

PERMIT APPLICATION

CITY OF ELMWOOD

201 W MAIN STREET

ELMWOOD IL 61529-9111

309-742-2351

Applicable Building Codes (the following list of codes with amendments)

2006 International Building Code

2006 International Fire Code

2006 International Residential Code

2006 International mechanical Code

2006 International Fuel Gas Code

2006 International Existing Building Code

2004 Part 890 Illinois Plumbing Code

2006 International Property Maintenance Code

2012 International Energy Conservation Code (State Mandated 2012 IECC)

Illinois Accessibility Code

National Electrical Code (NFPA70) current version

Application for: _____ Residential Building Permit for: _____ Estimate of Value: \$ _____

Dwelling, Attached Garage, Detached
Garage, Porch, Carport, Decks

_____ Swimming Pool

_____ Fence

Permit Fee: \$ _____

(See Schedule Attached) NO REFUNDS

_____ Commercial Building

_____ Demolition

State Roofing License # _____

_____ Sign

_____ *Alteration or Remodeling

(*Alteration" or "remodeling" of existing building or structure shall include any changes in structural members, stairways, basic construction, type, kind or class of occupancy, light or ventilations, means of egress and ingress or any other changes affecting or regulated by the Building code, except for minor repairs of changes not involving any of the aforesaid provisions)

Owner: _____ Address: _____

Contractor: _____ Address: _____

Applicant: _____ Address: _____

Applicant's Contact Number: _____

Construction Site Address: _____

Subdivision: _____

(Any subdivision covenants that apply are the individual's responsibility)

Zoning Classification: _____

Specify use type: _____

(dwelling, fence, etc.)

The layout shown below represents your lot. The dimensions of your lot, width and depth are required to be shown on the layout. Show the location of existing buildings on the lot, the footage from the four property lines, the location of the proposed building with the footage from the four property lines for the new construction. Also show any street and/or alley adjacent to the property as well as North arrow. The research and locations of all easements (e.g. sewer, electric, telephone, gas, water, etc..) is the responsibility of the property owner.

SKETCH ALL STRUCTURES ON THE PROPERTY WITH DIMENSIONS AND SETBACKS.

(IMPORTANT: Setback footage from the property lines should be accurate)



I have carefully read this application and understand and agree to abide by all provisions of the City of Elmwood's Municipal Code and all the State of Illinois laws. Further, I agree and understand the permit issued may be revoked without notice on any breach of representation or conditions.

Signature of Owner or Authorized Agent

Date

BUILDING PERMIT FEE SCHEDULE

ONE-FAMILY AND TWO-FAMILY RESIDENTIAL: NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS

Fee per square feet.....\$0.50
Minimum fee, new construction.....\$1,000.00
Minimum fee, additions.....\$500.00
Minimum fee, major alterations.....\$250.00
Minimum fee, minor alterations.....\$75.00

COMMERCIAL

Fee per square feet.....\$0.75
Minimum.....\$1,000.00
Maximum.....\$7,500.00

ELECTRICAL, PLUMBING, HVAC (Including generators)

New construction, additions.....no additional fee
Alterations.....\$75.00 per additional permit

MISCELLANEOUS BUILDING PERMITS

Swimming pools:
Aboveground.....\$50.00
Partially or totally submerged.....\$100.00

Fences (front yard only).....\$55.00

Sign permit
No electrical.....\$50.00
With electrical.....\$105.00

Demolition permit.....\$50.00

Accessory buildings (other than garages)
< 100 sf.....\$50.00
≥100 sf.....\$100.00

Garages (detached)
<600 sf.....\$250.00
≥600 sf.....\$500.00

Decks.....\$250.00

LIST OF CONTRACTORS

1. GENERAL CONTRACTOR: _____

2. FOUNDATION: _____

3. PLUMBING: _____

ILLINOIS STATE LICENSE# _____

4. HVAC: _____

5. ELECTRICAL: _____

6. ROOFING: _____

ILLINOIS STATE LICENSE# _____

CITY OF ELMWOOD

REQUIRED BUILDING INSPECTIONS

(YOU MUST MAINTAIN A SET OF PERMIT DOCUMENTS AT THE SITE)

1. **FOOTINGS/EXCAVATION, with**
 - a. Form set
 - b. Reinforcing installed
 - c. Erosion control in place
 - d. Temporary electrical service completed

NOTE: For underground/under-slab plumbing inspections contact the Illinois State Plumbing inspector at 309-210-8963.

2. **FOUNDATION WALLS (prior to backfill)**

3. **FRAMING, EXTERIOR ENVELOPE, MECHANICAL AND ELECTRICAL ROUGH-IN**

NOTE: Truss engineering package must be included with permit documents. For plumbing inspections contact the Illinois State Plumbing inspector at 309-210-8963.

4. **INSULATION**

5. **FINAL**

**INSPECTIONS FOR: BUILDING
STRUCTURAL
HVAC
ELECTRICAL
FIRE PROTECTIONS**

**CALL: JOHN KUNSKI
309-303-8626**

INSPECTIONS FOR: PLUMBING

**CALL: MIKE HILL
309-210-8963**

CITY OF ELMWOOD

CONTACT INFORMATION

UTILITY LOCATIONS: (JULIE) 811 OR 1-800-892-0123 or
www.illinois1call.com

911 ADDRESS ASSIGNMENT 309-495-4886

AMEREN ILLINOIS SHERRI L. LINDLEY
309-693-4719
309-360-5193

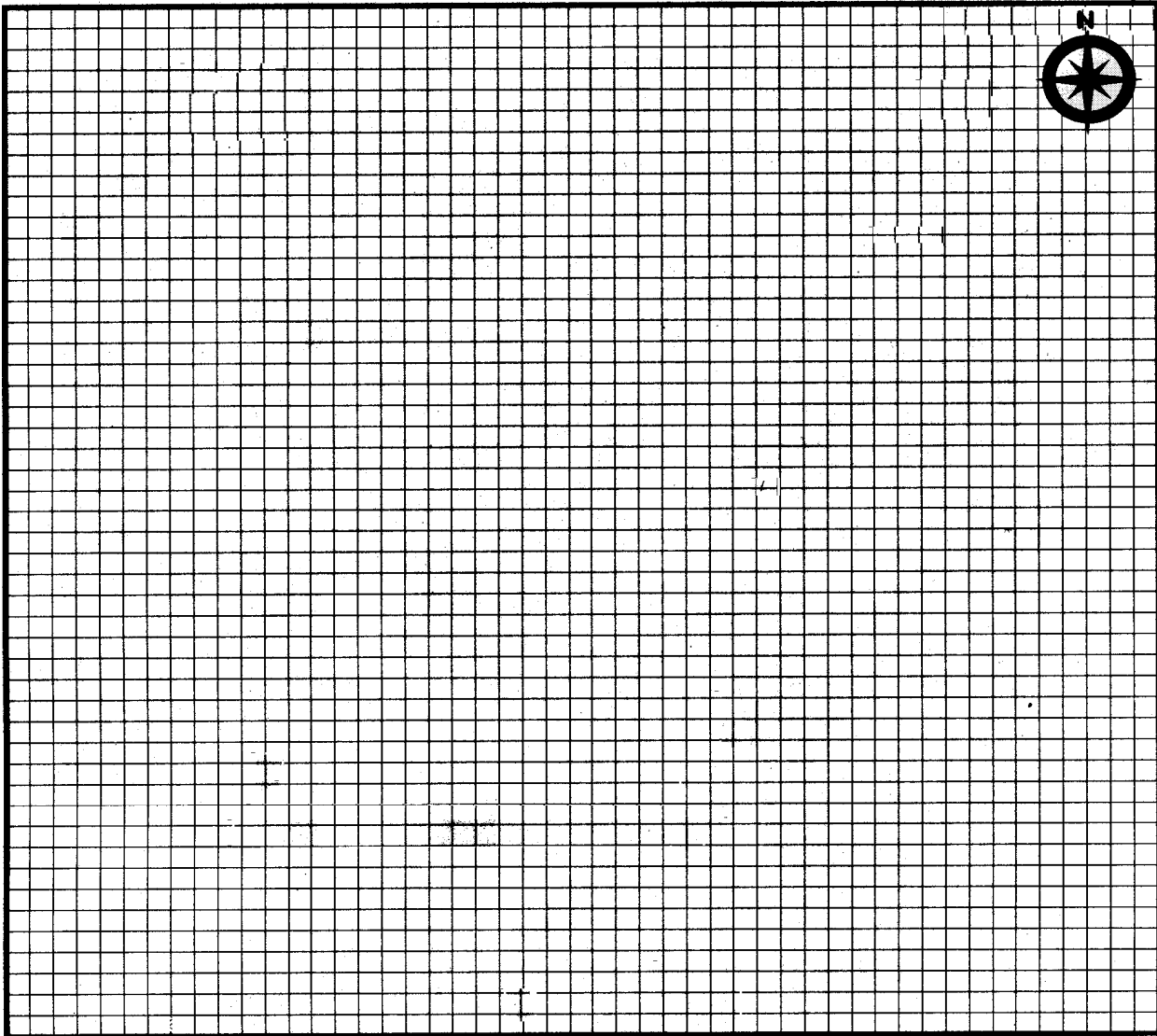
FRONTIER 1-877-462-8188

INSPECTIONS FOR: BUILDING CALL: JOHN KUNSKI
STRUCTURAL 309-303-8626 or
HVAC 309-224-2246
ELECTRICAL
FIRE PROTECTION

INSPECTIONS FOR: PLUMBING CALL: MIKE HILL
309-210-8963

SITE PLAN

size of site: _____ acres or dimensions: _____ X _____



Complete the site plan using blue or black ink. Include the following information on the site plan above or attach a reproducible site plan with the same information:

- all existing and/or proposed buildings and structures and the dimensions of each
- topographical information such as roads, trees, ponds, hills, gullies, streams, etc...
- label all structures (e.g. house, shed, garage, etc...)
- label requests pertinent to this petition

LEGEND

Property line =

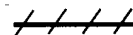
Existing structure =



Proposed structure =



Fence =



Tree =

APPLICATION FOR SANITARY SEWER AND/OR WATER SERVICE CONNECTION

The undersigned, representing himself as owner of the property located at _____, hereby makes application for Sanitary Sewerage and/or Water Service for said property and in consideration of the furnishing of said service covenants and agrees as follow:

1. I agree to abide by all rules and regulations as specified in and by the ordinances of the City now in effect or ordinances enacted and passed from time to time providing for the regulation of the sanitary sewer system of specifying fees and rates to be charged for connection and sanitary sewer service furnished by the City. It is further acknowledged and agreed that the undersigned, his heirs, executors, administrators, successors and assigns shall pay all charges for connections fees and sewer usage which shall become due as the result of the connecting of the sewerage mains and the furnishing of sanitary sewerage service to the above property and that all such charges and fees for sanitary sewerage service rendered to the property, together with penalties, if any and the costs of collection are to be considered and become a charge against the property, the lien so created to be enforced in accordance with the ordinances of the City.
2. All bills for the aforesaid charges are payable and due on the **fifteenth (15th)** day of each month and if not paid, are subject to a ten **percent (10%)** penalty.
3. Each and all of the agreements and covenants herein contained shall run with the real estate above described whose present owner is signatory to this application.
4. I understand that after making this application, I am to await installation permit and instructions therewith.
5. SERVICE CONNECTION FEE is enclosed herewith, payable to the City
 \$400.00 for Sewer Service Only \$300.00 for Water Service Only
 \$700.00 for Water and Sewer Service
6. Permission is hereby granted to the City and its authorized representatives at any reasonable time to enter the premises of the applicant and any portion thereof for the purposes of inspecting all connections appurtenant to the Sewer and/or Water System.

ALL CONNECTIONS MUST BE INSPECTED BEFORE BACKFILLING

APPLICANT'S SIGNATURE

STREET ADDRESS

OWNER'S SIGNATURE, IF NOT APPLICANT

CITY, STATE & ZIP CODE

PHONE NUMBER

RECEIPT AND TERMS

Receipt is hereby acknowledged of the executed Application for Sanitary Sewer Service Connection from the person and for the property indicated below:

TERMS:

1. In the event the location of the sewer service connection is unknown, the Superintendent is to be contacted.
2. No sewer can be installed until the roof is on the house.
3. Any water and sewer construction on City property will have to be jetted and seeded and inspected by City personnel.
4. When crossing streets, dirt will have to be removed, hole filled with sand to within **eight (8) inches** of top of pavement and then **eight (8) inches** of CA6.
5. After the roadway has settled, where water lines and sewer lines were installed, the City will blacktop and the homeowner will be billed for the blacktop.
6. If the sewer line is deep enough to drain your basement, if you have one, then the wastes from the basement as well as the other floor(s) of the property must go into the sanitary sewers. Downspout and surface drainage are prohibited inasmuch as this is not a storm sewer system.

WARNING!

In order to coordinate our inspections, we must be advised a day in advance before the work is done. The inspection must be made before the trench is backfilled. If trench is backfilled before the inspection is made, it will have to be reopened to permit inspection.

CERTIFICATE OF INSPECTION, APPROVAL AND PERMIT

IT IS HEREBY CERTIFIED THAT inspection has been made of the individually-owned sewer mains and sanitary service connection for the property described below, and said installation is hereby approved as in compliance with the Specification, Rules, and Regulations established by the Revised Code (Ch. 38) of this Municipality.

Permission is hereby granted to complete the construction of said individually-owned sewer main to the City Sanitary Sewerage System and to utilize the same for waste disposal in compliance at all times, with the Revised Code of this City.

NO. _____

ADDRESS: _____

INSTALLATION BY: _____

THE SERVICE IS IN OPERATION AS OF THIS _____ DAY OF _____, _____.

**CITY OF ELMWOOD
COUNTY OF PEORIA**

SIGNED: _____

PLEASE NOTE THAT WATER WILL NOT BE TURNED ON UNTIL THIS INSPECTION FORM HAS BEEN TURNED INTO THE CITY CLERK'S OFFICE.

ZONING CERTIFICATE APPLICATION

City of Elmwood
201 W. Main Street, Elmwood, IL 61529-9111
309-742-2351

The applicant is responsible for completing the application in its entirety, and submitting it to the City of Elmwood with the required fee. If the applicant is different from the property owner, an original owner's consent form must accompany the application at the time of filing. Office hours are 9am – noon and 1 – 5 pm, Monday through Friday. Staff is available to provide additional assistance if needed--- please call in advance to schedule an appointment.

Please complete this form in its entirety.

PROPERTY INFORMATION:

ADDRESS: _____ PARCEL ID: _____ - _____ - _____
CURRENT ZONING DISTRICT: _____ LOT SQUARE FOOTAGE/ACRES: _____

APPLICANT INFORMATION:

NAME: _____ DAYTIME PHONE: _____
____ Owner ____ Tenant ____ Contractor ____ Agent

ADDRESS, CITY, STATE, ZIP: _____

EMAIL: _____ FAX: _____

SIGNATURE: _____ DATE: _____

By signing this form, I certify that I have read and understand the application and the information provided is true and correct. I understand that the Zoning Certificate is being issued based upon information I have provided on the application; that the certificate will not be valid if the application is found to be untrue or incorrect; and that enforcement action will if the application or improvements are determined to be illegal.

OWNER INFORMATION:

If applicant is not owner, please provide owner's name, address, daytime phone number:

OWNER'S NAME: _____ DAYTIME PHONE: _____

OWNER'S ADDRESS, CITY, STATE, ZIP: _____

I am applying for a Zoning Certificate for:

- ____ Building permit, complete Attachment A ____ Sign permit, complete Attachment B
- ____ Home Occupation, complete Attachment C ____ Fence Permit, complete Attachment D
- ____ Non-conforming Use, complete Attachment E

The appropriate Attachment must be completed for your application to be processed.

ATTACHMENT A (Zoning Certificate Application)

ZONING CERTIFICATE APPLICATION FOR BUILDING PERMIT

No Zoning Certificate is required for alteration/remodeling that does not involve change of use or expansion of structure(s) and/or use or for demolition.

DEVELOPMENT INFORMATION	CURRENT	PROPOSED
Use		
Building square footage		
Height		
Total # parking spaces, including accessible parking spaces		
Accessible parking spaces		

- Residential***
 Dwelling Attached garage Detached garage
 Porch/Deck Carport Swimming pool
 Expansion of structure(s)
- Non-residential****
 Signs – See Attachment B

*For residential, a site plan required for all applications. 8 ½ x 11’ plan drawn to identifiable engineer or architect scale that includes:

- North arrow
- All property lines
- Adjacent streets, alleys, sidewalks
- All parking areas & driveways, indicate surface material
- Exact location of all existing and proposed buildings, including attached garages, detached garages, decks, sunrooms, pools, & sheds
- The proposed structure (includes signs) & the distance the structure will be from all property lines & other structures.

**For non-residential, a site plan required for all applications that includes requirements above for residential plus full size plans drawn to identifiable engineer or architect scale that include:

- Exact locations of all buildings, structures, utility structures, streets, sidewalks, access facilities, including on-site vehicular geometry, proposed utility work in the right of way.
- Parking spaces and aisles with dimensions.
- Number and location of required and provided parking spaces, including accessible parking space and appropriate signs.
- Locations and dimensions of required yards and transitional buffer yards.

- Locations and dimensions of walks, fences, and exterior lighting structures.
- Dumpster, refuse, and recycling locations and screening treatments.
- A landscape plan showing exact location, size, quantity and type of all existing and proposed landscaping.
- Square footage of all existing and proposed buildings
- Signage plan for the project, showing all existing and proposed signage with locations dimensions, and numbers.
- For more intensive projects, the Zoning Administrator may require:
 - Existing and proposed topographic contours.
 - Easements – location, width, and purpose. Appropriate easement documents are required.
 - Method and calculations of stormwater retention.
 - Sanitary sewer calculations.
 - Locations/dimensions of fire hydrants and water mains.

RETURN THIS CHECKLIST WITH THE PLANS AND SPECS

CITY OF ELMWOOD, ILLINOIS

CHECKLIST FOR TECHNICAL SUBMISSIONS FOR A BUILDING PERMIT FOR COMMERCIAL DEVELOPMENT

Complete and return this checklist with the plans and specifications. Please mark in the space provided on the form a "P" or "S" to show whether the item is included on the plans or in the specifications. Show an "X" for an item not included. If an item is shown on a different sheet, please pencil-in where it may be found. The plan review will be quicker if a notation is made on the checklist noting where on the plans or in the specifications the item can be found

Technical Submissions submitted to the review official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. The scope of the work
2. Building code compliance
3. Structural integrity
4. Life safety assurance
5. Architectural and environmental barriers
6. Commercial Compliance Using COMcheck

The minimum required technical submissions will depend upon the size, nature and complexity of the project; however, the following is the minimum required before the review official will begin the plan check review. Additions and remodeling projects and other buildings or structures may not require all of the following components for plan submittal and review for permit. Review the project with the review official for requirements in this case.

1. ***Drawings***

(Some of the data may be included in other technical submissions such as specifications)

a. **Cover Sheets**

1. (___) Project shall be identified.
2. (___) Project address and a location map shall be shown.
3. (___) The Professional Design Firm(s) shall be identified.
4. (___) The principal design professional(s) for each Professional Design Firm shall be identified.
5. (___) All applicable codes utilized on the project shall be listed.
6. (___) Design criteria list shall include, but not to be limited to:
 - a. (___) Use group
 - b. (___) Type of construction

- c. (____) Location of property
- d. (____) Seismic zone
- e. (____) Square footage and allowable area
- f. (____) Fire sprinklers (when utilized)
- g. (____) Height and number of stories
- h. (____) Occupant load (number of person, average number of persons per work day, etc..)
- i. (____) Land use zone
- j. (____) Parking-loading requirements
- k. (____) Index of all drawings shall be included
- l. (____) Seal(s) and signatures(s) of responsible design professional and indication as to which of the indexed drawings the seal applies, the expiration date of the license and registration number of the Professional Design Firm, if applicable, shall be affixed
- m. (____) Other items required by the local enforcement agency shall be included

b. Property Survey

1. (____) Show a plat of property survey, prepared by an Illinois Professional land Surveyor, locating all physical aspects, dimensions, angles, boundaries, north arrow and scale, and other information necessary to locate the property including, as necessary, topographic data, identification of vegetation, public utilities, easements of record and other aspects such as existing building or structures and improvements
2. (____) The Plat of Survey shall be certified and sealed by an Illinois Professional Land Surveyor

c. Site Plan

1. (____) Show proposed new structure and any existing building, structures or engineering works, all property lines with dimensions, all streets, easements and set backs
2. (____) Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, proposed service routes and existing utilities on the site
3. (____) Show all require parking, drainage and grading information (with reference to finished floor and adjacent streets)
4. (____) Indicate drainage inflow and outflow conditions and specify areas required to be maintained for drainage purposes and storm water control
5. (____) Provide calculations for the sizing of the surface – water detention areas
6. (____) Show north arrow and scale
7. (____) Provide flood plain information
8. (____) Use U.S.G.S. datum for all elevations shown on the site plan and show conversion between U.S.G.S. and finished floor elevations

d. Foundation Plan

1. () Show all foundations and footings
2. () Indicate size, location, thickness, stresses, materials, strengths and locate reinforcing
3. () Show all imbedded anchoring such as anchor bolts, hold downs, post bases, etc..
4. () Provide allowable design pressures or data utilized in design of footing or building supports
5. () Provide soils report for the proposed structure at that site

e. Floor Plan

1. () Show all floors including basements
2. () Show all rooms, with their use, finishes, overall dimensions and location of all structural elements and openings
3. () Show all doors and windows, including door and window schedule if applicable
4. () All fire separation assemblies and area, and occupancy separation shall be shown

f. Floor and Roof Framing Plans

1. () Show all structural members, their size, methods of attachment, location and materials for floors and roof. Structural design shall consider static and dynamic loading and wind and seismic forces where applicable
2. () All design loads and allowable stresses utilized shall be indicated
3. () Show all roof and deck drainage systems

g. Fire Protection

1. () Show all fire protection of structural members and architectural elements and show, if applicable, industry recognized fire ratings assemblies

h. Exterior Elevations

1. () Show all views, all dimensions, referenced elevations and all openings
2. () Identify all materials and, where applicable, show the lateral bracing system

i. Building Sections and Wall Sections

1. () Show materials of construction and their assemblies
2. () Show all pertinent dimensions

j. Mechanical System

1. () Show the entire mechanical system
2. () Include all equipment and devices, their size, structural supports, piping system, duct work and sizes and temperature control systems
3. () Indicate fire and smoke dampers when required
4. () Provide equipment schedules

k. Plumbing System

1. (____) Show all fixtures, piping, slopes, material and sizes
2. (____) Show point of connections to utilities or on – site disposal systems and water wells
3. (____) Provide schematic diagrams as necessary for water supply and drainage systems

l. Fire Suppression Systems

1. (____) Show head layout, standpipes, backflow preventers, risers, hazard classifications, control, supply and pressure availability, fire department standpipes, fire pumps and other code requirements

m. Reflected Ceiling Plan

1. (____) Show all electrical fixtures, diffusers and grills, sprinkler heads and other required devices as applicable

n. Electrical System

1. (____) Show all power and lighting plans including all electrical fixtures and devices (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams and fixture schedules
2. (____) Show all fire alarms, security, exit and emergency lighting and data communication systems as applicable
3. (____) Show point of connection to utility

o. Utility Openings

1. (____) Show all utility openings in floors, ceiling, walls and roofs, including fire stopping

2. *Structural Calculations*

- a. (____) When required by the review official, provide structural calculations for the entire structural system of the project for both vertical and lateral loads (Required: Yes / No)
- b. (____) Sufficient input, output, design assumptions and other information should be submitted

3. *Specifications*

- a. (____) Either on the drawings or in the booklet form, further define components, materials, standards of construction, quality and all pertinent equipment

4. *Addenda and Changes*

The design professional(s) of record shall provide notification to the review official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents. All revisions shall be identified and included on the technical submission

5. **Quality Standards**

It is the responsibility of the design professional(s) of record to provide and maintain complete, consistent and competent technical submissions. If the plans do not meet the criteria, the review official may take any of the following actions, when consistent with local ordinances and policies:

- a. Provide a complete list of the corrections for revisions and resubmittals
- b. Increase the plan review fee for additional plan review time required due to lack of completeness
- c. Return plans without review
- d. Refer the design professional(s) of record to the appropriate state board for possible disciplinary action
- e. Pursue other remedies provided by ordinance

6. **Sealing and Signing Plans and Specifications**

By affixing the design professional's seal and signing the technical submission, the design professional affirms that the technical submissions submitted to the review official for review and permit issuance have been prepared by, or under the direct supervision and control, of that licensed design professional, and to the best of the design professional's knowledge and belief those documents comply with applicable laws, codes and ordinances.

The plans shall bear the following statement on the cover sheet.

(____) STATEMENT OF COMPLIANCE

I have prepared, or caused to be prepared under my direct supervision, the attached plans and specifications and state that , to the best of my knowledge and belief and to the extent of my contractual obligation, they are in compliance with the Environmental Barriers Act [410 ILCS 25] and the Illinois Accessibility Code [71 ILL. Adm. Code 400].

Signed: _____
Architect/Engineer

SEAL ILLINOIS REGISTRATION NO.: _____

Date: _____