

## **Wayne Building and Zoning Department**

### **Building Permits: General Information and How to Know if You Need One!**

Village residents planning to build or install an accessory use or structure on their property, or make improvements to their home or property need to contact the Building and Zoning Department prior to the start of the project. The Building and Zoning Department is staffed with certified/trained personnel who will be able to determine the various codes, requirements and permits involved with the construction of a specific type of project.

Common projects that require a building permit include, but are not limited to:

- **Fences • Decks • Patios • Fireplaces • Driveways • Sidewalks • Water Heaters • Sheds**
- **Porches • Gazebos • Furnaces • Air Conditioning Units • Generators • Electrical Work**
- **Lawn Irrigation Systems • Swimming Pools (Above & In-ground) • Plumbing Work**
- **Roofing (Repairs and re-roofing) • Siding • Room Additions • Basement (Finished)**
- **Bathroom Remodeling • Kitchen Remodeling • Garages (Attached and Detached)**
- **Private Stables • Window / Entry Door / Garage Door Replacements**

The Building and Zoning Department provides informational packets which outline the basic requirements for these types of projects. Although these packets provide the basic requirements, each project is unique and residents should consult with the Building and Zoning Department prior to the start of the project. Information packets are free of charge.

If a contractor is being hired to perform the work on a project, it is advisable that certain precautions are taken prior to signing a contract or work agreement. The precautions listed are recommended and not limited to:

- **Check at least three references of the contractor's work, preferably work you can see and verify that the contractor actually performed the work. If possible, request to speak with the owner of the property where the work was performed to ask about the project and their working relationship and experience with the contractor.**
- **Verify that the contractor has adequate insurance coverage specific to the proposed work to be performed (i.e. but not limited to: Products-Completed Operations, Contractual Liability, Underground Hazard Coverage, Personal Injury, Explosion Hazard Coverage, Collapse Hazard Coverage, Worker's Compensation and Employer's Liability, Bodily Injury and Property Damage).**
- **Verify that the contractor is licensed to perform the proposed work (i.e. roofing, electrical, plumbing, mechanical, etc.).**
- **Verify who will be responsible for obtaining the required permit.**
- **Check with the Better Business Bureau for any information or history on the contractor.**

Residents may be unaware that their project may potentially cause drainage problems for themselves and their neighbors, that their proposed project is located in a public / utility easement, or that the project encroaches upon a neighbor's property. Village Code regulations will affect or potentially prohibit certain types of projects. The Building and Zoning Department will review application for permit submittal documents to confirm compliance with Village Code zoning and construction regulations. During construction inspections are performed to verify compliance with approved permit documents and applicable Village Code regulations.

**Once a Building Permit is secured, the yellow permit card is to be clearly posted either in the front door or window of the building or structure.**

Building permit Information is available on the Village website [www.villageofwayne.org](http://www.villageofwayne.org)  
Building and Zoning Department hours are 8:00 to Noon, Monday – Thursday  
Phone: 630-584-7760 Email: [bldg.zoning@villageofwayne.org](mailto:bldg.zoning@villageofwayne.org)