



Building Permit Process

NOTE: Work cannot begin until a building permit has been submitted, paid for, and obtained. Permits must be displayed and viewable from the street. If work begins without the approved, displayed permit, a “Stop Work Order” will be issued and fines assessed.

The process to obtain a permit:

1. Permit applications are available at the Mendota City Clerk’s office or online at Mendota.IL.us
2. Complete the permit application and submit all required documents at the Mendota City Clerk’s office or email to ilinspections@safebuilt.com
3. Once all application materials are received, files will be sent to SAFEbuilt who will review the plans.
 - a. SAFEbuilt will contact applicants for any clarifications or additional information.
 - b. Once all materials are received and questions answered, reviews may take up to 10 business days for residential and 15 business days for commercial permits.
4. Once the application is approved, the applicant will be contacted by email or phone to obtain and pay for the permit at the City Clerk’s Office.
(Please note that the City only accepts cash, checks, or money orders.)
5. With the permit you will receive an inspection card noting when you need to schedule inspections throughout your project.

**Remember to call J.U.L.I.E. before you dig. Call 811 or (800) 892-0123.
JULIE's agents are available 24/7.**

To schedule an inspection:

- Inspections are conducted on Tuesdays and Thursdays. To schedule an inspection service, call SAFEbuilt directly at (847) 510-4104 or emailing ILinspections@safebuilt.com by 4 pm on Monday or Wednesday.
- If an inspection is needed on a different day other than Tuesday or Thursday, the inspection may be scheduled 24 hours in advance by calling SAFEBuilt directly at (847) 510-4104. **Some additional fees may be incurred.**

Mendota City Clerk’s Office:

- Located at 800 Washington Street, Mendota, IL 61342
- Phone (815) 539-7459
- Hours: Mon. – Fri. 7am – 4pm
Sat. 8am-Noon
Sun. Closed