City of Highland **PO Box 218 Highland IL 62249**
Department of Community & Economic Development **(618) 654-7115 (618)-654-5570 (fax)**

LIMITED PERMIT INFORMATION SHEET

Please post the permit card so it is visible from the street and accessible to the inspector. When calling for inspections please have the permit number available and allow 24 hours for the inspections to be made. For structures that do not require a permit, a Zoning Compliance Document must be completed by the homeowner and verified by the Building Inspector. All Rules and Regulations of the City of Highland must be complied with.
JULIE UTILITY LOCATES ARE REQUIRED FOR ALL EXCAVATIONS - 1-800-892-0123

SHEDS/GAZEBOS/ACCESSORY STRUCTURES

1. Structures less than 200 sq. ft. do not require a permit, but the site must be checked for compliance via a Zoning Compliance Document. Structures greater than 200 sq. ft. require a building permit.
2. Must comply with the property setback requirements, shall not be within 10 feet (10') of the primary structure, or 5 feet (5') from any other structure.
3. If underground electrical service is desired, it should be buried 24 inches (24") deep in conduit or direct buried cable. The service must come from the primary building service. An electrical inspection is required.
4. A final inspection is required upon completion.

DECKS

1. All decks more than 30 inches (30") off the ground must have a securely attached handrail between 34 - 38 inches (34" – 38") in height with spindles no more that 4 inches (4") apart.
2. Footing must be a minimum of 32 inches (32"). An inspection of the footing holes must be made prior to pour.
3. All decks must comply with section 502.2.1 of the 2003 International Code (attached).
4. Covered decks require a different permit.
5. A final inspection is required upon completion.

PATIOS

1. Patios 144 sq. ft. or larger require a permit. All patios sites, regardless of size must be inspected for compliance prior to digging.
2. Zoning Compliance Document is required for patios smaller than 144 sq. ft.
3. A final inspection is required upon completion

CARPORTS

1. Must comply with the property setback requirements and cannot be enclosed.
2. Piers for the support holes must be a minimum of 32 inches (32"). An inspection of the pier holes must be made prior to pour.
3. If a concrete floor is desired, it is required to be at least 4 inches (4") thick.
4. Shingles are allowed on roofs with a slope greater that 4:12.
5. A final inspection is required upon completion.

SIGNS

1. See sign ordinance
2. Final inspection is required upon completion

DEMOLITION

1. All utilities must be disconnected prior to demolition.
2. **Per the State of Illinois, all Commercial and Industrial demolitions require an Asbestos Inspection and if applicable, notification to the State of Illinois, proper remediation and disposal. All documentation must be provided prior to permit issuance.**
3. Open sites must be fenced in.
4. A final inspection is required when demolition is complete to ensure water and sewer are capped, erosion control is maintained and final grade and seeding is completed.
5. **Copies of all landfill tickets must be submitted within 7 days of completion.**

ABOVE GROUND/INGROUND POOLS SPAS AND HOT TUBS

1. Any swimming pool deeper that 24 inches (24") has to comply with Chapter 41 of the 2003 International Residential Code.
2. Pool shall comply with the property setback requirements. They are not allowed in front yards.
3. The perimeter around all pools, which are over 24 inches (24") in depth, shall be enclosed with a 4-foot (4') high or greater barrier. Any openings in the barrier shall not be greater than 4 inches.
4. Access to the pool shall be by a ladder that must be either removable or retractable with the ability to be locked in the up position. Ladders shall be locked or removed when the pool is not in use. Any permanent deck or fence used as a barrier shall have a self-closing gate that locks.
5. Additional fees may be required for the electrical/plumbing inspections if required. Electrical connections to operate the pool filtration system must be ground fault protected. Wiring from the power source to operate electrical equipment for the pool must be installed in rigid conduit or cable designed and approved for direct burial. All of these methods shall be buried a minimum of 24 inches (24") below grade. **A marked "Disconnect Switch" is** required.
6. A final inspection is required upon completion. A final will not be approved if the fence or barrier is not installed.
7. UP TO $200 REFUND UPON COMPLETION OF INGROUND POOL INSTALLATION
   FOR OTHER CODES THAT MAY APPLY TO POOLS, SEE CHAPTER 41 OF THE 2003 INTERNATIONAL RESIDENTIAL CODE AND ARTICLE 680 OF THE 2005 NATIONAL ELECTRICAL CODE.

ROOFS

1. Flashing, felt paper (run **horizontally**), and drip edge must be in place prior to shingling
2. **Roofer's license/photo id and insurance information must be provided and WILL BE VERIFIED**
3. Roof must be properly vented
4. Inspection must be made prior to shingling
5. Roof specifications (Commercial only)

ELECTRICAL UPGRADE

1. Follow the 2005 National Electric Code (NEC) and City of Highland requirements.
2. Meter Base and Service Panel inspections must be conducted prior to re-connection

ELECTRICAL REWIRE

1. Follow the 2005 National Electric Code (NEC) and City of Highland requirements.
2. Rough-in, meter base, service panel, and final inspections must be made.

PLUMBING UPGRADES

1. Follow the current edition of the IL State Plumbing Code
2. An IL State licensed plumber must do work not done by the homeowner. Copy of card (front & back) is required.

11/4/2015 DS

CITY OF HIGHLAND BUILDING & ZONING
2610 PLAZA DRIVE PO BOX 218 HIGHLAND IL 62249
TEL (618)654-7115 FAX (618)654-5570
highlandzoning@highlandil.gov
www.highlandil.gov

APPLICATION FOR BUILDING PERMIT

APPLICATION DATE:_____

IS THE APPLICANT THE OWNER Y/N PERMIT NUMBER_____

TYPE PERMIT

___BUILDING ___PLUMBING ___ELECTRICAL ___SWIMMING POOL ___DECK ____ROOF

___SIGN ___ACCESSORY BUILDING ____DEMOLITION ____ ALTERATION ____ADDITION

OTHER _____

PROPERTY INFORMATION

STREET ADDRESS:_____

PROPERTY TAX PARCEL ID#: _____

SUBDIVISION NAME:_____ LOT #: _____ ZONING: _____

OWNER INFORMATION

NAME: _____

BUSINESS NAME: _____

STREET ADDRESS:_____ CITY_____STATE_____ ZIP_____

PHONE # _____ ALTERNATE PHONE #_____

EMAIL_____

CITY OF HIGHLAND

CONTRACTOR INFORMATION

	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	LICENSE #
APPLICANT (NOT OWNER)							
ARCHITECT/ENGINEER							
GENERAL CONTRACTOR							
EXCAVATOR							
CONCRETE							
FLATWORK							
CARPENTRY							
ELECTRICIAN							
PLUMBER							
SEWER							
MECHANICAL							
ROOFER							
MASONRY							
DRYWALLER/PLASTERER							
SPRINKLER							
FIRE ALARM							
LANDSCAPER							

ELECTRICAL INFORMATION

TOTAL AMP _____ # CIRCUITS_____ # OUTLETS _____ 110v _____ 220 v _____

UPGRADE _____ CURRENT SERVICE SIZE _____ PROPOSED SERVICE SIZE _____

PLUMBING INFORMATION

WATER SERVICE SIZE _____ PUBLIC SEWER Y/N SUMP PUMP Y/N

MECHANICAL INFORMATION

TYPE OF HEAT_____ TYPE OF AIR CONDITIONING _____

SITE/LAYOUT PLAN

IN ADDITION TO THE FOOTPRINT OF THE STRUCTURE INDICATE DISTANCE FROM PROPERTY LINES, LOCATION OF ALL UTILITIES/ADDITIONAL STRUCTURES, AND EROSION CONTROL PLACEMENT.

CITY OF HIGHLAND

PERMIT INFORMATION

EST START DATE _____ EST FINISH DATE _____ ESTIMATED JOB VALUE $_____

BUILDING SQ FT_____ LOT SQ FT_____

PARKING AREA _____ LIVING SQ FT_____

GARAGE SQ FT _____ ACCESSORY AREA SQ FT _____

BASEMENT SQ FT (FINISHED) _____ (UNFINISHED) _____

TWO (2) SETS OF PLANS/SPECS PROVIDED Y/N SEALED Y/ N/ NA

ENERGY CODE DOCUMENTS PROVIDED Y/N TRUSS DRAWINGS PROVIDED Y/N

CONTRACTORS LICENSE/ CERTIFICATE OF INSURANCE PROVIDED (if applicable) Y/N

PROPOSED GARAGE FLOOR ELEVATION _____ OR LOWEST LEVEL ELEVATION _____

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT. I AGREE TO CONFORM TO, AND HAVE BEEN APPRISED OF, ALL APPLICABLE LAWS AND CODES OF THIS JURISDICTION. IF A PERMIT FOR WORK DESCRIBED IN THE APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIALS AUTHORIZED REPRESENTATIVES SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY RESONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

_____

SIGNATURE OF APPLICANT ADDRESS PHONE NO

_____

RESPONSIBLE PARTY IN CHARGE OF WORK (TITLE) PHONE NO EMAIL

CITY OF HIGHLAND BUILDING PERMIT INFORMATION SHEET
2610 Plaza Drive 618-654-7115 Fax 618-654-5570 www.highlandil.gov

Application shall be made on the prescribed **CITY of HIGHLAND APPLICATION**, available in the office and on the web site, and consist of a general description of the proposed work. The application must be completed in full and all requested documentation submitted or it will be returned to the applicant.

The City of Highland has adopted and enforces the following codes;

2003 International Model Codes	2005 National Electric Code	State of Illinois Plumbing Code
2012 Energy Conservation Code	Illinois Accessibility Code	2010 ADA

All Contractors/subcontractors must provide a copy of their current certificate of insurance.

☐ **1 and 2 FAMILY CONSTRUCTION –**
- ☐ **TWO** complete sets of drawings detailing floor plan, plumbing, electrical circuitry diagrams.
- ☐ Finished elevation measured from center of garage floor and 18" to 24" relative to the street elevation
- ☐ Submit completed building permit application and documentation for review ***TEN WORKING DAYS*** prior to the start of construction.

☐ **COMMERCIAL AND INDUSTRIAL CONSTRUCTION –**
- ☐ **TWO** complete sets of sealed drawings including MEP's (Mechanical, Electrical, Plumbing) details and elevations.
- ☐ All plans must be ***must be signed and sealed by an Illinois Registered Design Professional.***
- ☐ Front entrance finished floor elevation relative to the street elevation.
- ☐ Submit completed application and documentation **at least** ***15 WORKING DAYS*** prior to the start of construction.
- ☐ Additional documentation on the structural, mechanical, plumbing, electrical, stress diagrams, computations, soil conditions including bearing strata and load bearing capacity, and any other technical data may be required.

☐ **APPLICANT RESPONSIBILITY** - Completion of the Building Permit application, **READING ALL PROVIDED INFORMATION,** Calling for all inspections, J.U.L.I.E. Locates, Erosion Control, Dirt on Roadway, Repair to damaged Curbs/Gutters, Providing protection to adjacent properties, Keeping Job site clean and free of debris, **Burning of Construction Waste is NOT ALLOWED**

☐ **SITE PLAN REVIEWS** - are required when there are new or changed uses for "C-1" neighborhood commercial district, non-residential structures or additions over 2,500 square feet, or redevelopments in which 50% or more of the structure is altered. **BUILDING PERMITS SHALL NOT BE ISSUED** for any use of land or proposed construction on a lot in the zoning districts unless Site Plan Review approval has been granted.

☐ The structure MAY NOT BE OCCUPIED until the final inspections are complete and a Certificate of Occupancy has been issued.

THE PERMIT MUST BE POSTED SO IT'S VISABLE FROM THE STREET AND ACCESSIBLE TO THE INSPECTOR.ONE SET OF PLANS WILL BE RETURNED TO BE KEPT ON THE JOB SITE AT ALL TIMES. INSPECTIONS WILL NOT BE MADE IF THE APPROVED PLANS ARE NOT ON THE JOB SITE OR EROSION CONTROL IS NOT PRESENT. A FAILED INSPECTION WILL BE NOTED ON THE PERMIT. A RE-INSPECTION FEE MAY APPLY.

I HAVE READ, AGREE TO ABIDE BY THE ABOVE GUIDELINES, AND HAVE BEEN NOTIFIED BY THE BUILDING DEPARTMENT INSPECTIONS ARE REQUIRED.

Signed: _____ ***Date:*** _____

Building & Zoning Department

Residential Specification Sheet

Pitch

Venting Type

Roofing Covering lbs. per square

Minimum 20 year, 3 tab shingle; 15 lb felt

Roof Sheathing (1/2" minimum or equal)

Roof Trusses/Rafters @ centers

manufactured roof truss plan required

Attic Insulation (R49 minimum)

Double Plate

Interior Wall/Ceiling Finish (Minimum 1/2" sheetrock)

Fire separation required between garage and house.

Wall Studs @ centers

(Supporting two floors and roof, 2" x 6" minimum)

Exterior Sheathing (Minimum 7/16" plywood or equal)

Felt or approved weather-resistant barrier required around entire structure (exterior)

Wall Insulation (R20 minimum)

Exterior Wall Finish

All plumbing materials to be in compliance with latest adopted edition of the Illinois Plumbing Code.
All electrical must comply with the latest adopted issue of the NEC.

Sub-floor (3/4" tongue & groove minimum)

Band Board

Floor Joists (Manufactured joists require floor joist plan)

Type used_____
Span_____
Spacing_____

Support Beam

Type used_____
Span_____

Termite Shield (Metal)

Anchor Bolts 1/2" with 2" washers (1' from corners @ 6' centers - 1-story)
(1' from corner @ 4' centers - 2-story)

Foundation

Minimum thickness: 8"
3 row rebar = 8' walls
4 row rebar = 9' walls

Water Proofing/Damp Proofing

Four inch plastic drain tile inside and outside foundation walls. Properly installed form-a-drain acceptable

Foundation Insulation (either of two options) R10 min outer
R13 min inner

Half inch #4 rebar, 12' long minimum, 12" from all corners @ 2' centers, or 2"x2" keyway

Footing

Minimum 8" thickness; minimum width is twice the thickness of foundation.

Gravel 2" below drain tile

Gravel 6" above drain tile

Gravel minimum 1' from footing/foundation

Revised 11/15

*****OFFICIAL USE ONLY*****

CITY OF HIGHLAND

BUILDING PERMIT FEES

BUILDING PERMIT FEE
ELECTRICAL INSPECTION FEE
PLUMBING INSPECTION FEE
ELECTRICAL CONNECTION FEE
SEWER CONNECTION FEE
WATER CONNECTION FEE
CERTIFICATE OF OCCUPANCY FEE
PLAN REVIEW FEE
TOTAL FEES

APPROVED BY _____ DATE_____

TO REMAIN POSTED ON JOBSITE

Twenty-Four (24) hours notice is required for all inspections.
Contact Building and Zoning at (618) 654-7115 to schedule an inspection.

- ☐ **Building Site Inspection:** The inspector will visit the proposed jobsite to verify that the project meets the City's regulations (Building must be staked out, property lines stringed and the J.U.L.I.E. {locate for utilities} must be done)

- ☐ **Dug Footing Inspection:** Forms and required rebar in place. Standing water, slop mud, wooden grade stakes or frozen ground are NOT **ALLOWED**.

- ☐ **Erosion Control – MUST BE PROPERLY INSTALLED AND MAINTAINED DURING CONSTRUCTION**. Inspections will not be done if not in place.

- ☐ **Poured Footing:** Level, dowel pins, or keyway present.

- ☐ **Underfloor Plumbing Inspection:** All under-floor sanitary lines, vent lines and the sump pump pit must be in place. The sump crock rim must be 2" above finished floor.

- ☐ **Underfloor Slab Inspection:** 6-mil poly/plastic must be in place and properly taped prior to pouring concrete.

- ☐ **Foundation Wall Forms (Pre-pour):** No mud or standing water allowed on the footing, steel re-bar, window opening, beam pockets and brick ledge must be in place.

- ☐ **Foundation Wall Waterproofing:** Drain tile, rock, and tarring must be in place before backfilling. Debris removed

- ☐ **Rough-In Plumbing (Inside the structure):** All potable water lines, waste lines, vent lines must be in place.

- ☐ **Rough-In Wiring:** All wire staples, including communication cable. All circuits marked with a breaker number and, all dedicated circuits must be labeled.

- ☐ **Rough Frame:** (after plumbing and wiring rough-in) All framing and nailers must be complete, house wrap. **All** penetrations must be sealed with fire-rated material.

- ☐ **Insulation/Energy Code** – Must comply with the **2012 ILLINOIS Energy Conservation Code** per REScheck/COMcheck submittal from the www.energycodes.gov website. This report is to remain on the jobsite for verification during the inspection.

- ☐ **Roof:** Sheeting paper (felt underlayment - run HORIZONTALLY), flashing, and drip edge must be in place before shingling. **PROPER VENTING IS REQUIRED**

- ☐ **Drywall Inspection:** (before mudding) (both house and garage) Drywall must be nailed or screwed per the fastener schedule. Green board is required in the bathroom, shower/tub area. 5/8"X" on ceilings and garage/house common wall

- ☐ **Electrical Panel/Meter Base Inspection:** Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, the ground wire must be marked and grounded, and circuits must be plainly labeled. **Building & Zoning will issue a work order to connect permanent power when inspection passes.**

(OVER)

- ☐ **Utility Tap Inspections (Water, Sewer, Sump line)** All connections must be inspected by the Public Works Department prior to backfill. **Call 618-654-6823 to schedule the inspection**.

- ☐ **Driveway Inspection:** 6 inches deep on City Right of Way, with wire mesh or rebar or fiber mesh. **1" Expansion joint required at curb, sidewalk and garage.**

- ☐ **City Sidewalk Inspection:** 5 foot wide, 4 inches thick unless crossing a driveway, then section crossing drive must be 6 inches and have either mesh, rebar or fiber mesh.

- ☐ **Final Plumbing Inspection:** All fixtures must be set, hooked up, and the water service must be turned on.

- ☐ **Final Electrical Inspection:** All devices must be set and powered, panel box marked, GFCI/AFCI properly wired, and all work must be completed.

- ☐ **Final Building Inspection:** All construction must be done before the structure is occupied. Interior must be completed and final plumbing and electrical must have passed. The final grading of the lot must be done and the address must be displayed **on** the structure.

IMPORTANT NOTICE

FAILURE TO CALL FOR INSPECTIONS WILL RESULT IN FINES ASSESSED, UNCOVERING OF WORK, AND POSSIBLE LOSS OF $200.00 CERTIFICATE OF OCCUPANCY DEPOSIT.

THERE WILL BE AN ADDITIONAL FEE FOR AFTER NORMAL WORKING HOURS INSPECTIONS

ALL INSPECTIONS MUST BE APPROVED FOR FULL REFUND OF THE DEPOSIT.

NOTICE

THE CITY OF HIGHLAND REQUIRES INSPECTIONS ON ALL PERMITS ISSUED. ANY INSPECTIONS REQUESTED AFTER NORMAL WORKING HOURS ARE SUBJET TO THE ADDITONAL FEES LISTED BELOW.

MONDAY – FRIDAY AFTER 4:30 ..... $75.00*
SATURDAY $75.00*
HOLIDAYS & SUNDAYS $150.00*
*SUBJECT TO CHANGE

FAILURE TO CALL FOR INPSECTIONS OR OBTAIN THE APPROPRIATE PERMITS ARE SUBJECT TO THE FOLLOWING FINES IN ADDITION TO PERMIT FEES. PICTURES OF THE WORK WILL NOT BE ACCEPTABLE.

WORKING WITHOUT A PERMIT $100.00
COVERING UP WORK WHICH HAS NOT BEEN INSPECTED $100.00
(WORK MUST BE UNCOVERED AND INSPECTED)

PLEASE CONTACT THE BUILIDNG & ZONING DEPARTMENT AT 654-7115 FOR ADDITIONAL INFORMATION.

EFFECTIVE IMMEDIATELY

THE STATE OF ILLINOIS REQUIRES THAT A GOVERNMENT ISSUED PHOTO ID AND A COPY OF THE STATE OF ILLINOIS ROOFERS OR PLUMBERS LICENSE BE PROVIDED AT THE TIME OF SUBMITTAL OF THE ROOFING OR PLUMBING APPLICATION.

THESE DOCUMENTS WILL BE KEPT ON FILE IN THE BUILDING & ZONING DEPARTMENT

R502.2.1 Decks. Where supported by attachment to an exterior wall, decks shall be positively anchored to the primary structure and designed for both vertical and lateral lodes as applicable. Such attachment shall not be accomplished by the use of toenails or nails subject to withdrawal. Where positive connection to the primary building structure cannot be verified during inspection, decks shall be self-supporting. For decks with cantilevered framing members, connections to exterior walls or other framing members, shall be designed and constructed to resist uplift resulting from the full live load specified in Table R301.5 acting on the cantilevered portion of the deck.

- If an exterior wall is used to support a deck, the deck framing must be positively attached to the building structure. This connection design must include a consideration of both vertical and lateral loads, and the connection must be available for inspection. If it is not, this method of support is not permitted and the deck must be self-supporting

If a deck has cantilevered framing, the framing must have a connection to its support that is designed to resist any uplift resulting from the full live load acting on the cantilevered span only. This load condition will produce maximum uplift at the support opposite the cantilevered end.

Smoke Detectors Are Required by Law

Smoke detectors shall be installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and one each additional story of the dwelling. Including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels, a smoke detector need be installed only on the upper level, provided the lower level is less than one full story below the upper level, except that if there is a door between levels, then a detector is required on each level. All detectors shall be interconnected such that the actuation of tone alarm will actuate all the alarms in the individual unit and shall provide an alarm which will be audible in all sleeping areas. All detectors shall be approved and listed and shall be installed in accordance with the manufacturer's instructions.

Alterations, repairs and additions: When alterations, repairs or additions requiring a permit occur, or when one or more sleeping rooms are added to created in existing dwellings, the entire building shall be provided with smoke detectors located as required for new dwellings; the smoke detectors are not required to be interconnected unless other remodeling considerations require removal of the appropriate wall and ceiling coverings to facilitate concealed interconnected wiring.

Power source: Required smoke detectors shall receive their primary power from the building wiring when such wiring is served from a commercial source, and when primary power is interrupted, shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection. Smoke detectors may be battery operated when installed in buildings without commercial power.