



Village of Oak Brook  
Development Services Department

**NOTICE**  
*March 18, 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 is not open to the public as a result and will remain closed until March 30, 2020.

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](http://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.

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**

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.
- 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 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

**Village of  
Oak Brook**  
1200 Oak Brook Road  
Oak Brook, IL 60523-2255  
Website  
[www.oak-brook.org](http://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



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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. 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](mailto: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](mailto:tgallivan@oak-brook.org) or Chief Building Official, Mark LaChappell at 630-368-5110 and [mlachappell@oak-brook.org](mailto: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!