



Village of Winthrop Harbor Community Development Department

Building Permits & Inspections During Coronavirus Outbreak

As of March 17, 2020 the office of the Community Development Department at 830 Sheridan Road is closed to the public until further notice. Staff will be in the office on a limited schedule and otherwise will be working from home during regular business hours (Monday – Friday from 8:00am – 4:30pm).

Permitting and inspection services will continue under the following modified approach:

Submit building permit applications and plans electronically. While documents can be sent via regular mail, it is recommended that submissions be made by email and/or fax. See contact email and the Department fax number below when determining the most appropriate method for submitting your application.

Building permit applications and plans can also be submitted in hard copy. Documents should be addressed for delivery to the Winthrop Harbor Community Development Department, 830 Sheridan Road, Winthrop Harbor, IL 60096. They can also be dropped off at the Police Department entrance at 830 Sheridan Road (located on the west side of the Village Hall Complex).

Payment and Permit Delivery electronically. Payment of fees can now be accepted online at the following link: <http://winthroparborpay.com> . You will need to input the project address and Permit Number to complete the transaction. Payment can also be made by check by using the drop box at Village Hall on the south side of the building. Again, make sure to include the project address and permit number on your check. Once payment is received we can scan a copy of the permit to you, followed by a hard copy sent by regular mail. If the project begins prior to receipt of the hard copy a printed copy may be displayed at the job site.

Rough Inspections. If your project requires inspections before work can proceed, please send an email to the address below with the project address and the type of inspection needed and contact information for the property owner and contractor. Providing the inspection can be completed with the health and safety of our inspector in mind, every effort will be made to keep your project moving.

Final Inspections. If your project is ready for final inspection and the issuance of a Certificate of Occupancy, please send an email to the address below. We will work with you in an effort to confirm that life safety issues are addressed and if appropriate, will issue authorization for occupancy on a conditional basis electronically until we resume normal activity.

Other Inquiries. During the closure of Village Hall, staff in the Community Development Department are working to keep development projects moving forward when possible. We appreciate your patience and understanding during this unusual time.

If you have development related questions, code enforcement concerns or other requests for the Community Development Department, please send an email to the address below and we will respond as soon as possible.

CONTACTS:

Pat DiPersio

Hours: Mon-Fri. 8am-4:30pm

pdipersio@winthrop harbor.com

Phone: 847-872-8699 Extension 4010

Department Fax: 847-872-0124