

# When and How Do I Get a Building Permit?

... to comply with the goals and regulations of the Hanover Zoning Ordinance



Our community encourages safety, health and aesthetics in any new development. A building permit is needed prior to starting the construction of a new building or remodeling a current structure when the cost exceeds \$1,000. This free permit is recommended for replacing windows, siding or roofing also. An application form may be picked up at City Hall. The application will be compared with the requirements of the Hanover Zoning Ordinance approved in 2000 and pertinent Village ordinances.

## Approval

Before an application can be approved, the Zoning Officer must review it. Normally the review is completed in one to five days and a permit is issued that can be posted at the building site. If the Zoning Administrator makes a determination that the requirements of the ordinance are not being met, an appeal to the five member Zoning Board of Appeals may be requested by the applicant. A public hearing will be scheduled (more than two weeks in advance) and the neighbors will be notified of the request. The Board must consider if the facts concerning light, air, street congestion, safety, or property values deter issuance of the permit.

## What Do I Need for a Permit?

Basically the permit application asks for the:

1. owner's name and phone number;
2. address of the site;
3. type of construction proposed;
4. a diagram that is drawn to scale showing the location of the structure and proximity to the lot lines; (This information is used to compare with the necessary yard allowances for the specific zoned district. For example, in a residential district the front yard must be 25', side yards a total of 15', and the rear yard must be allow at least 20'.) Storm water run off and green space is a consideration.
5. a cost estimate for the project;
6. a signature declaring the correctness of the information, any existing easements or covenants, and the commitment that the development is outside of the floodplain;
7. payment of the appropriate fee (most permits are free; signs are \$5. minimum;).



## What about Property in the Floodplain?

The federal flood insurance rules have additional requirements that the village must follow and administer. An additional application must be submitted for any development that shows the property to be in the A9 (floodplain) area. An elevation certificate must be completed to verify the lowest living level and surrounding land elevation.

Village of Hanover -  
207 Jefferson Street, P. O. Box 12-A 207  
Hanover, Illinois 61041