

## **THE BUILDING DEPARTMENT ASSISTING RESIDENTS:**

The Village has a residential population of approximately 12,453 with a current growth rate of 3%. There are 5,060 residential households; 245 multi-family buildings; over 500 new town homes, a 3-story nursing care facility; and 200 commercial business establishments. In the year 2000, the median value of a home in the Village of Justice was \$143,500.

The Building Department has instituted a **Contractor's Licensing Program** to make sure that all contractors are insured, licensed, and registered, to work in the Village. All insurance and professional licenses are verified to protect residents from unscrupulous and substandard contractors. Lists of approved and registered contractors are available to residents, upon request, to help them with their additions and home improvement projects.

All Building Department personnel (with the exception of the Deputy Building Commissioner and the Administrative Assistant) work part time for the Village of Justice. They all have their own jobs during the day and perform inspections for Village residents upon appointment, usually within 36 hours of receiving an inspection request form.

The Building Department maintains a professional staff that works hand in hand with residents, who wish to act as their own general contractor, walking them through their building projects. They also work with contractors, real estate agents, developers, architects, and engineers on a regular basis. Each of our inspectors are knowledgeable in their specialized areas and receive continuing education to keep up with all of the changes in building products and techniques.

- ❖ **Building Commissioner** - The Building Commissioner enforces the building code and such other provisions of the Village Municipal code as may be pertinent. He has general charge and supervision of the erection, construction, alteration, repair, removal and inspection of all buildings, within the Village and to enforce all relating ordinances. He examines all plans for building permit purposes and determines if they are sufficient for issuing permits and has the final authority to issue a permit. He has charge of building inspections on all buildings, structures, or portions

thereof in connection with work that has been authorized by a permit. He is the direct supervisor of all inspectors and other employees in his department. He reviews and determines annual budgets for the Department and attends Village Board meetings and Zoning Commission meetings when necessary. The Building Commissioner is on 24 hour call with the Police and Fire Departments in case of emergencies or disasters.

- ❖ **Deputy Building Commissioner** - The Deputy Building Commissioner is authorized to perform all duties of the Building Commissioner in enforcing the building codes of the Village in the event of illness, absence or inability of the Building Commissioner to act. He has general charge and supervision of the erection, construction, alteration, repair, removal and inspection of all buildings, within the Village and to enforce all relating ordinances. He examines all plans for building permit purposes and forwards them to the engineering firm for review. Once approved by the engineering firm and the Building Commissioner, he writes all building permits required and coordinates all inspections with code inspectors. The Deputy Building Commissioner also is the designated Flood Plain Coordinator and the American With Disabilities Coordinator within the Village of Justice. He attends Village Board meetings and Zoning Commission meetings for the Department. The Deputy Building Commissioner is on 24 hour call with the Police and Fire Departments in case of emergencies or disasters.
  
- ❖ **Electrical Inspector** - Reviews all electrical drawings and plans brought in by residents and contractors for new construction, additions, and the installation of fire alarms and burglar alarms. He prepares the necessary electrical permits for these projects, performs inspections for all electrical installations, including new electrical services and upgrades; he is on call during regular working hours for resident and contractor questions; and responds to all emergency calls, including fires and disasters, when requested. The electrical inspector is a member of the South Suburban Electrical Inspectors Association.
  
- ❖ **HVAC Inspector** - Reviews all architectural plans to make sure that all Heating & Air Conditioning units are sized correctly for the application and that the unit is installed according to the manufacturers specifications. He makes sure that all duct work is installed correctly and sized properly; that all fans are vented to the exterior correctly; and that all safety rules are followed. He makes sure that all commercial roof top units have smoke detectors to shut down the unit fan in case of a fire. He performs inspections for all HVAC installations and talks to residents and contractors and walks them through any questions or layouts. In addition, the HVAC inspector responds to all call outs by the Building Commissioner for emergency gas leaks and carbon dioxide detector calls by the Fire Department.

- ❖ **Plumbing Inspector** - reviews all drawings and plans brought in by residents for new construction, additions, and the installation of fire and lawn sprinkler systems; and he writes all plumbing related permits. As a licensed plumber, he uses his expertise to insure that all plumbing fixtures, underground plumbing, and fire sprinkler systems are installed properly.
- ❖ **Building Inspector** - Reviews all architectural plans to ensure that buildings are constructed to the specified codes. He inspects each step of the building process including site inspections for trench, footings, and foundations; building framing; final grading and occupancy. He performs inspections for all types of construction including new homes, remodeling, fire & water restoration, and mold remediation. The Building inspector works with residents, contractors, and business owners, scheduling special appointments for inspections on a case by cases basis as needed. He responds to all emergency calls including fires and disasters, when requested by the fire department or police department.
- ❖ **Fire Inspector** - Typically, the Roberts Park Fire Protection District performs fire inspections for the Village of Justice. They review all fire sprinkler and fire alarm drawings before they are sent to the electrical and plumbing inspectors for permits. They inspect over 250 multi-family buildings with more than 2,401 units for fire violations. They also inspect 200 business establishments in the Village annually and perform re-inspections as needed. They respond to all fire calls and will assist in the Fire investigation and reporting process for the Building Commissioner. They perform fire alarm and fire sprinkler tests on all new installations and perform annual inspections on fire alarms and fire sprinklers in both commercial and residential applications.
- ❖ **Property Maintenance Inspector** - Performs all sales inspections by setting up appointments with the seller; verifying that all Village bills are paid through the Clerk's office; inspecting all properties to insure that they are up to current codes; and notifying the sellers of any violations that must be corrected. He also fields residents complaints to verify that they are legitimate, notifies the residents to make the needed corrections; and files notices for Housing Court if corrections are not in compliance with Village ordinances. He periodically tours the Village and notes any properties not in compliance with both the International and Village codes and notifies property owners to remedy the situation. He coordinates visits to business sites with the fire inspector and inspects to see if the site is acceptable for the particular business use. He also coordinates inspections with multi-family apartment units upon sale of the buildings with the fire inspector and building owners.
- ❖ **Health Inspector** - Protects the health of our residents through inspections of food service establishments, making sure that proper temperatures are maintained; food is labeled properly and up-to-date;

and that the establishments are clean and free of debris. She also ensures that all food service personnel are properly trained and licensed.

- ❖ **Building Department Administrative Assistant** - Performs multiple duties for the Building Commissioner and the Department to ensure that all records, permits, and inspections are logged into the computer and properly filed. She also prepares monthly reports of permits and Occupancy Certificates issued by the Village to the County tax assessor through the Lyons Township Assessor's office and to the U. S. Census Bureau. In addition to monthly reporting, she assists contractors in completing their registration applications and issuing their work cards; assists residents in completing their permit applications; and prepares all court documents for the department. She processes all bond money to be returned to residents and contractors; prepares all purchase orders for the Department; answers and fields telephone calls; reads Sidwell and flood plain information for residents and real estate agents; processes information for sales inspections; and performs customer service in the reception area.

For all Building projects, except plumbing and electrical, a 3-part Permit Application is required. This form may only be obtained in the Building Department. This application requires the date of application; the name and address of the applicant; a description of the work being done; the estimated cost of the project; a listing of all contractors that will be working on your project; and the applicants signature. Projects such as the installation of a shed, new garage, swimming pool, concrete, deck, and extensions of foundations will also require a copy of your plat of survey.

Most building permits will be issued within 72 hours of the receipt of application. Once issued, permits are valid for one year. Permits should be posted in a window where they can be seen from the street and remain posted until the final inspection is approved.

Inspection forms are provided at the time you pick up your permits and should be submitted to the building department either by mail; delivery to the counter during regular working hours; or deposited into the silver box on the outside wall of the Building Department, when your project is completed. Inspections will be made by appointment arranged by the inspector and the homeowner. If the project is strictly outside of the residence, the homeowner need not be present. However, if the project is inside the residence, someone must be

present to allow the inspector inside. If an appointment is missed, there will be a re-inspection fee charged in the amount of \$40 which must be paid at the Building Department before a new inspection will be scheduled.

If you have any questions, please do not hesitate to contact the Building Department at (708) 458-2130.