



# Homeowners Performing Their Own Construction Guideline

(Disclaimer: this guide may not be all inclusive, additional regulations may apply)

## What to Submit

- \*Permit application must be completed and signed, including permanent real estate index number (PIN) and construction type and cost
- \*Two copies of drawings indicating what changes are being made
- \*Provide three (3) copies of a site plan showing the proposed exact location of the new fence structure and setbacks to other structures and property lines

## Rules & Restrictions

- \*A letter stating the owner will be responsible that all work will comply with the City of Prospect Heights Codes
- \*It shall be understood that the homeowner is responsible for all the construction and code violations
- \*Any sub-contractor shall be registered with the City
- \*Any company performing the work with the homeowner shall be registered with the City
- \*Three inspections will be required, a meeting with the inspection when initial demo work is done, a rough inspection and a final on completion of the project

## Inspections

\*Inspections are scheduled for A.M. or P.M. Monday through Friday with 24 hours advance notice. Call 847-398-6070 x 211 before 5:00 P.M. the day before you want your inspection. Same day re-inspections are not available.

\*Post hole inspection required

\*Final inspection required

### **Department of Building & Zoning**

**8 North Elmhurst Road, Prospect Heights Illinois, 60070-6070**

**Office:** 847/398-6070 x 211

**Fax:** 847/590-1854

<http://www.prospect-heights.il.us/>

I have read and reviewed these requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date