



When Do I Need a Building Permit?

Village of Bellevue Building Ordinance Requirements Section 15.01

15.01 General. (1) Permit Required. A permit from the Department shall be obtained by the owner or his agent for any of the following:

- (a) **Building.** For new construction, additions to existing buildings and alterations that affect the structure, exiting, natural light or ventilation of a building. All demolition or moving any building or portion thereof, into, within, or out of the Village.
- (b) **Electrical.** All additions, alterations or new installations of electrical wiring, equipment or devices, except that no permit shall be required for the repair or replacement of defective fittings, fixtures, receptacles, sockets or switches, nor for the installation of less than 3 outlets (devices).
- (c) **Mechanical.** All new installations or replacements of any boiler, furnace, incinerator, wood burner, including a fireplace, or any other heat producing apparatus; any air cooled, water cooled or mechanically cooled air conditioning or refrigeration system; also any chimney, distributions system, ventilation system or any other equipment pertaining to the use of flammable gases, liquids or solids. Also, all additions, alterations or modifications to any of the above which involve more than 50% of the mechanical system as determined by the Building Inspector.
- (d) **Plumbing.** All new installations and all additions to an existing system. All new turf sprinkler system installations. All alterations or modifications involving more than 50% of an existing system as determined by the Building Inspector. All connections to and laterals from public sewer or water mains.
- (e) **Signs.** For the erection or installation of any sign. See Village Zoning Code Section XXVII for more information. Such permit shall include any electrical work necessary.
- (f) **Other.** Such other permits as may be required by the Village Board (including but not limited to sheds, decks, fences, swimming pools, curb cuts, well abandonment).
- (g) **Exemptions.** Permits are not required for siding, new shingles, window replacement (if of identical size), patios, new driveways not involving curb cuts, swing sets/ jungle gyms.
Note: setback requirements must be followed. See Village Zoning Code for more information.

(2) Application for Permit. Application for any permit shall be on forms prescribed by the Department. You may review the forms at [Permits Application Forms](#). With such application, there shall be submitted 2 complete sets of plans, specifications, site plan, survey (if needed) and County [Land Use Permit](#) (if applicable). The Department may waive such filing of plans, specifications or survey if, in the opinion of the inspector, the character of the work is sufficiently described in the application. No work shall commence until the issuance of such permit.

(3) Penalties. Failure to acquire proper permits prior to starting a particular phase of construction shall cause the permit fee to be doubled. On a second offense the permit fee shall be tripled and third offense shall quadruple. Failure to secure a permit may also result in penalties as defined in Municipal Code Section 25.04.

** If the property falls within an “environmentally sensitive area” (within 200 feet of a ravine, stream, creek or river) a land use permit from the County is needed prior to applying for a building permit.