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Mayor



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A Century of Progress with Pride

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## **When Permits are Required**

Permits are required on all improvements made to buildings and properties including, but not limited to the following:

**Permits are required for any and all work being performed by a contractor.**

1. Electrical work (Not including fixture, outlet or switch replacement)
2. Plumbing work (Not including faucet, sink or toilet replacement)
3. Concrete, Pavers or Asphalt work
4. Boiler, Furnace, Central Air, Water Heater installations or replacement
5. Fireplace installation
6. Demolition work (Dumpsters on the street require a permit)
7. Additions and Dormers (Architectural Drawings Required)
8. Interior and exterior structural alterations (Architectural Drawings Required)
9. Garages and Accessory Buildings
10. Replacement windows including glass block windows
11. Decks, Porches, Stairs, Hand railings
12. Siding, Gutters, Soffit and Fascia
13. Sewer replacement
14. Stucco or Brick replacement
15. Tuck pointing
16. Pressure washing
17. Fences and gates
18. Swimming pools, Hot tubs, Jacuzzis
19. Roofing
20. Kitchen and Bathroom remodeling
21. Cabinet removal and replacement
22. Drywall
23. Dumpsters
24. Moving "PODS"
25. Tree Removal or Tree Trimming

If work is done by **OWNER** permits are **not required** for appliance installation, storm windows, storm doors, interior or exterior painting or door replacement, interior trim work, floor covering or refinishing, attic insulation or minor electrical and plumbing work stated above.

Any contractor performing work must be licensed and bonded in the City of Berwyn. The property owner is responsible for acquiring a permit when required. A signed contract must be submitted.

**Penalties:** Property owners who obtain a "by owner" permit must be present on the job at all times while work is performed. Anyone caught using a contractor for work on a by owner permit, or working without a permit will be fined \$500.00, plus twice the normal permit fee. The City may require the owner to remove the improvement if the work is not performed to code.