



# 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](http://www.elmwoodil.com)

Please use this application for items listed below:

Minor or Major Remodeling to Residence, Buildings

Additions

Front yard Fence

Attached or Detached Garages

Sheds or Accessory Buildings

Signs

Decks

Porches

Pools

Please see other applications for New Residence, Commercial & Demolition

\*Building permits are not required for new roofs, windows or doors.

### **Applicable Codes**

2024 International Residential Code

2024 International Existing Building Code

### **Amendments: 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

## Building Permit Application

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:**

\_\_\_\_\_ Residential (circle one): Dwelling, Garages, Porches, Sheds, Accessory Buildings

\_\_\_\_\_ Swimming Pool

\_\_\_\_\_ Fence

\_\_\_\_\_ Signs

\_\_\_\_\_ Commercial Building

**Applicant:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Name, Address, Phone number & 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:

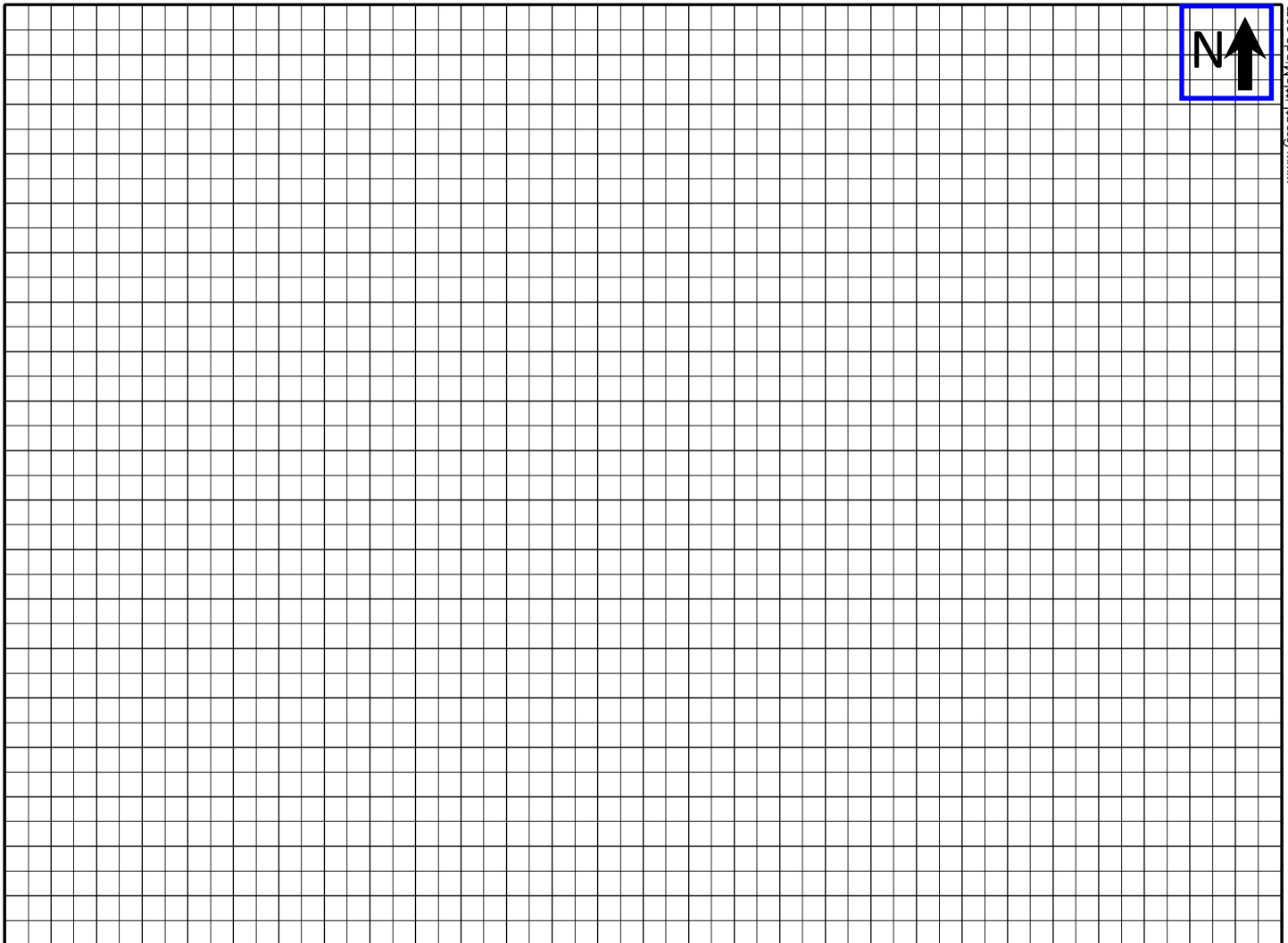
What is the estimated cost of the project?: \_\_\_\_\_

When do you propose to commence construction?: \_\_\_\_\_

**Please use the graph below or attach an accurate site plan, drawn approximately to scale, 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. Additions and any other Major alteration requires 2 set of full size plans upon submission of this application.

Structure Dimensions:	Total Area:	# of Stories	Total Height: (ground to peak)
Principal _____	_____ sq. ft.	_____	_____ ft. _____ in.
Gar/Shed _____	_____ sq. ft.	_____	_____ ft. _____ in.
Deck/Porch _____	_____ sq. ft.	_____	_____ ft. _____ in.
Pool _____	_____ sq. ft.	_____ depth	_____ ft. _____ in.
Other _____	_____ sq. ft.	_____	_____ ft. _____ in.



**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](http://www.illinois1call.com)**

**911 ADDRESS ASSIGNMENT 309-495-4886**

**AMEREN ILLINOIS CARINA L. KAPRAUN [capraun@ameren.com](mailto: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: \_\_\_\_\_

I am applying for a Zoning Certificate for building permit, complete Attachment A

**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 the 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 of Elmwood water and sewer connection fees.
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 cost is 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. Revision 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 Building permit is issued in the manner described in this application.
8. Building permits are valid for a 180 days, although you may apply for an extension or a new permit. additional fees may apply for extensions.

**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 \_\_\_\_\_