

**VILLAGE OF ELM GROVE
BUILDING BOARD GENERAL INFORMATION HANDOUT
2009**

What is the Elm Grove Building Board?

The Building Board consists of nine resident volunteers appointed by the Village President. The Building Board is charged with approving the “architectural appeal and functional plan” of **all exterior changes** to structures within the community. This includes, but is not limited to, new buildings, building additions, building alterations, fences, decks, sheds, and signs. Please contact the Zoning and Planning Administrator if you are unsure about the need for Building Board approval.

2009 Building Board Meeting Schedule

2009 Building Board Meeting Date	Submittal Deadline (add 5 business days for new home construction projects)
January 6	December 23, 2008
January 20	January 6
February 3	January 20
February 17	February 3
March 3	February 17
March 17	March 3
April 8*	March 24
April 21	April 7
May 5	April 21
May 19	May 5
June 2	May 19
June 16	June 2
July 7	June 23
July 21	July 7
August 4	July 21
August 18	August 4
September 1	August 18
September 15	September 1
October 6	September 22
October 20	October 6
November 4*	October 20
November 17	November 3
December 1	November 17
December 15	December 1

All Building Board meetings are held in the Park View Room of Village Hall, located at 13600 Juneau Boulevard and begin at 5:00 p.m. The applicant will be mailed a meeting agenda the week prior to the scheduled meeting date.

*** Meetings held on Wednesday due to a Tuesday election.**

****Meeting held on Wednesday due to a Tuesday holiday.**

Building Board Process

The Building Board process takes at least three weeks. Please plan accordingly.

- 1) All materials listed on the "Building Board Submittal Checklist" must be received by Zoning and Planning Department, at Village Hall by **4:30 PM at least ten (10) business days prior to the meeting date** to be placed on the meeting agenda. **New home construction submittals must be received by 4:30 PM at least fifteen (15) business days prior to the meeting date.**
- 2) Ms. Jessi Balcom, Zoning and Planning Administrator, review proposals to insure that all necessary information has been submitted and that proposals meet all Code of Ordinance requirements.
- 3) The Building Board reviews and approves the proposal for architectural appeal and functional plan. The applicant or his or her designee is **required to attend the Building Board meeting** to answer questions. Applications are forwarded to the Building Inspector only after they are approved by the Building Board.
- 4) The Building Inspector reviews and approves the proposal for building code requirements. The Building Inspector notifies the applicant that their building permit is ready for pick-up at Village Hall and schedules any necessary inspections. Please allow ten (10) days for processing by the Building Inspector after Building Board approval.
- 5) **After called by Building Inspector**, applicant picks-up permit at Village Hall, Monday, Wednesday, or Friday from 12:00 until 1:00 PM. Permit fee is paid to the Building Inspector at time of pick-up.

Contact Information

Ms. Jessi Balcom, Zoning and Planning Administrator: Ms. Balcom reviews and approves proposals for Code of Ordinance requirements. She serves as primary staff for the Building Board. Applicants are encouraged to meet with Ms. Balcom prior to submitting materials to clarify requirements and procedures. She can be reached at Village Hall, M-F 8:00 – 4:30, 262-782-6700.

Building Inspector (Independent Inspections): The Building Inspector reviews and approves proposals for building code requirements. The Building Inspector holds office hours at Village Hall M,W,F 12:00 – 1:00 PM (phone 262-782-6700). Outside of office hours, he can be contacted at 262-780-6648.