

Village of Wilmette – Building Permits For Your Protection

For the protection of the property owner, the neighbors, and the Village, Wilmette requires property owners to apply for permits prior to the commencement of work on the property. If a permit is not obtained: the work will be stopped until a permit is issued, a surcharge will be added to the cost of the permit, and any work performed without a permit may be subject to removal at the inspector's determination.

The Village reserves the right to review and require a permit for any proposed work that does not fit into any of the following categories. If you are considering any work that is not specified below, please contact the Village at (847) 853-7550. The following require permits in Wilmette:

General:

- Any new building
- Any new addition to an existing building
- Any alteration to a structure
- Structural repairs due to fire or deterioration, including walls, floors, cabinetry and ceilings

Site Work:

- Central air conditioning
- Driveways, patios, walks
- Fences, arbors, trellises (new or repair)
- Grading changes
- Swimming pools/spas
- Parking lots, repaving, restriping, new
- Ramps (for wheelchairs, etc.)
- Retaining walls
- Sheds (see other side of this sheet)
- Swimming pools/spas
- Tree houses not supported entirely by a tree or trees
- Tree removal (10" DBH or greater)

Carpentry:

- Cabinets (kitchen, bath, etc.)
- Carport
- Decks and stairs
- Doors (change in size or location)
- Framing (floors, walls, roofs)
- Garages
- Porches (open and enclosed)
- Skylights
- Stairways
- Windows (change in size or location or commercial/multi-family buildings)

Concrete/Flat Work:

- Courts - tennis, basketball, etc.
- Driveways, patios, walks
- Footings, foundation walls, stairs, slabs
- Piers for decks

Demolition:

- Detached garage
- Fuel tank removal
- Interior demolition
- Structure demolition

Electrical:

- Low voltage wiring
- Outlets or lights, new, including exterior
- Panel change
- Service, new, upgrade or temporary
- Smoke detectors, directly wired, new

Equipment:

- Central air conditioning/furnaces
- Fuel tanks and/or piping
- Generators
- Solar panels

Finishes (over 100 sq. ft.):

- Ceiling and wallboard, new
- Gypsum wall, new
- Plaster, new
- Siding
- Tile
- Wall shingles

Masonry:

- Chimneys
- Fireplaces and hearth (new)
- Tuckpointing (commercial/multi-family buildings)
- Walls

Metals, Chimneys, Flues:

- Structural steel framing
- Flues
- Railings

Plumbing:

- Bath tub/shower replacement

Plumbing:

- Boilers, heating units
- Clean outs/sewer repair
- Drain tile (exterior and interior)
- Garbage disposal units
- Hot tubs, jacuzzi, spas
- Install chemical dispenser
- Interior piping changes
- Lawn sprinkler systems
- New/additional sink(s)
- Relocating fixtures
- Sewage disposal systems
- Sewer service changes
- Sprinkler systems for fire protection
- Street openings
- Sump or ejector pumps
- Swimming pools
- Water service changes

Public Property:

- Carriage and sidewalks
- Driveway apron (new and repair)
- Dumpsters (temporary)
- Scaffolding on public property
- Street openings/curb openings

Roofs:

- Roofs (new and repair over 100 s.f.) (Class C or better fire rating)

Special/Miscellaneous:

- Awnings and canopies
- Elevators/wheelchair lifts
- Insulation (blown)
- Portable storage containers
- Satellite dishes (see other side)
- Security systems (see Police Department)
- Signs
- Tents, for temporary uses
- Trailers (construction, sales, etc.)

(over)

No permit is required for the following:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Portable room heaters | <input checked="" type="checkbox"/> Replacing existing hearth |
| <input checked="" type="checkbox"/> Residential driveway sealcoating | <input checked="" type="checkbox"/> Wall coverings, painting |
| <input checked="" type="checkbox"/> Residential landscaping/no grade change | <input checked="" type="checkbox"/> Water heater (replacement only) |
| <input checked="" type="checkbox"/> Screens | <input checked="" type="checkbox"/> Window air conditioners |

No permit may be required, but the following rules still apply.

In an effort to balance the protection of property values and the quality of life in Wilmette with the desire to minimize excessive paperwork, some home improvement projects do not require a permit but are still subject to requirements of the Village Code and Zoning Ordinance. If the following work is performed and found non-compliant with the above requirements, the homeowner will be required to remedy the situation.

- Sheds 100 square feet or less and 10' or less in height do not require a permit, however, they must be placed in the required rear yard or buildable area (conforming to front and side yard setbacks). If located in the required rear yard, they can be no closer than 3' to side and rear lots lines. The maximum number of sheds and other accessory structures depends on the lot size. Sheds over 100 square feet or 10' in height require a permit. If a concrete foundation is to be poured, the shed will require a permit regardless of size. Property owners are asked to bring a copy of their plat to the Community Development Department to verify that the proposed location meets the above requirements.
- Gutters and downspouts do not require a permit, however, the Village Code requires that downspouts must be directed to splash toward the street or alley, but no closer than 10' from the public right-of-way, and should splash in such a manner as to prevent basement seepage into the building foundation or the expulsion of runoff onto adjacent property.
- Ponds for koi and/or landscaping purposes only (not for swimming) may be located no closer than 3' to any lot line. Any grade change, landscaping lighting, electricity, or plumbing associated with the pond requires a building permit.
- Landscaping planters/changes in grade for landscaping may require a grading permit. Please submit a landscape plan to the Engineering Department for review. The Engineering Department will advise the applicant if a grading permit is necessary.
- Tree houses supported entirely by a tree or trees, playground equipment, and play houses do not require a permit, however, they must conform to the setback and height requirements of the Zoning Ordinance. They are not permitted in a required front yard or side yard adjoining the street. Contact the Community Development Department to determine the required setbacks for your property. As accessory structures, they may not exceed a height of 15.0' above grade. Property owners are asked to bring a copy of their plat to the Community Development Department to verify that the proposed plan meets the zoning requirements.
- Changes to commercial or multi-family properties may require Appearance Review Commission review and approval. Contact the business development planner at (847) 853-7520 for more information.
- Satellite dishes (receive-only) in residential districts that are 18" or less are permitted and do not require a permit, but must meet setback requirements. All satellite dishes are required to meet the front yard and side yard setbacks. If located in the required rear yard, the dish must be at least three feet from the side and rear lot lines. Please see Village staff regarding the requirements for dishes larger than 18".
- Tents installed for residential uses such as private events do not require a tent permit, however, such installations are still required to meet applicable building and fire codes. Please see the tent permit handbook or Village's web site at www.wilmette.com for more information about tent permits and applicable codes.