

**City of Sandwich
Building Department
144 E. Railroad Street
Sandwich II 60548
815-786-8802**

Non-residential Permit application timelines

When we receive plans/ drawings and an application for permits on large-scale jobs, three weeks (at minimum) are required to have plans reviewed by architect, engineering, building and fire departments.

Once those plan reviews are given to us, we inform the applicant of any changes or additional information that may/will become necessary to update plans.

Once we receive updated plans, (this time frame is out of our control) another review by architect, engineering, building and fire departments may/ will be required. Another three weeks at minimum are required to have new reviews completed.

The above process could repeat itself. It is not out of the question to need to make changes after reviews are completed when updated plans returned by applicant describe conditions not previously known, omitted, added or altered.

Once all submittals are complete and deemed acceptable, a permit will be issued. Applicant will be notified of permit fees. Included in permit fees will be initial review fees and any other subsequent review fees.

It is quite possible that the actual process can take several months depending on reaction time of applicant and their ability to resolve any issues that may arise, and accuracy of plans/ drawings being submitted.

It is the intent of the Building department to proceed in an orderly fashion with accepting accurate drawings and submittals to issuance of permits, provide inspections when notified that a phase is ready, and issuing final occupancy.

12/23/2020