

- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

APPLICABLE BUILDING CODES

The 2018 International Building Code

The 2018 International Residential Code

The 2015 International Mechanical Code

The 2015 International Fire Code

The 2015 International Existing Building Code

The 2015 International Property Maintenance Code

The 2014 National Electrical Code

The Illinois Energy Conservation Code, current edition

The Illinois State Plumbing Code, current edition

The Illinois Accessibility Code, current edition