



Village of Bannockburn

# Do I Need Architectural Review (ARC) or a Permit for My Project?

VILLAGE OF BANNOCKBURN - Building Department  
2275 TELEGRAPH ROAD, BANNOCKBURN, IL 60015

This brochure provides general information about the types of work that require ARC or Zoning Reviews, a building permit, and those that do not. As the owner of a property, you can hire a licensed contractor to get the proper permits and complete work, or in most cases, you can obtain permits and do the work yourself.

## Why do I need permits?

- **It's the law.** State Building Code requires that permits be obtained for certain types of work. Permits provide a legal record of work performed.
- **Permits protect** you, your family and your investment. (They are designed to help ensure that licensed contractors do the work when required.)
- **Inspections** ensure that work is done safely and that it meets the minimum code requirements.
- **Minor problems** that could lead to costly repairs, liability and life/safety issues can be detected during permit inspection and brought to your attention before the situation worsens.
- **When selling a property,** the buyer, realtor and/or lender may require that unpermitted work be corrected, properly permitted and inspected before closing.

## Where can I get a permit?

### Visit

Website: [www.bannockburn.org](http://www.bannockburn.org)  
Obtain further information, applications, and guidelines

Questions: Call 847-945-6080 x200

Visit our website  
[www.bannockburn.org](http://www.bannockburn.org)

## Residential & Commercial Properties

Permits are required for many types of work that you may need or desire to have done on your property. Listed in this handout is work requiring and not requiring permits. This information is not all inclusive, so when in doubt about a permitting need please check with Building Department.

## Work Requiring a Building Permit and or ARC Review

\* indicates Architectural Review is also required.

- Accessory Structures (sheds, barns, gazebos, garages)\*
- Air Conditioner \*
- Back-up Generator & Screening \*
- Building Elevation Alterations \*
- Chimney Repairs
- Commercial Construction (includes build-outs)\*
- Demolition of Existing Structure
- Doors (Front, Garage, Patio) (like for like)
- Doors (Front, Garage, Patio) new size or material \*
- Drainage, Grading, Water & Sewer Connection
- Driveway Removal/Replacement (like for like)
- Driveway Removal/Replacement new size or material \*
- Fence/Gate/Pillars Repair or Replacement (like for like)
- Fence/Gate/Pillars Repair or Replacement new size or material \*
- Fire Pit \*
- Flag Pole(s) \*
- Geothermal, Solar Energy, Wind Energy Systems
- Gutter Replacement (like for like)
- Gutter Replacement new size or material \*
- Irrigation System
- Landscaping including planting
- Lighting exterior new size or material \*
- New Single Family Construction \*
- Outdoor Kitchen, Patio, Pergola, Seat Walls or Deck \*
- Parking Lot\*
- Plumbing, Irrigation, HVAC
- Pool, Spas, Hot Tubs \*
- Rain Garden
- Recreational Facility (Sport Courts, Ball/Play Fields) \*
- Roof (like for like)
- Roof (new color or material) \*
- Signage \*
- Statue Art \*
- Tree Removal includes live, dead, diseased, and buckthorn
- Windows (like for like)
- Windows new color, size or material \*

Although this list is as comprehensive as possible, it is not intended and should not be considered to be all inclusive. Please contact Building Department for more information.

Do I need an ARC Review or a permit for my Project?

## Work requiring a mechanical permit

- Install or change any part of a heating or cooling system which has duct work or must be vented into any kind of chimney or vent
- Install a wood stove or fireplace insert
- Install, alter or repair gas piping between the meter and an appliance (indoors and outdoors)

## Work requiring an electrical permit

You must be both the owner and occupant of the dwelling in order to do electrical work yourself. If the dwelling is intended for sale, lease, rent or exchange in the near future, work must be done by a licensed electrical contractor. A permit is required to:

- Install, change or repair any hard-wired electrical system
- Run any additional wiring, put in an additional electrical outlet or light fixture, or change electrical service
- Install or alter low voltage systems such as security alarms, central vacuum systems, or low voltage lighting
- Add or replace electrical wall/baseboard heaters
- Outdoor lighting
- Install electric car charging system

## Work requiring a plumbing permit

- Repair, replace, relocate or add to the piping system within your home
- Install new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc.
- Replace a water heater
- Replace existing plumbing fixtures if the replacement involves concealed plumbing connections
- Install rain drains, septic systems, sewer lines, water lines, backflow prevention assemblies for lawn sprinkler systems or cap a sewer
- Cap of fixtures that have been removed
- Emergency sewer and water repairs

## Work not requiring a building permit

Some minor repairs and maintenance on residential or commercial properties do not require a building permit. The project must meet the Building and Zoning Code requirements even when a building permit is not required.

### Exterior Work

- Driveway Resealing
- Gardens
- Mailbox
- Painting (existing house or accessory structure)

### Interior Work

- Painting walls
- Replace interior wall, floor or ceiling covering
- Install shelving and cabinets
- Remove and reinstall a toilet when installing new floor covering

## Scheduling an Inspection

- The following information will be required prior to requesting an inspection:
  - Building permit number
  - Address of property
  - Type of inspection requested
- Please request inspections at least 48-72 hrs in advance

### BUILDING INSPECTIONS

- Call Lake Forest Building Department
- 847-234-2600, Option 2

### LIFE SAFETY INSPECTIONS

- Contact the Deerfield-Bannockburn Fire Protection District Fire Marshal
- 847-945-4066
- Residential new home construction sprinklers, commercial remodels, buildouts, additions, new buildings require that all life safety issues be inspected

### OTHER INSPECTIONS LISTED BELOW

- Contact Bannockburn Village Hall at 847-945-6080 to arrange inspections.

- ✓ Architectural review
- ✓ Engineering
- ✓ Irrigation
- ✓ Landscape
- ✓ Trees
- ✓ Zoning

## Quick Tips

- Save time and money! Call or visit the Village's website before beginning a project.
- Obtain a permit before starting work.
- Submit complete plans. Minimize delays in your permit review.
- Get an architect stamp on plans submitted for permit. It is required on most projects.
- Submit revised plans if the project changes.
- Call for all inspections.

## QUESTIONS CALL

847-945-6080

### ARC and Zoning Questions Contact:

Ryan Mentkowski at  
rmentkowski@villageofbannockburn.org

### Building Permit Questions Contact:

Joan Koriath  
jkoriath@villageofbannockburn.org