

Permitting Guide for Residents

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Frequently Asked Questions

Q: What DO I need a permit for?

A: Permits are required for new construction or replacement of existing structures for the following: accessory building, approaches, breezeways, capital improvement projects, culverts, curb-cuts, decks/patios, demolition of an entire structure, driveways, electrical service, elevators, fences, fire alarm systems, HVAC, moving a structure, parking lots, plumbing service, pumps & hoses, occupancy permits, inspections, open porches, ramps, re-inspections, roofing, satellite dishes or tower antenna, sewer inspections, sidewalks, siding, signs, sprinkler systems, stoops, stop work orders, swimming pools, tanks, & water service inspection.

If you have a project that is not on this list and you are not sure if you need a building permit. Please contact Inspector Manheim to inquire before you begin.

Q: What DON'T I need a permit for?

A: Cosmetic updates, gardens/landscaping, & tree and stump removal.

Q: How do I get a permit?

A: Building permit applications are available by calling the Ashton Village Office or download online at www.ashtonil.com/building-code-enforcement. Submit your completed permit application for review to Inspector Manheim in person at the Village Office or via email at ashtonclerk21@gmail.com. After the inspector reviews the application, he will contact you to let you know what the fee will be. When payment is received, you will need to sign the paperwork and pick up your yellow building permit to display while your project is in progress.

Q: Where and how can I pay for my permit?

A: You can pay for your permit with cash, check, or credit card. Credit card payments can be made online (www.ashtonil.com and choose Pay Utility Bills in the top right hand corner.) There is a dropdown on the site for payment of building permits. Payments by cash or check are also taken in person or via mail.

Q: How long is my permit good for?

A: A permit is valid for one (1) year from purchase. Please speak to the building inspector if your project will take more than one (1) year to complete.

Q: Where do I put my permit once I have it?

A: Please display your yellow building permit paper in spot clearly visible from the street (i.e. attached to a storm door or front-facing window). The building inspector needs to see this permit displayed for the duration of your project.