

# Building Permit Application

Please use this application for items listed below:

Minor or Major alterations/remodeling to residence

Fence (front yard only)

Attached or Detached Garages

Porch's

Carports

Sheds or accessory buildings

Sign's

Electrical

Plumbing

**NOTE:** Please see other applications for DECKS, POOLS (above & in ground), NEW RESIDENCE, COMMERCIAL & DEMOLITION.

**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
Illinois Energy Conservation Code current version		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 Permit Fee: \$ \_\_\_\_\_

\_\_\_\_\_ Fence (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)

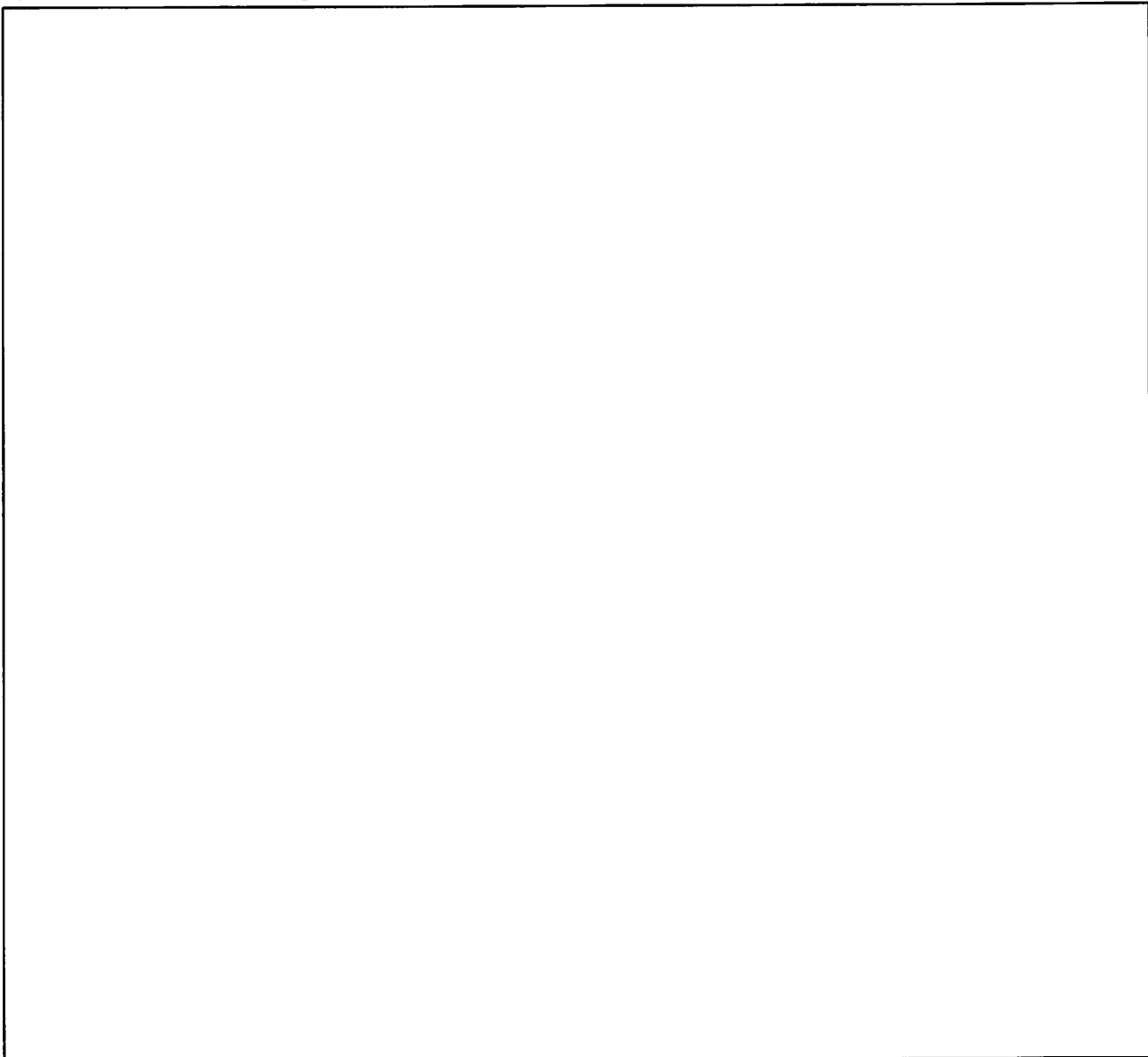
Zoning Classification: \_\_\_\_\_

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.

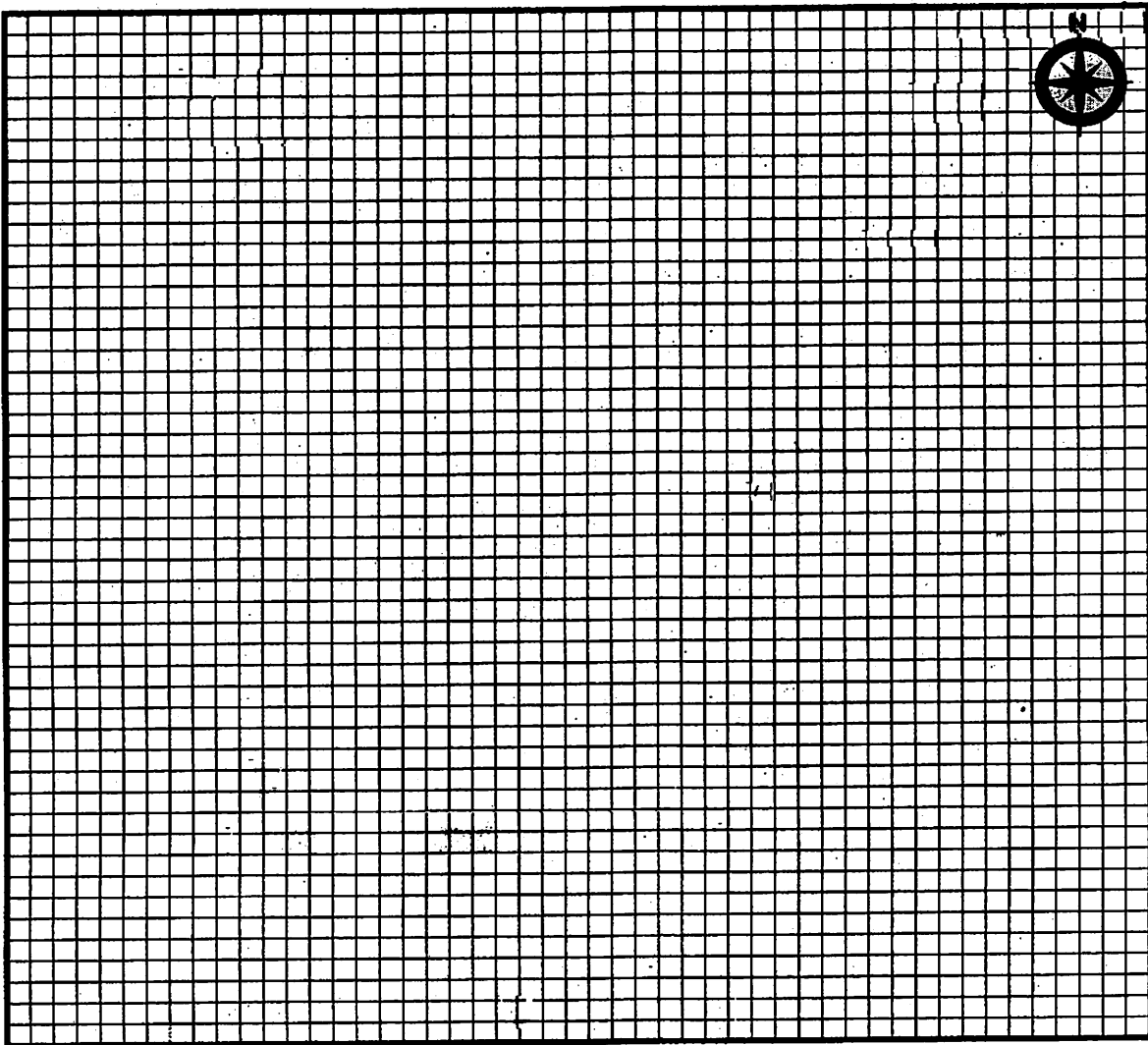
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Signature of Owner or Authorized Agent

Date

# 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 =

## 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

**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 217-782-3518.**

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	RESIDENTIAL	DAVE HALL
	STRUCTURAL		309-368-4460
	HVAC		
	ELECTRICAL	COMMERCIAL	SCOTT WOLF
	FIRE PROTECTION		309-251-7346

INSPECTIONS FOR:	PLUMBING	CALL: BRIAN MCGRATH
		309-276-6195

**OTHER CONTACT INFORMATION:**

UTILITY LOCATIONS:	(JULIE) 811 OR 1-800-892-0123 or www.illinois1call.com
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911 ADDRESS ASSIGNMENT	309-495-4886
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AMEREN ILLINOIS	CARINA L. KAPRAUN capraun@ameren.com 309-693-4719 309-360-5193
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FRONTIER	1-877-462-8188
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**LIST OF CONTRACTORS**

1. GENERAL CONTRACTOR: \_\_\_\_\_

2. FOUNDATION: \_\_\_\_\_

3. PLUMBING: \_\_\_\_\_

ILLINOIS STATE LICENSE# \_\_\_\_\_

4. HVAC: \_\_\_\_\_

5. ELECTRICAL: \_\_\_\_\_

6. ROOFING: \_\_\_\_\_

ILLINOIS STATE LICENSE# \_\_\_\_\_

**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.