Building Permit Process

CITY OF WOODSTOCK ILLINOIS

Building & Zoning Department

121 W. Calhoun Street
Woodstock, IL 60098
(815) 338-4305
www.woodstockil.gov

Submit Application(s) and Plans to City

An application must be filled out completely with contractor information, copies of plumbing and electrical licenses and letters of intent. An application must be signed and include contact information for the owner and architect/contractor.

2 sets of plans are required for minor projects (decks, sheds, pools and the like). For new buildings and larger projects, 3 sets of plans are required:

- √ Building/Electrical/ HVAC
- √ Plumbing
- √ Site engineering
- √ Elevations & landscaping

IMPORTANT!
Separate applications and permits are required for (2 sets of plans required):

- Fire Sprinkler System
- Fire Alarm System
- Commercial Kitchen Equipment/ Hood/Duct/Ansul System
- Specialized Equipment

Permit applications for these items do not need to be submitted at the same time as a building permit, but failure to submit in a timely manner and obtain approval could result in occupancy delays!

Plans Distributed for Review

Depending on the project, plans are reviewed in-house or sent to the City's plan review consultant.

In-House Review By City Staff

Minor building projects
New single-family homes
Plumbing
Site engineering
Project review

Plans are distributed to the Building Inspector, Plumbing Inspector, City Engineer and City Planner for review and comment.

3rd Party Review by City's Plan Review Consultant

New buildings
Fire sprinkler system
Fire alarm system
Commercial kitchen equipment
Specialized equipment

Plans are sent overnight from City to Plan Review Consultant. Consultant contacts applicant with review fee.

Note: Review Fee must be paid directly to consultant before plan review can begin.

Plans Reviewed

Plans are reviewed and comments generated within ten (10) business days. Site Engineering review may take longer.

Review Comments Provided to Applicant

Plan review comments are collected by the City and distributed, usually by e-mail, to the project applicant, architect and/or engineer.

Plans that are not approved must be revised to address all comments and resubmitted to the City.

Revise Plans

Plans Approved

Once plans are approved by all reviewers, the project applicant, architect and/or engineer will be notified by the City.

Be sure to read and address all plan review comments and notes!

Permit Issued

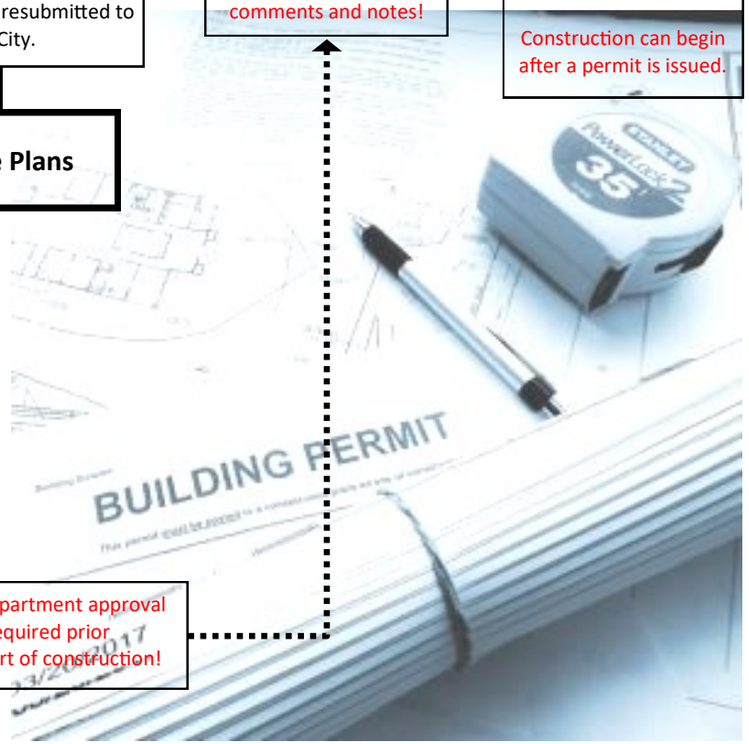
Permits are issued by the City after payment of required fee.

One set of approved plans is returned to applicant and must be kept on jobsite at all times.

Construction can begin after a permit is issued.

McHenry County Health Dept. Review

Prior to construction of a new food establishment or extensive remodeling, plan review of the food service and construction design by the McHenry Co. Health Department is required.

Contact the Health Department by phone (815) 334-7421 or visit their website: www.mchenrycountyil.gov for application and submittal requirements.

Health Department approval is required prior to the start of construction!