



Village of Bull Valley Building  
Department

1904 Cherry Valley Rd, Bull Valley, IL 60098  
815- 459 – 4833

## GUIDELINES FOR INTERIOR ALTERATION / REMODEL

Please submit one electronic PDF of the following documents by email to [bullvalleyfiles@gmail.com](mailto:bullvalleyfiles@gmail.com). All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

### **SUBMIT PDF via EMAIL:**

- Building Permit Application
- Copy of proposal signed by the property owner
- To scale floor plans showing existing and proposed floor plans, showing all aspects of construction: framing, mechanical, electric, plumbing, and energy requirements
- Structural Changes: Documentation stamped by an Illinois-licensed architect or engineer
- Plumbing Changes: Plumber's Letter of Intent on Plumber's Letterhead with a copy of the Plumber Registration from the State of Illinois Health Department. Include Water and Waste Riser Diagrams with sizing included. Include Water and Drain Fixture Unit Counts.

All plans submitted shall meet all Village Codes, but specifically, the requirements as set forth by the Village Ordinance

### **IN-PERSON or ONLINE PAYMENTS:**

- The Final Permit fee is calculated once plans are reviewed and approved

### **BUILDING DEPARTMENT REQUIREMENTS**

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number can be found at the button on the permit.
- Permit Expires in 6 months. Permit Extension: ½ original fee (2 max) only ½ the time. Permits Expired without work completed, or inspections completed are closed and not refundable
- Permit expires in either 2 or 6 months, depending on the project
  - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
  - Permits that expired without all inspections and work completed are closed and not refundable.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

### **Road Permit information regarding Village Weight Limit**

- Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip, Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

### **APPLICABLE BUILDING CODES**

- The 2024 International Building Code
- The 2024 International Residential Code
- The 2024 International Mechanical Code
- The 2024 International Fire Code
- The 2024 International Existing Building Code
- The 2024 International Property Maintenance Code
- The 2023 National Electrical Code
- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition