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**Application Packet for Building Permits**

Packet Includes:

General Information

Blank Plot Plan Form

Setback Schedule

Accessory Building Information

Drainage Certificate

**Building Permits are required for the following, but not limited to:**

New Home Construction

Home additions

Garages

Decks

Sheds with a foundation

Electrical Upgrades

HVAC

New Plumbing

Other General Information

1. **Fees:**

Building:

* Building Permit fees are assessed at the rate of fifteen cents ($0.15) per square foot or a minimum of $100.00. whichever is greater, this includes improvements, decks, sheds, and carports.
* Decks with a roof, Sheds, and carports with an area of 150 square feet or less are assessed a flat fee of $35.00.
* Building permits are not required for Portable sheds having no foundation
* Decks of any size without a roof shall be assessed a fee of $35.00.
* Fences need no permit, have no set back from property line. BE SURE you know where the correct property line is located per Macon County Recorder of Deeds data. (Have your property surveyed if you aren’t sure where your property line is.)
* Concrete slabs do NOT need a building permit.

Other:

Demolition Permit $45.00

Electrical Permit $90.00

Plumbing Permit $90.00

Mechanical Permit $90.00

Re-Inspection Fee\* $50.00

Signs/Billboards $75.00

\*If this applies, you will be billed for said fee.

(Ord. No. 12-05)

1. **Inspectors: Building, Electrical, and Mech**

Rick Watts 217-520-5454

**Plumbing Inspector**

Shawn Ziemer- Ace Plumbing 217-809-4975

Other: Electrical permit for detached garages or Fre-standing buildings should be inspected for trenching and rough-in at the same time.

1. **Other:** Utility Locator: **JULIE 811** or 1-800-892-0123

**Accessory Uses to Residential Uses**

**Building Inspections**

**at the**

**Appropriate State of Construction**

**PLEASE FOLLOW THESE STEPS! IT IS *YOUR* RESPOSIBILITY TO CONTACT THE APPROPRIATE INSPECTOR FOR INSPECTIONS**

|  |  |  |
| --- | --- | --- |
| **Code Section** | **Description of Inspection** | **When to Perform Inspection** |
| **IBIC109.3.1** | **Footings and foundation**  **Do NOT pour any concrete without calling Inspector first** | **After excavation and reinforcing steel is in place. Concrete forms in place but concrete not poured.** |
| **IBIC109.3.2** | **Concrete slab and under floor** | **After in slab or underfloor reinforcing steel and building service equipment conduit, piping, and accessories are in place but before concrete is poured or floor sheathing installed.** |
| **IBC109.3.3** | **Floor Elevation** | **Upon placement of lowest floor including the basement and prior to vertical construction.** |
| **NEC** | **Rough-in Electric** | **After framing is complete: All wiring is pulled and all boxes are installed in walls and before walls are closed in. Receptacles and switches are not installed in boxes but wiring is visible.** |
| **IPC** | **Rough-in Plumbing** | **After framing is complete: All water lines, drain lines, and vents are installed. Drains must flow freely and water lines are free of leaks and cross connections. Walls not closed in** |
| **IBC109.3.4** | **Framing** | **After roof sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys, and vents to be concealed are complete and rough electrical, plumbing, heating wires, pipes and ducts are approved.** |
| **IBC109.3.5** | **Gypsum Board** | **After lath and gypsum board, interior and exterior is in place but before any plaster is applied or joints are taped and finished.** |
| **NEC** | **Final Electrical** | **After walls are closed in and all connections have been made. All switches and circuits must work as intended. This is an operational check.** |
| **IPC** | **Final Plumbing** | **Operational check: All systems work as intended** |
| **IBC109.3.10** | **Final** | **After all work required by permit is completed.** |

**CALL BUILDING INSPECTOR BEFORE YOU POUR ANY CONCRETE**

**Building Permit Application Procedures**

1. Check with the Village office staff to make sure you can build the structure you want to build, where you want to build.
2. In your packet, you will find a “Schedule of Zoning Regulations” including the setbacks required for your particular zoning classification and a “Plot Plan.
3. Bring the “Plot Plan” including the following:

* Sketch to show placement of existing building(s) on your property
* Sketch and show placement of proposed building(s)
* Indicate lot size & all existing and proposed building(s) measurements

1. If you are building a new house, a set of plans/blueprints must accompany your permit application.
2. Please bring legal description that shows subdivision name and lot number.
3. We will need an estimated cost of your project.
4. Permit approval is subject to an inspection of the premises to verify setback and zoning compliance and to ensure the natural waterways are not disrupted.
5. A “Building Permit” will be issued upon receipt of all required information and fees.
6. Permits are good for ONE YEAR from the date issued.

**During the construction of this project any field tile or drain pipe of any kind that is discovered shall be promptly reported to the Village Superintendent of Public Works. The report shall include the type of tile or drain pipe, the size of the tile or drain pipe, the location and direction of flow.**

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