

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 (all but single family)
- Tile
- Wall shingles

Masonry:

- Chimneys
- Fireplaces and hearth (new)
- Tuck pointing (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 may be required, but the following rules still apply.

For all of these projects, **property owners are encouraged to review their plat of survey and their plan with the Community Development Department to verify compliance prior to starting the project.** If the following work is performed and found non-compliant with the applicable zoning, building, or Village Code requirements, the homeowner will be required to remedy the situation.

- ☑ 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.
- ☑ 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.
- ☑ Ponds for koi and/or landscaping purposes only (not for swimming) must conform to front and side yard setbacks. If located in the required rear yard, they may be no closer than 3' to the side and rear lot lines. Any grade change, landscaping lighting, electricity, or plumbing associated with the pond requires a building permit.
- ☑ Sheds 64 square feet or less 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 may not exceed a height of 10', must maintain at least 10' separation from the principal structure, and a minimum 4' separation from any other roofed accessory structure. Sheds over 64 square feet require a permit as do sheds of any size that are proposed with a solid base/foundation and/or with electricity and/or plumbing.
- ☑ 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.
- ☑ Tree houses supported entirely by one or more trees, and playhouses and playground equipment 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. They may not exceed a height of 15' above grade and may not exceed 150 square feet in area.
- ☑ Tree houses that include support from the ground or have an exterior raised deck require a permit and 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. They may not exceed a height of 15' above grade and may not exceed 150 square feet in area.
- ☑ Commercial, townhouse, and 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), 1 meter (39 3/8 inches) or less in diameter must be permanently installed on a building, in the ground, or on a foundation. They must be of a neutral color such as white or grey and blend with the surroundings as best as possible. Cables and lines serving ground-mounted antennas must be located underground. All exposed surfaces must be kept clean and all supports must be painted to maintain a well-kept appearance. Every effort must be made to install satellite dishes in locations that are not readily visible from neighboring properties or from the public right-of-way. For antennas larger than 1 meter, contact Village staff.