

Village of Downers Grove Community Development Frequently Asked Questions (Q & A)

Contact us at (630) 434-5515

PERMITS

Do I need a permit?

In general, permits are required for new construction and modifications to buildings or property. Please call our office and staff will help determine the type of permit needed for your project and the documents to submit with your application.

The [Permits](#) page provides links to applications, supporting information and fees.

What information do contractors need to submit?

General contractors must provide their name and contact information. Plumbers, electricians and roofers must provide the same, along with a copy of their current license. There are no additional requirements for licenses, bonds, or insurance information.

Signs

What are the requirements for a temporary sign?

Temporary sign permits may be issued over the Community Development counter at Village Hall, 801 Burlington Ave. The following regulations apply:

- A fee of \$10.00 per week for each temporary sign must be paid at time of application.
- Signs are limited in size to 32 square feet.
- There is a limit of **one** temporary sign per street frontage. The display of signs in certain locations is restricted.
- The display of temporary signs is limited to (8) weeks per calendar year, per parcel number.
- If the sign is to be displayed at a leased space, a letter of approval signed by the landlord must be submitted.

What are the requirements for a permanent sign?

Permits are required for permanent signs. Planning staff can provide detailed information for the applicable regulations based on the location and type of sign proposed.

CONSTRUCTION

What are the hours when construction work can be done?

Construction work may take place between the hours of 7:00 a.m. to 7:00 p.m., Monday through Saturday. **No construction is permitted on Sunday.**

Construction is now underway at my neighbor's property. May I see the plans that were approved?

A [Freedom of Information Act](#) request must be submitted to the Village. Technical documents, such as floor plan drawings prepared by design professionals, are generally not permitted to be released to the public.

There is construction taking place in my neighborhood and the contractor does not appear to have regard for the neighborhood. What can be done?

The Village has certain regulations that must be followed by contractors to minimize impacts to a neighborhood throughout the construction process. Staff will respond to complaints and concerns and work to immediately bring a project into compliance. See [Resident Guide to Neighborhood Construction](#).

Now that construction is taking place, or has recently been completed in my neighborhood, I seem to be having water drainage issues. What can be done?

Stormwater issues on private property are reviewed by the stormwater administrator in the Community Development department, often with assistance from staff in Public Works. Staff will review a project for compliance with all applicable ordinances and, if needed, take steps to assure that any compliance problems are corrected.

ZONING

Can you tell me the zoning classification of a property and the required setbacks?

The Village's [Interactive Map](#) application can provide the zoning classification of property by entering an address or property PIN number.

Required setbacks for a zoning classification can be found in the [Zoning Ordinance](#) or call Community Development and ask to speak with a Planner.

I have additional questions regarding building and zoning. Who do I call?

Please contact Community Development. Depending on the nature of your call, your questions may be answered immediately or your call will be directed to the staff best suited to provide assistance.

MISC.

How many pets am I allowed to have?

The Village permits up to 4 domestic animals (dogs, cats, etc.) per household. Concerns about the number and/or types of animals can be relayed to Community Development.

How many people may live in a household?

The Village has standards for the number of occupants inside houses and apartments. If there are overcrowding concerns, please call Community Development and staff will be assigned to investigate.