

With Village Hall closed to the public due to the COVID-19 pandemic, the Community Development Department has revised procedures for building permits, inspections, contractor registration, and others. Many services, like requests for inspections, plan reviews, and building permit applications are being handled online. Please see this chart for details.



How do I SUBMIT my permit application with plans?	You can upload your plat of survey or plans via the online application portal for driveways, fences, patios, or sheds. For all other permits, please EMAIL all plans to buildingdepartment@roselle.il.us .
How do I SUBMIT my plans if I do not have digital copies?	If they fit in the green Village business box, please submit there. If they do not, you will need to scan them or have digital copies made.
Do you have QUESTIONS for the building inspector?	Please call Doug directly at (630) 671-2818. Please leave a detailed voicemail if the call is not answered immediately.
Do you have QUESTIONS regarding zoning or planning matters?	Please call Caron directly at (630) 671-2806. Please leave a detailed voicemail if the call is not answered immediately.
Are you applying for a ROOF, WATER HEATER, HVAC (FURNACE and/or AC) permit?	Please visit roselle.il.us/91/Building-Permits and follow the on-screen instructions to apply online!
Are you applying for a DRIVEWAY, FENCE, PATIO, OR SHED permit?	You can also apply online at roselle.il.us/91/Building-Permits . You MUST submit a copy of your plat of survey indicating the location and size of the driveway, fence, patio, or shed.
Are you a contractor trying to REGISTER?	Please complete the Contractor Registration Application from the website and submit all paperwork by email to buildingdepartment@roselle.il.us . Anita will instruct you how to pay.
Are you trying to PAY for a permit?	You can pay online! Please call Anita at the Building Department at (630) 671-2821 and she can set it up for you. Please note a 2.5% fee applies to all online transactions!
Are you trying to PAY for a permit using cash or check?	Please place your payment in an envelope marked with the address for the permit. The envelope can be dropped in the green Village business box in the Village Hall parking lot.
Have you paid for a permit and you now want to PICK IT UP?	Permits for roofs, water heater, HVAC, fences, sheds, patios, and driveways can be issued via email. All other permits will be MAILED.
Are you trying to SCHEDULE an inspection for a building permit that has been issued?	Please call Anita at (630) 671-2821. All exterior inspections are allowed. However, if this inspection is indoors, special conditions may apply. Please call Anita with any questions or concerns.
Do you have a question that isn't listed above?	Please call us! We are available to assist you in any way. Our desire is to serve our residents with as few interruptions as possible! (630) 671-2821

Visit www.roselle.il.us/BuildingPermits to get started