



**Village of Oak Lawn**  
9446 S. Raymond Ave. Oak Lawn, IL 60453  
Phone: 708-499-7800  
Email: [permits@oaklawn-il.gov](mailto:permits@oaklawn-il.gov)

## **Permit FAQ's**

### **What is a building permit, and why do I need one?**

A building permit is an official approval from your local government that allows you to construct, remodel, or alter a building or structure. It ensures the project complies with zoning laws, building codes, and safety regulations. Without a permit, you may be subject to fines, legal action, or be required to remove or alter the work done.

### **How do I apply for a permit?**

To apply for a building permit, you need to submit a completed application thru our portal along with required documentation, such as a plat of survey, construction plans, site plans, and engineering reports.

### **How long is the permit process?**

The processing time for a permit submitted thru our portal can take anywhere from 5 to 7 business days to process.

### **How do I check on the status of a building permit application?**

You will receive regular email notifications updating you on the progress of your permit or you can contact us at [permits@oaklawn-il.gov](mailto:permits@oaklawn-il.gov) for any update.

### **I'm thinking about doing some work, can you recommend a contractor?**

No, staff cannot recommend any contractor. However, we can run a report of all current contractor licenses within the village and provide a resident with the list.

### **What happens if I start construction without a permit?**

If you begin construction without obtaining a permit, you may be subject to fines, a stop-work order, or even the removal of unapproved work. In some cases, you may also face delays in your project while you work to correct the violation.

### **When am I obligated to contact JULIE?**

Many activities require notification of JULIE (Joint Utility Locating Information for Excavators) before you dig for safe digging in Illinois. Some of these activities, such as tree planting, installation of pools, decks, adding additional structures and landscaping, do require a call to JULIE even though they do not require a building permit.

For more information, contact JULIE at 8-1-1 or 1-800-892-0123.



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**Can I get a permit for work done by a contractor?**

Yes, if you're hiring a licensed contractor, they can apply for the permit on your behalf. Ensure your contractor is properly licensed and familiar with the local building codes and permit process. The homeowner is ultimately responsible.

**What inspections are required during construction?**

After obtaining a permit, various inspections may be required at different stages of construction, such as:

- Rough inspection
- Foundation inspection
- Framing inspection
- Electrical, plumbing, and HVAC inspections
- Final inspection

The specific inspections needed depend on the nature of your project. You should schedule these inspections thru our permit portal as required and ensure all work complies with approved plans. The inspections required should be listed on your permit issuance.

**Can I make changes to my plans after I've obtained a permit?**

If you need to make changes to your approved plans, you may be required to submit revised plans for approval. Significant changes may require re-evaluation of the permit and may delay your project. Always check with the building department before proceeding with any changes.

**Can I work on my project before receiving the permit approval?**

No, you must wait until you receive approval for your permit before starting work. Doing so before approval could result in penalties, fines, or forced removal of work done without a permit.

**What should I do if I think my project doesn't need a permit?**

If you're unsure whether your project requires a permit, it's always best to check with the building department before you begin.