

# Building Department Construction Project Resource Information

Many residents and business owners will be performing construction projects to their homes and businesses.

The Building Department of the village of Melrose Park is pleased to see the improvements within our neighborhood. Remember, before starting any construction project; obtain a building permit from the Building Department. All contractors performing work are required to obtain a contractor's license with the village. Rough and final inspections are to be performed to make sure work is being performed to code.

If you are planning to update your home or business, or if you have any questions, please come into the Building Department at 1000 N. 25th Ave., call us at (708) 343-4000, Ext. 4470, or send an email to [rsorce@melrosepark.org](mailto:rsorce@melrosepark.org).

Go to [www.melrosepark.org](http://www.melrosepark.org) to obtain the following Building Department forms.

- Debris Hauling Contractor's License Application
- Vacant Property Registration
- Permit Application Page 1
- Permit Application Page 2
- Building Codes
- Certificate of Compliance Application
- Contractor's Registration Application
- Electrical Permit Application
- Form 3500
- Form 4000
- Items Covered in Cert of Compliance Inspection (Sale)
- Sign Application
- Process of Selling a Property
- Vending and Amusement License Application

Please note that registration does not replace building permits or other required information.

General contractors are responsible to assure that all their sub-contractors are licensed in Melrose Park. Failure to do so may result in citations, fines and work stoppage on site.

The Village Zoning Map is available on the home page of the Village of Melrose Park website [www.melrosepark.org](http://www.melrosepark.org).

## MP Construction Hours Policy

No construction or alteration activities shall be carried on between the nighttime hours of 7 p.m. and 7 a.m. on Monday, Tuesday, Wednesday, Thursday or Friday. On Saturday, no construction or alteration activities shall be carried on between the nighttime hours of 5 p.m. and 8 a.m. On Sunday and federal holidays, no construction or alteration activities shall be carried on between the nighttime hours of 5 p.m. and 10 a.m. Construction and alteration activities on Sundays and federal holidays shall not be accompanied by loud or annoying noises except in the case of an emergency. Emergency operations necessitating deviation from this section shall not be initiated until special permission is obtained from the director of Public Works. Construction or alteration activities with regard to public improvements and public service utilities, shall be exempt from this section.

Any person violating this section shall be fined not less than fifty dollars (\$50), nor more than seven hundred fifty dollars (\$750), for each offense, and each day's violation of the same shall constitute a separate and distinct offense.



# Important Melrose Park Flood Relief Information



It is that time of year when inclement weather can cause havoc with your most prized possession – your home. Arm yourself ahead of time by visiting the following links.

To determine if your house is in a floodplain and eligible for flood insurance:

[www.melrosepark.org/docs/](http://www.melrosepark.org/docs/)

[Determine\\_if\\_your\\_house\\_is\\_in\\_a\\_floodplain\\_and\\_eligible\\_for\\_flood\\_insurance.PDF](#)

To find out what to do in case your home is flooded:

[www.melrosepark.org/docs/](http://www.melrosepark.org/docs/)

[What\\_to\\_do\\_in\\_case\\_your\\_home\\_is\\_flooded.PDF](#)

To help prevent flooding in Melrose Park:

[www.melrosepark.org/docs/](http://www.melrosepark.org/docs/)

[Help\\_prevent\\_flooding\\_in\\_Melrose\\_Park\\_.PDF](#)

For a FEMA Registration Flyer on how to apply for disaster relief:

[www.melrosepark.org/docs/](http://www.melrosepark.org/docs/)

[FEMA\\_REGISTRATION\\_FLYER\(1\)\\_\(1\).PDF](#)

To view Real-Time River Gauge Near Melrose Park to Determine River Level:

[www.water.weather.gov/ahps2/hydrograph.php?wfo=lot&gauge=rvfi2](http://www.water.weather.gov/ahps2/hydrograph.php?wfo=lot&gauge=rvfi2)

To view or download Flood Inundation and Response 3 Stage Map:  
[www.melrosepark.org/docs/\\_inundation%20&%20Flood%20Response.pdf](http://www.melrosepark.org/docs/_inundation%20&%20Flood%20Response.pdf)

The following two links give you important information regarding flood insurance regulations, qualifications, floodplain maps, and how to apply.

FEMA Flood Insurance Program:

<http://www.fema.gov/business/nfip/index.shtm>

FEMA Map Service Center:

[www.fema.gov/national-flood-insurance-program/map-service-center](http://www.fema.gov/national-flood-insurance-program/map-service-center)

The following link provides very important information on where to go for disaster assistance when a flood hits and answers many of a homeowner's questions regarding disaster assistance.

<http://www.disasterassistance.gov/>