SPECIAL NOTICES

PLEASE CONTACT CITY HALL AT 618-654-9891 FOR DUMPSTER QUESTIONS WITHIN THE CITY LIMITS OF HIGHLAND

PROPERLY INSTALLED AND MAINTAINED EROSION CONTROL IS MANDATORY PER THE CITY OF HIGHLAND REGULATIONS

PER THE CITY OF HIGHLAND PUBLIC WORKS DEPARTMENT ALL WATER SERVICE SIZE WILL BE 1"

ALL WATER, SEWER, AND SUMP LINE CONNECTIONS MUST BE INSPECTED PRIOR TO BACKFILLING.

CONTACT PUBLIC WORKS AT 618-654-6823 TO SCHEDULE THE INSPECTIONS

THE STATE OF ILLINOIS AND THE FEDERAL GOVERNMENT HAVE MANDATED THE ENFORCEMENT OF THE 2012 ILLINOIS ENERGY CONSERVATION CODE. ALL IECC REPORTS MUST BE SUBMITTED WITH PERMIT APPLICATION

RESIDENTIAL COMPLIANCE www.energycodes.gov/rescheck

COMMERCIAL COMPLIANCE www.energycodes.gov/comcheck

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

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

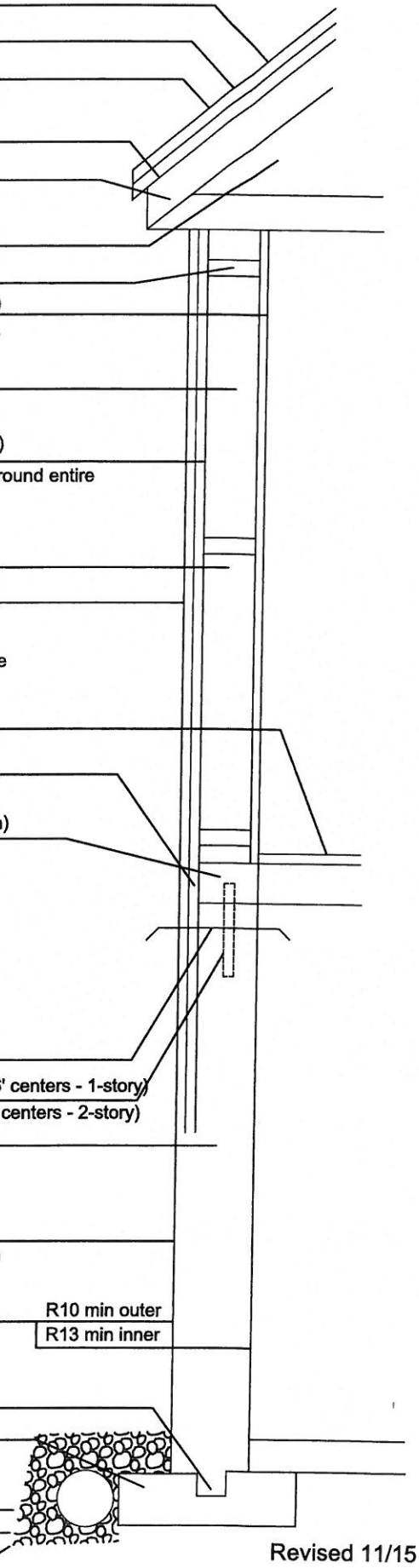
Footing

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**_____

Comments: