



RESIDENTIAL BUILDING PERMIT APPLICATION PROCESS

Updated August 2025

Why are Building Permits required?

Building Codes and Permits are required in order to protect the health, safety, and general welfare of the residents of Matteson. Building Codes and Permits provide a way of insuring that the minimum standards of construction are adhered to. They also ensure that all contractors and subcontractors are registered, licensed and bonded with the Village. In this way, the Village helps insure that the work is done properly and that the interest of the homeowner is protected.

Work that require Building Permits

Before beginning any project, it is important to check with the Building Services Division to determine whether a building permit is required. Listed below are common types of home improvements that require a building permit.

- New residences
- Residential Additions -Storage Sheds
- Driveways & Curb Cuts
- Fences
- Any Type of Concrete Work
- Garages
- Windows & Siding
- Plumbing
- Swimming Pools
- Porches
- Decks
- Patios
- Sheds
- Gazebo
- Roof Work
- Fire Places
- Sewer Repairs
- Electrical Service

Residential Building Permit Process

STEP 1

Visit the [Village of Matteson](#) website

STEP 2

Government ► Clerk's Office ► Licensing/Permits

STEP 3

Create an account on [Citizenserve](#) Portal

STEP 4

Click on 'Building Services' and 'Apply for a Permit'



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Documents to be submitted

- Plat of Survey
- Existing and Proposed structures on the Plat of Survey
- Indicate Location, Setbacks and Dimensions of the proposal
- Proposed Scope of Work
- Elevations
- Specifications
- Details/Sketches
- Drainage Details

Violations

Permits must be obtained prior to commencing work. If a permit is not obtained, an inspector will stop work and may require the removal of the improvement. Additionally, fine equivalent to twice the permit fee will be levied.

Authorization for Home Improvements

- It is the responsibility of the homeowner to obtain a building permit prior to the start of any work.
- Any contractor hired by the homeowner must be registered, licensed and bonded with the Village of Matteson before they may start work.
- If a homeowner wishes to do his/her own home improvements, he/she is not required to be licensed, registered and bonded with the Village.