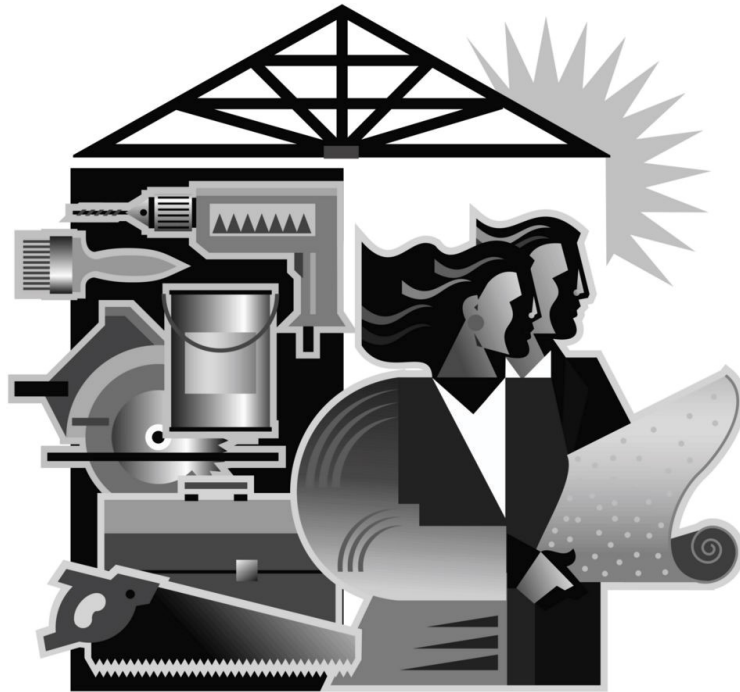


City of Naperville

Guide to Building Permits



Your Partner in Building a Better Naperville

The City of Naperville requires permits for new construction as well as remodeling or enlarging an existing building. Projects that require a permit from the City of Naperville include, but are not limited to:

- Construction of a new building or structure, including main buildings and accessory structures (gazebos, carports, garages, etc.)
- Additions to a building
- Remodeling of a building (i.e. kitchen, basement and bathrooms)
- Demolition of a building.
- Structural repairs or modifications, including foundation repairs (note: most structural work will require a design prepared by an IL licensed design professional)
- Replacing roof or wall sheathing, removal of EIFS applications.
- Window/door replacement that alters the size or style, or installation of a window/door in a new location. (Regardless of permit requirements, all windows and doors must conform to city adopted building codes).
- Electrical work. The following does not require a permit:
 - Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
 - Low voltage wiring, devices, appliances, or equipment operating at less than 25 volts and not capable of supplying more than 50 watts.
 - Listed cord-and-plug connected temporary decorative lighting (but not the outlets therefor).
- Plumbing work – the installation or replacement of any trap, drain pipe, water, soil, waste or vent pipe. The replacement or rearrangement of valves, pipes or fixtures. The following does not require a permit:
 - The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, removal and reinstallation of water closets.
- New water heaters (including a change in power source unit) and new water softeners (no permit required for replacement of an in-kind unit)
- New Furnace or A/C unit (no permit is required for an in-kind replacement)
- Replacing water or sewer service lines
- Building or replacing a deck
- Building or replacing a fence
- Installing a patio that results in a total area exceeding 500 sf.
- Exterior fire pits, fireplaces, grills, stairs or landings
- Building or replacing a landscape wall/retaining wall over three feet in height
- Irrigation systems (lawn sprinklers)

- Installing a swimming pool or spa greater than 24” in depth
- Installing a landscape pond with electric.
- Installing or replacing a driveway, driveway approach or sidewalk.
- Building a storage shed or playhouse with a floor area exceeding 150 sf.

Note: Please contact city staff for any work to be completed on a building in the historic district – additional requirements may apply.

Cosmetic improvements, such as painting, wallpapering, carpeting, and trim work do **not** require permits. A homeowner may perform most ordinary repairs and limited types of construction, as specified, on their dwelling unit without a permit.

For single family homes, a permit is not required to install vinyl, aluminum or cement board siding, or an asphalt composite shingle roof as long as the existing roof sheathing remains in place.

Additions or alterations to a home that do not abide by city ordinances can affect title transfers should a property owner decide to sell their home. Therefore, selecting a contractor is an important task. Following are suggestions when choosing a contractor for a project:

- Obtain at least three bids on any project. The only exception should be for extremely minor, low-cost projects or emergency repairs made by trusted contractors.
- Ensure that the contractor is bonded and insured.
- Never pay for a project in advance. If a contractor asks for total payment up front, you should consider looking for another contractor. Small retainer fees or payments for materials already on the job site may be appropriate.
- Beware of a contractor who suggests that you not obtain required permits or inspections. This contractor may intend to do work contrary to established safety or structural standards.
- Always use licensed contractors. Insist on seeing evidence of a current license. The following trades require a license:
 - Electricians
 - Plumbers
 - Irrigation Contractors
 - Roofing Contractors
- Ask for a list of previous jobs similar to your proposed project.
- Ask for references AND check them.

- Check with the Illinois Attorney General’s Office (1-800-386-5438) or the Better Business Bureau (1-312-832-0500) or any business organizations that relate to the contractor’s trade to verify the contractor’s performance record.
- Before work begins, obtain evidence that the contractor has obtained a permit. During the project monitor the inspection records. This will protect you from being responsible for code violations that the contractor might commit on your property.
- When the project is complete, be sure that the project has passed all city inspections.
- Homeowners should also be wary of contractors who suggest that the permits obtained list the homeowner, rather than the contractor as the party performing the work. If problems arise due to the work, the official permit record will show that the person listed on the permit application is the one that performed the work.

This list is merely suggestive and not legally binding on either party

For More Information

Questions concerning a specific project should be directed to the Transportation, Engineering and Development Business Group, Building Permits by calling (630) 420-6100, Option 2.

Residents should also contact their Homeowner’s Association for additional requirements.

For more information on the City of Naperville’s Building Permits, visit www.naperville.il.us/buildingpermits.aspx.



Naperville