



# Village of Midlothian Building Department

14801 S. Pulaski Road, Midlothian, IL 60445  
P: (708) 385-8642 F: (708) 389-0255

buildingdepartment@villageofmidlothian.org

## COMMERCIAL REMODEL REQUIREMENTS:

- Submit a completed permit application. Missing information may delay permit approval.
  - Professional drawings.
  - Specification sheets.
  - Survey may be required
- Contractors:
  - The property owner and/or General Contractor are responsible for all contractor's registrations with the village. Use the Additional Contractor sheet as necessary.
  - Changing contractors during construction, requires that the Village Building Department be notified, and the permit be updated.
- Written approval from the property owner permitting the work may be required.
- INSPECTIONS: The owner, applicant or contractor is required to call the Building Department a minimum of 24 hours (one business day) in advance for the following inspections. Inspections are only performed M-F during regular working hours.
  - Eleven (11) possible inspections may be required depending on the work being performed. The number of inspections will be determined during the permit review process.
    - \*\* Underground plumbing
    - \*\* Framing
    - \*\* Rough plumbing
    - \*\* Rough electric
    - \*\* Rough HVAC
    - \*\* Draft stop/Fire block
    - \*\* Insulation
    - \*\* Final plumbing
    - \*\* Final electric
    - \*\* Final HVAC
    - \*\* Final building
- **All inspections shall be completed before permit expiration date.**

It is understood that approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to compliance with Village of Midlothian Ordinances.

It is further understood that, in the event of conflict between the approved plans and provisions of the ordinances, the ordinance shall be the final authority.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_