



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

200 Hill Street, Poplar Grove, IL 61065

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[www.poplargoove-il.gov](http://www.poplargoove-il.gov)

## **When are Permits Required for RESIDENTAL Properties?**

A permit is issued to allow work to proceed and it shall be the duty of all owners and contractors to comply with all ordinances, including the scheduling of required inspections. Permits shall be obtained from the Community Development Department in advance of commencement of any activity or activities related to new construction, additions, structural repairs and alterations, removal, structural and interior demolition, repair, replacement, or installation of a mechanical, plumbing or mechanical system, site and flat work, excavation, renovation, stormwater facilities, underground utilities and connections, site restoration, and similar activities.

### **What if my project involves the approval of another Village department – like Fire, Engineering, or Public Works?**

You still should submit all permit applications and construction documents to the Community Development Department.

### **What if my project is not listed below or I have a question?**

If you are planning an improvement project and the work is not listed below, or if you have any questions, please contact the Community Development Department.

### **What if I start my work before getting a permit?**

Because permits may be required in certain situations, it is important to review both sections of this handout. There is a 100% cost of the permit(s) penalty assessed if you begin work without obtaining the proper permits.

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## **Permits are Required for:**

### **A**

Accessory Structures greater than 120 square feet

Additions to Structures

Air Conditioners, commercial and manufacturing (new or replacement)

Air Conditioners, residential (new or replacement)

## Village of Poplar Grove Permit Requirements

Alteration of Grade Alterations of Structures

Appliances, only if new electrical, plumbing, gas lines, or venting is installed

Awnings that project 54 inches or greater

### **B**

Basketball Courts greater than 120 square feet

Boilers

Buildings: residential, commercial, manufacturing and other

Building, Moving

### **C**

Canopies (Permanent Structure) **See Gazebos**

Cell Towers and Antennas

Change of use, Commercial only (changing from one use group category to another)

### **D**

Decks (Installation or repair of railings, stairs, joists, header, posts, or deck boards greater than 50% of the deck area)

Deck Stairs installations over 30"

Demolition of Accessory Structures greater than 120 square feet

Demolition of Interior

Demolition of Primary Structure (not issued until water and sewer services are abandoned at mains)

Demolition of Garage

Dog Runs

Driveway Construction or Reconstruction (new or replacement)

Driveway Approach – bond required (new or replacement)

Drywall or plaster repair or replacement greater than 50% of room or if altering plumbing or electrical, or installing insulation

### **E**

Ejector Pits (Sanitary)

Electric Subpanels

Electrical Light/Fan Fixture Replacements (if wiring is installed or modified)

## Village of Poplar Grove Permit Requirements

Electrical Rough-ins  
Electrical Service Upgrades  
Electrical Work  
Elevators and Conveyances  
Emergency and Exit Lights

### **F**

Fences, installation, or repair of greater than 50% of yard line section or removal/repair of post  
Fire Detection Systems (alarms)  
Fire Signaling and Monitoring Systems  
Fire Suppression Systems (sprinklers)  
Fire pits (permanent installations)  
Fireplaces  
Furnaces, new or replacement

### **G**

Garage  
Garage Overhead Door Opener (**if altering Electrical**)  
Gas or Propane Heaters (permanent installations)  
Gazebos greater than 120 square feet  
Geothermal Systems and Heat Pumps  
Greenhouses (permanent, greater than 120 square feet)

### **H**

Hockey or Skating Rinks (Permanent)  
Hydronic Heating Systems

### **I**

Insulation (not including the attic)  
Irrigation systems

## Village of Poplar Grove Permit Requirements

### **L**

Landscaping (**any alteration to grade or drainage**)

Life safety systems (**installation/alteration. Examples: egress, secondary escapes, fire protection, carbon monoxide detectors**)

### **M**

Masonry installation of or repair of greater than 120 square feet

Mechanical/HVAC Systems (new and system modifications)

### **P**

Parking Lot Construction, reconstruction and/or striping

Parking Lot Resurfacing (involving grinding and an overlay)

Parking Lot Sealcoating (Commercial)

Patios greater than 120 square feet

Pavilions/Pergolas greater than 120 square feet

Plumbing Fixture Replacements (if piping is installed or modified, **Examples: shower bases & tubs**)

Plumbing Rough-ins

Plumbing Work, (moving or altering existing piping)

Porches (new and replacements)

Primary Structures

### **R**

Retaining Walls greater than 48" in height above grade

Reroofing greater than 50 square feet

### **S**

Services Walks (on private property, defined as a walkway that leads from the driveway to the front door or any walkway on private property)

Sewer Repairs

Sheds greater than 120 square feet

Shower Bases

Sidewalk (on public right-of-way)

Siding, new or replacement greater than 100 square feet

## **Village of Poplar Grove Permit Requirements**

Signs, permanent (Commercial) See ordinance for exceptions

Signs, temporary (Commercial) See ordinance for exceptions

Skylights

Smoke Detectors (if hardwired)

Smoke Management Systems

Stoops

Stormwater Drainage Systems

Structural Building Repairs

Sump Pits

Swimming Pools and Spas greater than 24 inches deep

### **T**

Trailers, temporary office

Trash Container/Dumpster Enclosure

Tree Installation in public parkway (No cost permit, work approved & completed by public works director)

Tree Removal, healthy (public property)

### **W**

Water Heaters (new or replacement)

Water Meters

Water line repairs

Windows (more than three "like-kind" or if rough opening altered)

## Village of Poplar Grove Permit Requirements

### **Permits are Not Required for:**

(Work shall adhere to manufacturer's instructions and all applicable codes)

#### **A**

Accessory Structures less than 120 square feet

Appliances (e.g., refrigerators, freezers, ovens, dishwasher, microwaves, washing machines, and dryers), without modifications or installation of electrical, plumbing, or mechanical

Arbors, Trellises, Canopies (non-structural)

Awnings that project less than 54 inches

#### **B**

Basketball Goals (temporary or in concrete less than 120 square feet)

#### **C**

Cabinetry with no electrical or plumbing modifications

Ceiling tile replacement (not part of a fire-rated assembly)

#### **D**

Deck Repair (of deck boards less than 50% of deck area, painting, sealing)

Demolition of Accessory Structures less than 120 square feet

Doors Interior/Exterior "like-kind" and not part of fire rating

Driveway Sealcoating

Drywall or plaster repair or replacement less than 50% of room and no altering plumbing or electrical

Dumpsters

#### **E**

Electrical Fixture Replacement without modification or installation of wiring

Electrical, direct replacement of receptacles or switches

#### **F**

Fence repair of less than 50% of yard line section or without removal of existing post(s)

Fire Pits (non-permanent)

Flooring

## Village of Poplar Grove Permit Requirements

### G

Gas or Propane Heaters (temporary installations)  
Gazebos less than 120 square feet  
Greenhouses, temporary or permanent less 120 square feet  
Gutters and Downspouts

### H

Hockey or Skating Rinks (**all temporary on homeowner's private property**)

### L

Landscaping with no grade change  
Low Voltage Wiring (Examples: phone, internet, cable, thermostat)

### P

Painting  
Parking lot sealcoating (Residential w/ no Accessible parking spaces)  
Plumbing fixture replacement, if no piping is installed or modified. Exceptions:  
Shower bases and tubs.  
Portable Storage Containers (must be on paved surface and not located on right-of-way)

### R

Redecorating  
Repair or maintenance of water heater, furnace, air conditioning equipment, or boiler  
Retaining walls less than 48" in height  
Roofing, repair less than 50 square feet  
Routine maintenance of buildings and equipment

### S

Satellite Dishes  
Security Systems  
Sewer Rodding, Jetting or Televising  
Sheds less than 120 square feet, must comply with setback requirements  
Siding, repair less than 100 square feet  
Skateboard Ramps (**temporary**)

## Village of Poplar Grove Permit Requirements

Soffit, Fascia, Eave Coverings

Stepping Stone Footpaths (non-structural)

Swimming Pools, inflatable or prefabricated less than 24 inches deep Swing Sets, Jungle Gyms (similar manufactured recreational equipment)

### T

Toilet Facilities, temporary

Trees installation or removal not located on public property or public parkways

Tuckpointing (if no structural repairs)

### W

Wallpapering

Windows (less than three "like-kind" and not alteration to rough opening)

Window Treatments

***Any work performed without a building permit, as allowed by the Village, must still comply with all applicable requirements of the village code. This does not waive any applicable requirements of the Village Code other than the requirement to obtain a building permit.***