

Robert J. Lovero
Mayor



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Building Director

A Century of Progress with Pride

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When Permits are Required

Permits are required on all improvements made to buildings and properties including, but not limited to the following:

Permits are required for any and all work being performed by a contractor.

1. All Electrical Work
2. All Plumbing & Sewer Work (Not including faucet or toilet replacement)
3. Additions and Dormers (Architectural Drawings Required)
4. Interior and Exterior Structural Alterations (Architectural Drawings Required)
5. Demolition Work
6. Any Kitchen and Bathroom(s) Remodeling
7. Installing New Bathroom(s)
8. Any Basement & Attic Remodeling including New Bedrooms
9. Drywall, Framing and Insulation
10. Attic Insulation
11. Windows Replacement Including Glass Block Windows
12. Replacement of Garage Overhead Doors
13. Boiler, Furnace, Central Air, Water Heater, Duct Work installations or replacement
14. Demo or Install of Garages, Sheds, Playhouses, Gazebos, Pergolas, Roofed Over Patios & Car Ports
15. Decks, Porches, Stairs, Hand Railings, Riser and Tread Replacement
16. Siding, Gutters, Downspouts, Soffit and Fascia
17. Roofing – Tear Offs, Layovers and Repairs
18. Tuck-pointing, Stucco, Brick Replacement
19. Install/Replacement of Concrete, Pavers & Asphalt
20. Install/Replacement of Fences and Gate (new install or replacement)
21. Swimming Pools, Hot tubs, Jacuzzis
22. Built in Fireplace(s) & Grills
23. Dumpsters & Moving “PODS” (required if placed on the street)
24. Hard Wired Alarm Systems
25. Utility Work

If work is done by **OWNER**, permits are **not required** for appliance installation, storm windows, storm doors, interior or exterior painting, door replacement (as long as same size), interior trim work, floor covering or refinishing, alarm systems hooked up to WI-FI & pressure washing (cannot use chemical that are harmful to the environment).

Any contractor performing work must be licensed and bonded in the City of Berwyn. The property owner is responsible for acquiring a permit when required. A signed contract must be submitted.

Penalties: Property owners who obtain a “by owner” permit must be present on the job at all times while work is performed. Anyone caught using a contractor for work on a by owner permit, or working without a permit will be fined \$500.00, plus twice the normal permit fee. The City may require the owner to remove the improvement if the work is not performed to code.