

ON DEMAND PERMITS SUBMISSION GUIDELINES

(RESIDENTIAL ROOFS, WINDOWS, DOORS, FURNACES, AC UNITS, AND WATER HEATERS)

SUBMITTAL REQUIREMENTS

Apply online through the [Customer Self Service Portal](#):

- Executed Contract including:
 - Scope of work for the project.
 - Contractor information
 - Make sure they are registered with the Building Division by calling 847-391-5380
 - Type of residence (single family home, townhome, etc.)

KEY REQUIREMENTS

Please Refer to the Permits webpage for more information about applicable Zoning and Codes.

- For residential roofs:
 - On Demand permits are only for tear-offs and re-roofs
- Windows and Doors:
 - Make sure the U-factor is provided (should be less than .30)
 - On Demand Permits are for replacement of existing windows and doors, for any changes to the structure relating to the window or door, contact the Building Division by email at permits@desplaines.org
- Furnace and AC Units:
 - On Demand permits are only for the replacement of existing units where the location of the outdoor unit is not changing.
- Water Heaters:
 - In case of emergency, note that work has already begun/was completed when applying for the permit.

INSPECTIONS

On Demand permit types only require a final inspection. Call 847-391-5382 to schedule inspections.

WORK HOURS

Work is permitted 7:00 a.m. to 7:00 p.m. Monday through Saturday; 10:00 a.m. to 6:00 p.m. on Sunday.

OTHER GUIDANCE

Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123, for utility line location information. JULIE is a free service.

Be advised that the above-mentioned are guidelines. Each permit is treated individually and certain other requirements may apply. Once the above-mentioned information is submitted, the correct determination can be made. Any exceptions to the above may require a Variation.