Building Permit Process

**Permit Application**
- **Review Checklist**
- Fill out and submit Application Form
- In person at Ganek Municipal Center or by email at permits@algonquin.org
- If the original size of documents submitted for Permit are larger than 11” X 17”, please submit hard copies

**Application Reviews**
- Plans and applications are reviewed for Code Conformance
- Permits for Historic District area require Historic Commission Approval prior to Plan Review (except Roof and Interior permits)

**Pay Permit Fee**
- Once the application is approved, we will notify you
- Pay Online - [https://css.algonquin.org](https://css.algonquin.org)
- By Check (made out to “Village of Algonquin”) may be mailed to us or replaced in the drop box at the Ganek Municipal Center

**Issue Permit**
- After payment is received, permit will be Issued.
- We will notify you when permit is issued.
- Applying for a permit does not allow you to start working.
- Please do not begin until the permit has been issued
- Keep Permit in the Job Site

**Inspections**
- It is the responsibility of the owner/contractor to ensure that all inspections are completed
- You may request inspections online or email at permits@algonquin.org or call 847-658-2700, press 3
- Available Self-inspections
  - Window/Door
  - Driveway Final
  - Fence Final
  - Roof (Ice and Water Shield)

For questions, email us at permits@algonquin.org or online or 847-658-2700, press 3 or 2200 Harnish Drive, Algonquin IL 60102