

Village of Odell

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Construction Permit Application Procedures

1. Permit Applications may be picked up at Village Hall.
2. To avoid delay, the application must be completed entirely.
3. The **Legal Description of Property**, reference the Livingston County Assessor website or your property tax bill.
(Example: xx-xx-xxx-xxx + description)
4. Include a **Lot Plan** of construction project and property to be improved. Please use the blank page attached to this permit.

The information below must be included on Lot Plan:

- a. The width and depth of the lot(s) measured in feet
 - b. The width and depth of each existing building(s) on lot
 - c. The width and depth and height (dimensions) of new constructions.
 - d. The distance from the new building to the property lines.
5. Return permit application to Village Hall and pay necessary fees.
 6. Permit will be reviewed by Village officials, please allow up to 10 business days. After the review, the permit may be approved, rejected, or turned over to Zoning Board of Appeals for variance consideration.
 7. At approval, the signed permit will be returned to the property owner. Construction may begin only upon approval, payment of fees, and signature of said permit by Village Officials.

Please call Village Hall 815.998.2133 if you have any questions.

NOTE: Failure to follow the outlined procedures may result in an automatic rejection of the application.