



Willowbrook

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Village of Willowbrook Building & Zoning Division / Memorandum

From: Roy Giuntoli, Building Official

Date: April 8, 2020

Re: **Building Permit / Plan Submittal Guidelines (COVID-19)**

Effective immediately, and until further notice is posted, the Willowbrook Village Hall is closed to the general public. The following policies and procedures are being implemented for all Building Permit Applications and Plan Submittals. Please note, the following policies and procedures are subject to change without advanced notice, as deemed necessary, at the discretion of the Village of Willowbrook.

New Permit Applications & Plan Submittal:

- Currently only "Emergency Work" Permit Applications & Plans are being accepted.
 - Please submit Permits within 24 hours of the Emergency work commencing.
- We are requesting that all "**Elective**" / Non-Emergency projects shall be postponed until a point that COVID-19 has subsided and "Shelter in Place" & social distancing rules no longer apply.
 - "**Elective**" projects examples: kitchen/bath & basement remodels, additions, sunrooms, concrete/pavers, windows/door replacement, sheds, fences, decks, or etc.
 - Questions regarding Elective projects shall be submitted to bzadmin@willowbrook.il.us.
- Permit applications and Plans shall be submitted to the Building & Zoning Division electronically.
- Recommended method of submittal is via E-mail to: bzadmin@willowbrook.il.us.
 - The E-mail "Subject Line" shall indicate/include the property address.
 - The E-mail "Message" shall include all pertinent contact information, the property address, a brief description of the project.
- Secondary method of submittal is via facsimile. Fax: (630) 920-2489.
 - The same "Subject Line & Message" information listed above shall be indicated on the Fax Cover Sheet.
- Staff may ask that certain plans be submitted hard copy *after* the initial review.

Existing Permit Applications:

- In order to comply with the "Shelter in Place" and social distancing requirements, our Staff is limited and working partially from remote sites.
- Staff will work diligently on currently submitted plans.

Permit Issuance:

- Permit Placards will be issued electronically.
- Documentation that is required to be signed prior to issuance shall be done so via e-mail.
- Small/Letter sized Approved plans will be scanned and Issued / attached to an e-mail.
- Larger / Rolled Approved plans will be scanned and Issued hard copy
- If the approved plans are too large [for example 'rolled'] to send electronically (via e-mail), on a Case-to-Case basis, Village Staff may coordinate a pick-up time where you can pick-up the approved plans outside of the Village Hall entrance.

Permit Payment:

- Invoices will be e-mailed.
- This invoice can be paid electronically / online.
- The e-mailed invoice will include instructions on how to complete electronic payment.
- If you do not wish to complete the payment electronically, you may mail a check or drop off a check in the Village's bill payment drop-box (located adjacent to the village hall entrance doors).
- Please identify the building permit number on the check memo line.

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Brian Pabst

Chief of Police

Robert Schaller

Director of Finance

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