

DID YOUR RE-OCCUPANCY INSPECTION FIND WORK DONE WITHOUT A PERMIT?

If you are in a situation where you must now obtain a building permit for an alteration, repair, remodel, or addition to the home or property (including but not limited to a shed, swimming pool, or fence), the following information is being provided for your convenience.

A BUILDING PERMIT IS REQUIRED. All the information that would have been required to obtain the permit before the work was done will be the same information that is now required.

Obviously, the Village will not be able to inspect all aspects of the work because the areas have been sealed up, dry walled, enclosed, etc. That is why you must obtain certifications on the utility systems and submit those along with your application for permit. In addition, sometimes structural engineering evaluations and recommendations for the work will be required.

You will need to supply:

- ☒ **application** for permit
- ☒ **fee** based on the cost of the alteration
- ☒ **plat of survey** when applicable
- ☒ **existing layout features:** how the home or land looked before the work * (see reverse side)
- ☒ **proposed layout features:** what it looks like now that the work is done *
- ☒ **specifications:** what materials were used, how the materials were installed, who installed the materials (plumber/electrician/HVAC/carpenter), along with a copy of their proposal
- ☒ **certifications:** electric/ plumbing/ roof/heat/structure/and any other applicable certification or report *
- ☒ **additional information** may be required depending on the work

This item will be part of the violations listed on your re-occupancy inspection report. You will need to work with the Housing Inspector who performed your inspection to get this and other required items completed before you will be issued a Certificate of Occupancy.

Once you have submitted all of the required information for your permit, a review will be done by the Building Inspector in an effort to determine if there are additional items that must be done to bring the alteration into code compliance.

After the Housing Inspector has determined there is sufficient compliance to all cited violations, they will (at your scheduling) perform the re-inspection or whatever other alternative has been agreed upon.

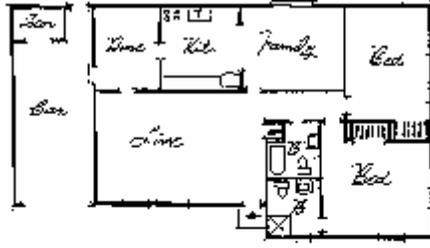
Regardless of whether this was your relative's home and they did the work 30 years ago, or you purchased the home as investment property and have no idea who did the work or when it was done, or you did the work or had it done and just did not obtain a permit at the time, or you did not think you needed a permit: **YOU WILL NOW HAVE TO OBTAIN A PERMIT.**

The re-occupancy inspection program went into effect in the late 1980's. The inspectors have not been in most of the homes and the Village is not aware of all the work that may have been done. The major reason for the change-of-occupancy inspection program is to ensure that the house and property is brought into compliance with the Village's current building and property maintenance codes. *As owner/seller of the property, it becomes your responsibility to comply with the ordinances.* Governmental agencies and financial institutions are not required to obtain an inspection for code compliance.

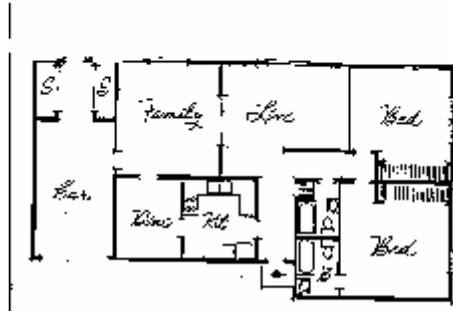
The Village, County, and Township need adequate records of alterations and improvements to the housing stock within their jurisdiction.

SAMPLE LAYOUTS

Existing



Proposed



When the Village of Park Forest requires certifications for work done without a permit, the form should include the following information:

***Plumbing Certification**

A licensed plumber (must be licensed by the State of Illinois and registered with the Village of Park Forest Building Department) certifies that the plumbing was done according to the owner's layout plans and in compliance with the Adopted Village of Park Forest Codes and Amendments to those codes.

***Electrical Certification**

A licensed electrician (must be licensed by a State approved testing facility and registered with the Village of Park Forest Building Department) certifies that the electrical work was done according to the owner's layout plans and in compliance with the Adopted Village of Park Forest Codes and Amendments to those codes.

***Heating and Air Conditioning Certification**

A licensed heating and air conditioning contractor (must be registered with the Village of Park Forest Building Department) must provide certification regarding the heating appliances pertaining to their condition, function, and ability to properly heat all rooms. Certification must include that any work or service performed on these appliances was done in compliance with the Adopted Village of Park Forest Codes and Amendments to those codes.

***Other Certifications (such as Roofing)**

All required certifications must be completed by a contractor who is licensed by the Village of Park Forest Building Department.