



City of Elmwood

Building Permit Application

Building / Zoning Department

201 W Main St Elmwood, Illinois 61529

PO Box 439

Phone: (309)742- 2351 | Website: www.elmwoodil.com

Please use this application for items listed below:

New Residence

Commercial Buildings

Please see other applications for Demolition, Minor or Major Remodeling to Residence & Buildings, Fence, Attached or Detatched Garages, Sheds or Accessory Buildings, Signs, Decks, Porches, Pools.

Applicable Codes

2024 International Building Code

2024 International Residential Code

2024 International Existing Building Code

Amendments: IBC, IRC, IEBC

Illinois Plumbing Code(current version)

National Fire Protection Association Life Safety Code(NFPA 101 current version)

Illinois Energy Conservation Code(current version)

National Electric Code(NFPA70 current version)

City of Elmwood
Permit Application New
Residential &
Commercial Buildings

Date: _____

Permit #: _____

Approved by: _____

Permit Fee \$ _____

Office Use:

Paid: \$ _____ Check _____ Cash _____

Date: _____

****The City of Elmwood requires that you obtain a Building Permit before commencing:**

To establish, occupy or change the use of a structure or land either by itself or in addition to another use;

To construct or erect a new structure of part thereof;

To extend, demolish, or move any structure or part thereof;

To change one nonconforming use to another such use or to a special use;

To extend, expand, change, or reestablish any nonconforming use (except to the extent an exemption applies);

**The term "structure" as used above includes not only principal or main structures, but also accessory structures (including but not limited to accessory storage and portable storage structures).

Application for:

_____ New Residential Home --> Total Square Footage: _____

_____ New Commercial Building --> Total Square Footage: _____

*floor plans are required

*IDPH approval sheet is required for all modular homes

Applicant: _____

Contractor/s: _____

Address: _____

Phone: _____

Phone: _____

Name, Address, Phone, & Email of property owner, if other than applicant:

Legal Description of Property:

Property Address: _____

Parcel ID #: _____

Type of Zoning District: _____

Present Use of the Property: _____

Proposed Use of the Property:

Describe the use, change, improvement or construction for which you are seeking approval:

What is the estimated cost of the project?: _____

Please use graph below or attach an accurate site plan, which shows:

1. Actual dimensions of the lot upon which the site is to be established.
2. Size, shape and location of the use to be established or the structure to be constructed.
3. Size, shape and location of all existing structures and uses located on the lot.
4. Minimum floor elevations and highest known floor level, where applicable.
5. Ingress and egress.
6. Off-street parking spaces and loading berths.
7. Water supply and sewage disposal facilities, including copies of any permit(s)
8. Storm water drainage information.
9. Other information as may be necessary to show compliance with the rules of the zoning district in which the property is located, or as needed for a proper understanding of your application.
10. 2 sets of full size plans required upon submission of this application.

Foundation:

Type: Basement Crawl Slab Basement Finished? Yes No

Material: Block Poured Gravel Dirt Other

Interior:

Walls: Drywall Plaster Unfinished Other

Bedrooms: # Existing #To Be Added Total

Bathrooms: #Existing #To Be Added Total

Heat: Electric Gas Geothermal Wood Solar None Other

Fireplace: Yes No

Whirlpool: Yes No

Central Air: Yes No

Flue Type: Brick Direct Vent Metalbestos Other

Plumbing Fixtures:

Existing # To Be Added Total

(Fixtures include all water hook-ups, sinks, tubs, toilets, washers, and hot water heaters)

Exterior:

Walls: Aluminum Brick Metal Vinyl Wood Combo Other

Roof: Asphalt Shingle Tile Concrete Slate Metal Wood Other



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 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 Please call City Hall to set up inspection appointment (309)-742-2351

INSPECTIONS FOR: PLUMBING BRIAN MCGRATH 309-276-6195

OTHER CONTACT INFORMATION:

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

911 ADDRESS ASSIGNMENT 309-495-4886

**AMEREN ILLINOIS CARINA L. KAPRAUN capraun@ameren.com
309-693-4719
309-360-5193**

FRONTIER 1-877-462-8188

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
Solar (Residential roof system).....\$200.00

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.....\$100.00

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

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 8:30am – 11:30am, 12:30pm – 4:30pm 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: _____

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.

Other Rules and Reminders:

1. From the time your completed application is submitted, it could be at least 5 business days before a building permit will be issued.
2. Proposed structures must be staked on your property before you submit this application. Also, if possible, locate all lot lines and lot corners.
3. You will be required to pay all City water and sewer connection fees please contact City Hall (309)742-2351.
4. All water and sewer lines must be inspected by the Superintendent of Public Works before they are covered up.
5. If a culvert is required for the approach to the property, the sizing of the culvert will be determined by the Superintendent of Public Works. Culvert will be at owners expense.
6. If the information submitted on this application changes after a building permit is issued, the application must be resubmitted (with the revised information) for approval. (Revised plan fees may apply)
7. You may be required to provide a performance bond, with surety acceptable to the City of Elmwood, to ensure timely completion of the work for which the zoning use permit is issued in the manner described in this application.
8. Permits are valid for a year although you may apply for an extension. Additional fees may apply for extensions, or new application.

Your signature below indicates that all information provided in and with this application is true and correct to the best of your knowledge. You will receive a permit card that must be displayed and visible from the street along with a required inspections sheet upon approval of this application.

Applicant's Signature _____

Printed Name _____

Date _____

***If applicant is not the property owner, property owner's signature is required.**

Property Owner's Signature _____

Printed Name _____

Date _____