

CITY OF HIGHLAND BUILDING & ZONING
2610 PLAZA DRIVE (618) 654-7115 FAX (618) 654-5570
APPLICATION FOR BUILDING PERMIT and PLAN EXAMINATION

APPLICATION INSTRUCTIONS FOR ALL APPLICANTS:

COMPLETE PARTS 1,2,3,4,5 AND 10 OF THIS FORM. IF ELECTRICAL WORK, ALSO COMPLETE PART 6. IF PLUMBING WORK, ALSO COMPLETE PART 7. IF MECHANICAL WORK, ALSO COMPLETE PART 8. FOR OTHER PERMITS, ALSO COMPLETE PART 9. PARTS 11-15 ARE FOR DEPARTMENTAL USE ONLY.

APPLICATION DATE _____	Official Use Only. DATE IN: _____
IS THE OWNER THE APPLICANT Y / N _____	Outside Plan Review (Y/N) _____
TYPE PERMIT:	TIME IN: _____
__ BUILDING __ PLUMBING __ ELECTRICAL	Permit Number _____
__ FENCE __ SWIMMING POOL __ DECK __ MECHANICAL __ ROOF	
__ ENVIRONMENTAL __ SIGN __ MOBILE HOME __ ACCESSORY BUILDING	
__ HOUSE MOVING __ MISCELLANEOUS __ DEMOLITION __ OTHER	

PART 1 - PROPERTY INFORMATION

Street Address _____	Apartment _____
Property Tax Parcel I.D. # _____	
Subdivision Name _____	Lot # _____ Current Zoning _____

PART 2 - OWNER INFORMATION

First Name _____	Last Name _____
Business Name _____	
Street Address _____	City _____ State _____ Zipcode _____
Mailing Address _____	City _____ State _____ Zipcode _____
Phone _____	Alternate Phone _____

PART 3 - CONTRACTOR INFORMATION

	Name of Contractor	Street Address	City	State	Zipcode	Phone	License#
Applicant (Not Owner)	_____	_____	_____	_____	_____	_____	_____
Architect/Engineer	_____	_____	_____	_____	_____	_____	_____
General Contractor	_____	_____	_____	_____	_____	_____	_____
Excavator	_____	_____	_____	_____	_____	_____	_____
Concrete	_____	_____	_____	_____	_____	_____	_____
Carpentry	_____	_____	_____	_____	_____	_____	_____
Electrician	_____	_____	_____	_____	_____	_____	_____
Plumber	_____	_____	_____	_____	_____	_____	_____
Sewer	_____	_____	_____	_____	_____	_____	_____
Mechanical	_____	_____	_____	_____	_____	_____	_____
Roofer	_____	_____	_____	_____	_____	_____	_____
Masonry	_____	_____	_____	_____	_____	_____	_____
Drywaller/Plasterer	_____	_____	_____	_____	_____	_____	_____
Sprinkler	_____	_____	_____	_____	_____	_____	_____
Paving	_____	_____	_____	_____	_____	_____	_____
Fire Alarm	_____	_____	_____	_____	_____	_____	_____
Landscaper	_____	_____	_____	_____	_____	_____	_____
Flatwork	_____	_____	_____	_____	_____	_____	_____

PART 4 - 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 ALL APPLICABLE LAWS OF THIS JURISDICTION. IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIAL'S AUTHORIZED REPRESENTATIVES SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

SIGNATURE OF APPLICANT /OWNER	ADDRESS	PHONE NO.
RESPONSIBLE PERSON IN CHARGE OF WORK(TITLE)	PHONE NO.	ALT. PHONE NO.

PART 10 - SITE PLAN

SCALE _____ Inches = _____ Feet

CITY OF HIGHLAND BUILDING PERMIT INFORMATION SHEET

2610 Plaza Drive 618-654-7115 Fax 618-654-5570

www.ci.highland.il.us

Application shall be made on the prescribed **CITY of HIGHLAND FORM** and consist of a general description of the proposed work, the location, **USE** and **OCCUPANCY** of all parts of the structure, and of all portions of the site not covered by the proposed structure. **THE PROPERTY TAX PARCEL I.D. NUMBER IS REQUIRED ON ALL APPLICATIONS.**

The City of Highland uses the **2000 INTERNATIONAL RESIDENTIAL CODE for 1 & 2 FAMILY DWELLING CONSTRUCTION** and the **2000 INTERNATIONAL BUILDING CODE for COMMERCIAL and INDUSTRIAL CONSTRUCTION.**

For 1 and 2 Family construction, TWO complete sets of drawings showing floor plans, door and window locations, location of smoke detectors and attic access, plumbing fixtures, wiring diagram, specifications and **front entrance finished floor elevation relative to the street elevation;** are to be submitted to Building & Zoning for review. Allow a minimum of at least **TEN WORKING DAYS** for review of the submitted documents. **For Commercial and Industrial construction, TWO** complete sets of drawings showing floor plans, door and window locations, plumbing fixtures, wiring diagram, structural drawings, mechanical drawings, specifications and **front entrance finished floor elevation relative to the street elevation;** are to be submitted to Building & Zoning for review. Allow a minimum of at least **FIFTEEN WORKING DAYS** for review of the submitted documents. Commercial and Industrial projects **plans and specifications are required and must be signed and sealed by an Illinois Registered Architect /Engineer.** 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. If this application is for a sign, then **proof of insurance** must be submitted at the same time. Upon Review and Approval, **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

WIRING must meet the **National Electric Code.** **PLUMBING** must meet the **ILLINOIS PLUMBING CODE** and be installed by an **ILLINOIS LICENSED PLUMBER.** A valid copy of the **ILLINOIS ROOFER'S LICENSE** and **ILLINOIS PLUMBER'S LICENSE** is required to be **SUBMITTED AT THE TIME** of APPLICATION. **ROOFING** must be fastened per the manufacturer's recommendation.

OWNER/CONTRACTOR is responsible for **FULLY COMPLETING THE BUILDING PERMIT APPLICATION, J.U.L.I.E. LOCATES, EROSION CONTROL, DIRT ON ROADWAY, DAMAGED CURBS/GUTTERS, AND READING THE ATTACHED INFORMATION. Burning of Construction Waste is NOT ALLOWED.**

All **Modular Homes** must have a **CONVENTIONAL TYPE FOOTING** and **FOUNDATION;** and must meet **STATE OF ILLINOIS REQUIREMENTS.** Minimum footing size is 8" by 16" and shall be of poured concrete. The foundation wall shall be a minimum of 8" and can be either poured concrete or concrete block. From ground level to the bottom of the footing must be at least 40".

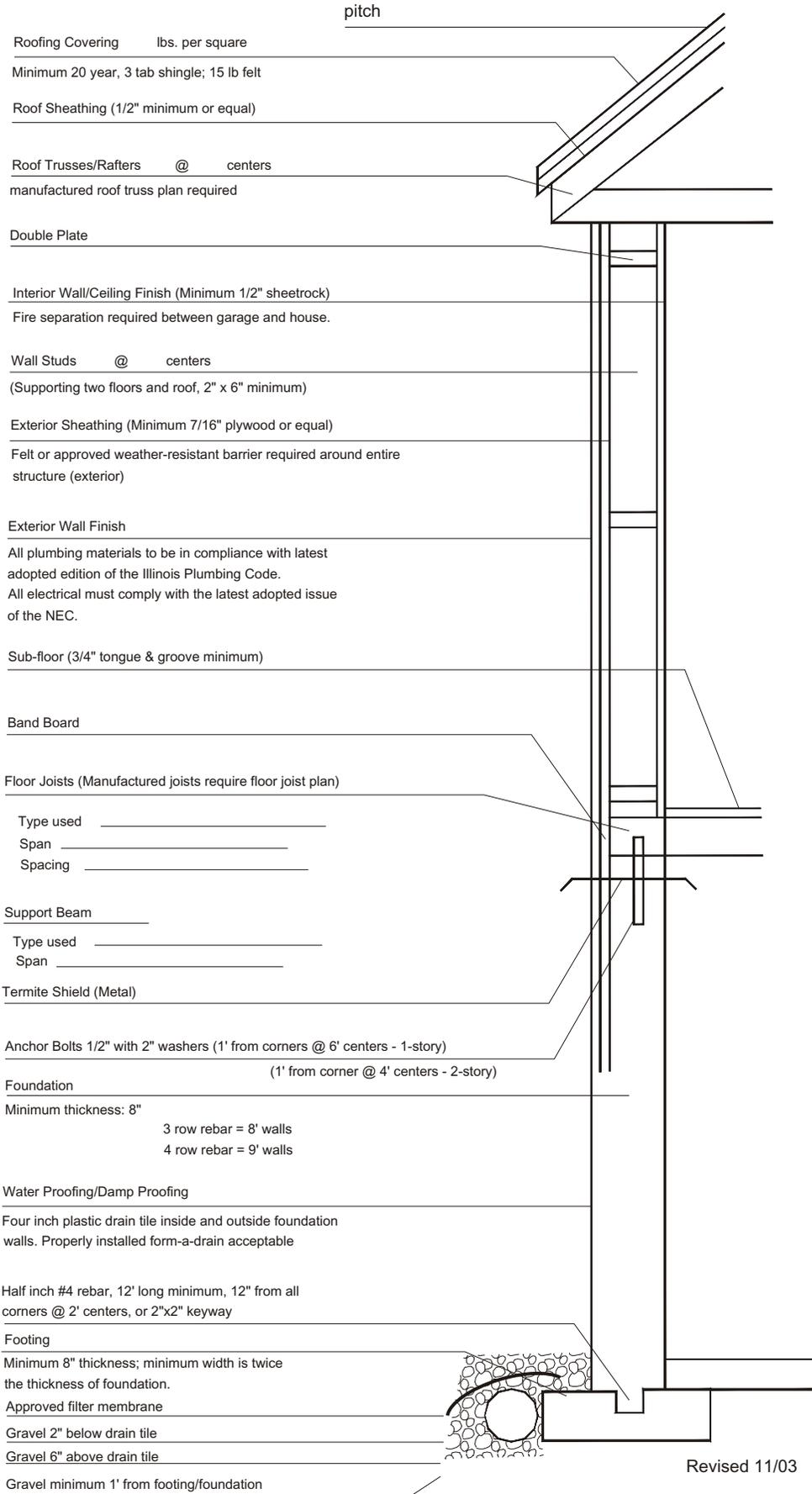
ALL STAKEOUTS MUST HAVE THE BUILDING CORNERS STAKED AND LOT LINES STRINGED. 24 HOURS NOTICE AND THE PERMIT NUMBER IS REQUIRED WHEN CALLING FOR AN INSPECTION. THE INSPECTION WILL NOT BE MADE IF THE EROSION CONTROL IS NOT PRESENT. A FAILED INSPECTION WILL BE NOTED ON THE PERMIT.

THE STRUCTURE MAY NOT BE OCCUPIED UNTIL THE ADDRESS IS POSTED, FINAL GRADING DONE and A CERTIFICATE OF OCCUPANCY ISSUED.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE GUIDELINES.

Signed: _____ **Date:** _____

Residential Specification Sheet



CERTIFICATE OF USE AND OCCUPANCY

ALL PERMITS EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUE.

A BUILDING OR STRUCTURE HEREINAFTER ERCTED SHALL NOT BE USED OR OCCUPIED IN WHOLE OR IN PART UNTIL THE CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED BY THE BUILDING OFFICIAL.

EFFECTIVE JANUARY 1, 2004

INCOMPLETE BUILDING PERMIT APPLICATION SUBMITTALS WILL BE RETURNED TO THE APPLICANT

ALL APPLICATIONS MUST HAVE THE FOLLOWING INFORMATION TO BE CONSIDERED A COMPLETE SUBMITTAL.

1. BUILDING PERMIT INFORMATION SHEET SIGNED. 2 COMPLETE SETS OF DRAWINGS (ELECTRICAL, PLUMBING, FOUNDATION, ELEVATIONS, ETC) 1/4"=1' SCALE. DRAWINGS MUST BE SEALED FOR COMMERCIAL PROJECTS.
2. SPECIFICATION SHEET COMPLETELY FILLED OUT AND SIGNED.
3. FRONT SHEET OF APPLICATION COMPLETELY FILLED OUT INCLUDING ALL CONTRACTOR INFORMATION. PLUMBERS AND ROOFERS MUST HAVE A COPY OF THEIR ILLINOIS STATE LICENSE ATTACHED. PLUMBING CONTRACTORS LICENSE REQUIRED.
4. PAGE 2 OF THE APPLICATION MUST BE COMPLETELY FILLED OUT INCLUDING SQUARE FOOTAGE AND NOTATE IF BASEMENT IS FINISHED OR UNFINISHED. EGRESS WINDOWS ARE REQUIRED FOR FINISHED BASEMENTS.
5. SITE PLAN MUST BE COMPLETE WITH FOOTAGE FROM PROPERTY LINES, PLACEMENT OF UTILITIES, ETC.
6. MANUFACTURED FIREPLACE SPECS, TRUSS, ELECTRICAL AND PLUMBING DRAWINGS REQUIRED.
7. ANY ENGINEERED PRODUCTS USED MUST HAVE SPECIFICATIONS ATTACHED.

Twenty-Four (24) hours notice is required for all inspections.
Contact Building and Zoning at (618) 654-7115 to schedule an inspection.
Inspections will only be made between the hours of 9:00 a.m. and 3:00 p.m.

- Ø **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).
- Ø **Dug Footing Inspection:** Forms and required rebar in place, no standing water or slop mud allowed.
- Ø **Poured Footing:** Level, dowel pins or keyway present.
- Ø **Underfloor Inspection:** 6-mil poly/plastic must be in place prior to pouring concrete.
- Ø **Underfloor Plumbing Inspection:** All under-floor sanitary lines, vent lines and the sump pump pit must be in place.
- Ø **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.
- Ø **Foundation Wall Waterproofing:** Drain tile, rock, and tarring must be in place before backfilling.
- Ø **Rough – In Plumbing: (Inside the structure):** All potable water lines, waste lines, vent lines must be in place.
- Ø **Rough – In Wiring:** All wire stapled, including communication cable. All circuits marked with a breaker number and, all dedicated circuits must be labeled.
- Ø **Rough Frame:** (After plumbing and wiring rough-in). All framing must be complete, including nailers.
- Ø **Roof:** Sheeting paper (felt underlayment), flashing and drip edge must be in place before shingling.
- Ø **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.
- Ø **Electrical Panel / Meter Base Inspection:** Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, and the ground wire must be marked and grounded. Panel neutrals and grounds must be separated in panel box and circuits must be plainly labeled.
- Ø **Driveway Inspection:** 6 inches deep on City Right of Way, with wire mesh or rebar or fiber mesh. Expansion joint required at curb, sidewalk and garage.
- Ø **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.
- Ø **Final Plumbing Inspection:** All fixtures must be set, hooked up, and the water service must be turned on.
- Ø **Final Electrical Inspection:** All devices must be set and powered, panel box marked, GFCI properly wired, and all work must be completed.
- Ø **Final Building Inspection:** All construction must be done before the structure is occupied. All construction must be done, 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.

EROSION CONTROL MUST BE IN PLACE. If it is not in place when the inspector arrives on the jobsite, the requested inspection will not be done (A failed note will be recorded in the building permit records). Twenty-Four (24) hours notice is required for all inspections. To schedule an inspection contact the Building and Zoning Division at (618) 654-7115.