



Village of Oak Brook

1200 Oak Brook Road
Oak Brook, IL 60523-2255
Website
www.oak-brook.org

Administration
630.368.5000
FAX 630.368.5045

**Community
Development**
630.368.5101
FAX 630.368.5128

**Engineering
Department**
630.368.5130
FAX 630.368.5128

Fire Department
630.368.5200
FAX 630.368.5251

Police Department
630.368.8700
FAX 630.368.8739

**Public Works
Department**
630.368.5270
FAX 630.368.5295

Oak Brook Public Library

600 Oak Brook Road
Oak Brook, IL 60523-2200
630.368.7700
FAX 630.368.7704

Oak Brook Sports Core

Bath & Tennis Club
700 Oak Brook Road
Oak Brook, IL 60523-4600
630.368.6420
FAX 630.368.6439

Golf Club
2606 York Road
Oak Brook, IL 60523-4602
630.368.6400
FAX 630.368.6419

Village of Oak Brook Development Services Department & Fire Prevention Bureau

NOTICE

April 2, 2020

The Village of Oak Brook has adopted a temporary policy of limited contact with the public and adherence to social distancing as recommended by the Centers for Disease Control and Prevention (CDC) and Illinois Department of Public Health (IDPH). **The Development Services Department and Fire Prevention Bureau are not open to the public as a result and will remain closed until May 4, 2020. Please also note that our employees will not be working and no business will be conducted on Fridays for the next four (4) weeks because our offices will be closed. The Friday dates that we will be closed are April 10th, April 17th, April 24th and May 1st.**

In an effort to continue to provide some customer services, we will be processing building permits, plan reviews, conducting limited inspections and responding to telephone calls and emails. This situation is constantly evolving and subject to change so we will continue to provide updates on our website at www.oak-brook.org.

Lobby Drop Box

A drop box is available at the north building entrance to the Butler Government Center (near the circle drive with flag poles). This drop box is being provided to leave your permit applications, building plans and other documents. We will be regularly checking the drop box throughout the business day and we will continue to review and process submitted materials.

Development Services staff is in the office and can be contacted at 630-368-5101 if you have specific questions or would like to coordinate payment of a building permit fee. A check can either be mailed or placed in the drive up payment box near the east entrance (next to the USPS mailbox). No cash or credit card payments will be accepted at this time.

Temporary Inspection Protocol

As always, please call at least 24-hours in advance to schedule a building inspection. It is requested and recommended that inspection calls be made from 8am to 3pm when our office is open for business. When scheduling an inspection, Village staff will briefly explain the recently adopted social distancing policy. Our temporary inspection protocol is as follows:

- Inspections will not be scheduled for an occupied residential or commercial space.



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- If you wish to request an inspection for an occupied space, we will direct you to a building inspector to determine if a photo/video/virtual inspection submittal can be provided in lieu of an on-site inspection. No life safety related inspections can be conducted in this manner.
- Interior inspections of non-occupied residential or commercial spaces shall not be accompanied by any owner or contractor. If owner or contractor is onsite, they must wait in vehicle or outside while inspection is performed. Inspection results or items that need attention will be discussed outside, after the inspection, while maintaining a safe social distance from the owner or contractor.
- Outdoor inspections will be performed as long as a safe social distancing is adhered to by the owner or contractor. Inspection results or items that need attention will be discussed after the inspection is performed.
- Inspectors will verify and explain restrictions when scheduling inspection times with the owner or contractor. Inspectors will also ask if anyone on the job is or has been ill in the past 2 weeks. If so, the inspection will be rescheduled for a time as to be determined to be safe from any possible contact with anyone exposed to said illness.

Fire Prevention Bureau

Fire sprinkler, fire alarm and Ansul system plan submittals can also be placed in the drop box and will be distributed to Fire Prevention Bureau. Essential Fire Prevention Bureau inspections are only being scheduled on Tuesdays and Thursdays. For specific questions, please call the Fire Prevention Bureau at 630-368-5220 or Rose Kane, Administrative Coordinator at 630-368-5228 and rkane@oak-brook.org.

Additional Information

As always, building codes, permit applications/forms, licenses, staff contacts and other related information can be found on the Development Services portion of the Village website at <http://www.oak-brook.org/158/Development-Services>. We encourage the public to visit our website for updates. You can also contact the Development Services Department directly at 630-368-5101 with questions.

If you have any other questions or concerns, please feel free to contact the Village's Senior Permit Coordinator, Therese Gallivan at 630-368-5108 and tgallivan@oak-brook.org or Chief Building Official, Mark LaChappell at 630-368-5110 and mlachappell@oak-brook.org.

Thank you for your patience as we try to use care and caution in responding to the latest health concerns related to COVID-19 in order to properly protect our customers and staff.

We hope that this information is helpful. Stay safe!