



Village of Melrose Park Building Dept. Report

*From the Desk of
Ralph Sorce,
Building Commissioner*

Dear Residents of the Village of Melrose Park,

It is truly an honor to serve as your building commissioner and to witness the pride so many of you take in your homes and businesses. Melrose Park is more than just a place on a map, it is a community built on hard work, care and a shared commitment to making our village a wonderful place to live and raise our families.

Every well-kept lawn, every freshly painted home and every improvement made with care reflects the spirit of our residents. Your dedication strengthens property values, enhances neighborhood beauty and sets a positive example for future generations. Together, we shape the image and character of our village and that is something to be proud of.

As we continue investing in our properties, I kindly remind everyone of the importance of obtaining the proper building permits before starting any construction, remodeling or repair project. Permits are not just paperwork, they are safeguards. They ensure that work is completed safely, meets building codes, and protects both your investment and your neighbors. From small improvements to large renovations, checking in with the Building Department first helps prevent delays, unexpected costs and safety concerns.

Our office is here to serve you. We are your partners in progress, ready to answer questions and guide you through the permit process. When we follow the proper steps, we protect not only our own homes, but the integrity and future of our entire community.

Melrose Park continues to thrive because of residents like you, people who care, who invest and who take pride in where they live. Let's keep working together to build a village that reflects the very best of who we are.

Thank you for your continued cooperation, pride and commitment to our home.

- Ralph Sorce, Building Commissioner
Village of Melrose Park

MP Building Dept. Development Progress – Winter 2026

I am very excited about the continued economic growth in Melrose Park. Below is a list of construction jobs presenting economic growth within the corporate limits of the village. This is only a partial list:



- 901 W. North Ave. – Wells Fargo Bank ...Wendy's building to be demolished.
- 1931 Mannheim Rd. – Dutch Brothers Coffee ... Coming soon.
- 1105 W. Lake St. – Mezcal Mexican Restaurant ... Coming soon.
- 8349 W. North Ave. – 7 Brew Coffee ... Coming soon.
- 8490 W. North Ave. – Delta Sonic ... Newly remodeled and open for business.
- 2611 W. North Ave. – Insomnia Cookies ... Now open.

MP Building Dept. Construction Project Resource Information

The spring weather is fast approaching and 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.

Go to 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.

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.

A Note to All Melrose Park Residents Regarding Property Flood Protection, Flood Insurance, Village Assistance

The village of Melrose Park has earned a Class 7 Rating through the National Flood Insurance Program (NFIP) Community Rating System (CRS); for this reason, flood insurance policies issued or renewed in the Special Flood Hazard Area (SFHA) qualify for a 15 percent discount off the premium cost.

Flood Protection Information

The village of Melrose Park strongly encourages these flood protection tips to be used:

- Stream Maintenance – Per the Clean Water Act and village ordinance, dumping into our ditches, creeks and sewers is strictly prohibited. This regulation helps prevent contamination to our water supply and lessens the chance of flooding. Grass clippings, leaves and branches can also cause problems as they can accumulate and plug the storm sewer channels. If your property is next to a ditch or creek, please do your part and keep the banks clear of brush and debris. Please feel free to contact the Public Works Department for information regarding the village's Creek Maintenance Program or reporting downed tree and other major blockages.

- Construction Requirements – Always check with the Building Department before you alter, re-grade or fill your property. A permit is needed to ensure that projects do not cause drainage problems to other properties and to ensure the general public welfare.

- Flood-Proofing – There are several different ways to protect a building from flood damage – retrofitting (altering a building to eliminate or reduce flood damage) measures include:

- Elevations – This involves raising the house so that the lowest floor is above protection level.
- Relocation – Moving a building out of the flood zone is the surest way to protect it from a flood.
- Floodwalls – These work to keep water from reaching your home by constructing barriers out of fill or concrete between the building and the flood water.
- Dry Flood-Proofing – Makes the building's walls and floors watertight so water does not enter.
- Wet Flood-Proofing – Modifies the structure and relocates the contents so that when flood water enters the building there is little to no damage.

Important notice: Any alteration to a building or land requires a permit from the Building Department. Even re-grading or filling in the floodplain requires a permit.

Flood Protection Assistance

If you have any concerns or issues with flooding or drainage, please call the Village of Melrose Park Sewer Department at (708) 531-5347 or the Building Department at (708) 343-4000. The Building Department can provide information, professional input and problem-solving measures without negatively affecting nearby neighbors. The Building Department can also provide a list of flood proofing contractors and conduct inspections.

Sand Bags

During a rainstorm or flood, sand bags are readily available for pickup at the Melrose Park Public Works Building located at 1002 N. 27th Ave. The Public Works Department also drops off sand bags throughout the village's high impact flood areas.

Flood Event Suggestions

Please keep in mind, during a flood the less water pumped into the village's storm sewer system the better. Please avoid excessive water use such as washing clothes, showering, washing dishes and toilet flushing. This provides time for the sewer system to stabilize and catch up to the large influx of water, thus, lowering the probability of a sewer backup in a building.

Be Prepared!

Have a plumber inspect sump pumps regularly!

If you experience flooding or drainage issues on your property, the village's staff may be able to help. Remember to televiser and clean sewer laterals to prevent sewer backups.

Leaf Removal, Street Sweeping, Storm Sewers and Swales

It is a violation of village code and the Clean Water Act to directly or indirectly discharge illicit substances into a storm sewer. The village strongly encourages that all grass clippings, leaves and yard waste be placed in approved containers and placed at the designated location for garbage pickup on scheduled pickup days.

Community Effort

The Public Works Department kindly requests your help. Throughout the village's corporate boundaries there are many streets with curbside storm sewer catch basins, culverts and storm sewer pipes that are prone to trouble in heavy rains when they are blocked by leaves and grass clippings. The village street sweeping vehicle is not effective in removing large quantities of wet or dry leaves off the streets and curbed areas. The street sweeper's intended use is to remove road debris such as gravel, dirt and trash from the road surface by way of water and scrubbing brushes.

The Public Works Department respectfully asks that every village resident do their part in keeping our storm sewer grates, culvert pipe and swales in front of their property free from leaves and debris throughout the year. By doing this, this will greatly diminish the need for storm sewer cleanups, as well as, eliminating street inlet flooding due to leaves clogging the designed drainage path.

Flood Insurance

Homeowner's insurance policies do not cover damage from floods. The village strongly encourages property owners to invest in flood insurance. This insurance is backed by the federal government and is available to everyone, even properties that have been flooded. In some cases, flood insurance is required by a bank when people purchase a property and get a mortgage or home improvement loan. These policies typically only cover the building's structure and not its contents. During the types of flooding that occur in your area, there is usually more damage to the furniture and personal items than there is to the structure. Be sure you have contents coverage! Don't wait for the next flood to buy insurance protection! In most cases, there is a 30-day waiting period before NFIP coverage takes effect. Contact your insurance agent for more information on rates and coverage.

For more information regarding important Melrose Park flood information, please visit our village website at www.melrosepark.org and check under the Village Services tab. If you have any questions, comments, or concerns regarding flooding in Melrose Park, please feel free to contact the Building Department at (708) 343-4000, Ext. 4419. Your cooperation is greatly appreciated.

Help Keep Our Village Clean!

Help keep our village clean by making sure you keep all garbage in your 90-gallon blue garbage container to keep garbage from blowing throughout the neighborhood. The village is proud of the garbage and debris services it provides our residents.

Help keep the parkways clean and in the front and rear of your house or building.

The village is dedicated to working with and for our citizens – together we can make Melrose Park look even better!