

Permit Application/ Plans Processing During COVID 19 Pandemic

The Village has set up a One Stop Checkpoint for Permit Processing Outside of Village Hall:

1. Village will provide a large Submittal and Pick Up bin in the breezeway located outside of Village Hall. The Applicant will drop off their Permit Submittal Package / Other Documents properly labeled with Name, Contact Information including cell number, Email Address, Permit Number in and will complete the Building Department Emergency Contact sheet which will made available to our Customers at the " One Stop Checkpoint".
2. BHV Permit Clerks will process the application, assign a process number and advise the Customer via email regarding any outstanding documents required to complete the permit process.
3. Permit Clerk will call Customer to guide them thru paying Upfront Fees online and advise them that plan review comments can be viewed online by the Customer, Contractor and Design Professional.
4. Once Upfront Fee and Complete Permit Package is received, our Plan Reviewers will commence reviewing the plans.
5. When all disciplines have approved the plans and the permit is ready to issue BHV Permit Clerks will notify Customers via email and send them link to pay permit online. If necessary, BHV Permit Clerks will guide them thru this process. Once the permit fee is paid online the permit card will be emailed to the Customer.
6. Customer will be notified when Job Copy is ready for Pick Up. The Job Copy along with the Original Permit card will be ready for pick up at the "One Stop Checkpoint" located outside of Building Department at the Breezeway between Village Hall and Police Department.
7. Customers will be contacted via email and by cell to advice of Rejected Plans that require corrections. These plans will be available for pick up at the "One Stop Checkpoint" and by scheduled pick-up date set up by the permit technicians.
8. Any Architectural Review Board Submittals will also follow the above procedure.
9. Please be advised that although permit applications and plans and permits will continue to be issued, no inspections will be performed until further notice.