



City of Highland
Building and Zoning

Permit Number: _____

Application for Commercial Building Permit

Application Date: _____ Fee Amount: _____ Check/Cash/CC: _____

Primary Structure Permanent Accessory Structure over 200 sq. ft. that cannot be moved

Improvement Type

Choose One: New Construction Addition Remodel, Alteration, or Repair

Property Owner Information

Property /Jobsite Address (9-1-1 Approved): _____

Owner Name: _____

Owner Mailing Address: _____

Phone #: _____ Email: _____

Applicant Information

Name: _____ Business Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

Contractor Information

Contractor Services	Name	Phone #	License #-copy req.
Architect/Design Professional			
General Contracting			
Concrete Foundation			
Concrete Flatwork			
Drywall/Plaster			
Excavation			
Electrical			
Framing			
Plumbing			
Roofing			104.
HVAC			
Fire Suppression			
Hood Exhaust & Extinguish System			
Fire Alarm			
Landscaping			
Other			



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Construction Information

Street Frontage	# of Units	Living Area (sq. ft.)
Front Setback (prop. line)	# of Stories	Garage Area (sq. ft.)
Rear Setback (prop. line)	# of Public Bathrooms	Office/Sales Area (sq. ft.)
Left Setback	# of Private Bathrooms	Service Area (sq. ft.)
Right Setback	# of ADA-Compliant Bathrooms	Manufacturing (sq. ft.)
Height Above Grade	# of Windows	Parking Area (sq. ft.)
Lot Area (sq. ft.)	# of Fireplaces	# Parking Spaces
Building Area (sq. ft.)	# of Elevator/Escalator	# Handicapped Parking Spaces
% of Lot Coverage	Assembly Area (sq. ft.)	# Enclosed Parking Spaces
Est. Start Date	Est. Finish Date	Est. Job Value \$

Proposed Use

Assembly		Factory		Residential	
<input type="checkbox"/>	Church	<input type="checkbox"/>	Low Hazard	<input type="checkbox"/>	Assisted Living
<input type="checkbox"/>	Night Club	<input type="checkbox"/>	Moderate Hazard	<input type="checkbox"/>	Hotel/Motel
<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	High Hazard	<input type="checkbox"/>	Multi-Family
<input type="checkbox"/>	Theater	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	
<input type="checkbox"/>	Business	<input type="checkbox"/>		<input type="checkbox"/>	Storage
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>		<input type="checkbox"/>	Low Hazard
<input type="checkbox"/>		<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Moderate Hazard
<input type="checkbox"/>		<input type="checkbox"/>	Group Home	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Hospital	<input type="checkbox"/>	Other
<input type="checkbox"/>	Educational	<input type="checkbox"/>	Jail	<input type="checkbox"/>	Motor Fuel Service
<input type="checkbox"/>	College	<input type="checkbox"/>	Nursing Home	<input type="checkbox"/>	Public Utility
<input type="checkbox"/>	Day Care Facility	<input type="checkbox"/>	Mercantile	<input type="checkbox"/>	Repair Garage
<input type="checkbox"/>	Grades 1-12	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>	_____
<input type="checkbox"/>	Other: _____	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

Type of Construction

Type I		Type II		Type III		Type IV		Type V			
<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	A	<input type="checkbox"/>	B	<input type="checkbox"/>	A	<input type="checkbox"/>	B

Structural Frame (Check all that apply)

Concrete Masonry Steel Wood Other: _____

Exterior Walls (Check all that apply)

Concrete Masonry Steel Wood Other: _____



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Are any structural assemblies fabricated off-site? ___ Yes ___ No

Electrical Information _____ Current Amperage _____ Proposed Amperage

Roofing Information

___ Composite ___ Mod Bit ___ EPDM/TPO Rubber Roof ___ Other: _____

Fire Information

_____ Number of Fire Suppression Devices _____ Number of Fire Alarm Devices

Yes	No	
		Sprinkler System
		Alarm System
		Knox Box
		Commercial Extinguishing Hood

Permit Requirements

The Building and Zoning Division administers the International Building Code for construction within the City of Highland. The following codes have been adopted:

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Fire Code
- 2012 International Mechanical Code
- 2012 International Property Maintenance Code
- Most current International and Illinois Energy Conservation Code
- 2012 International Fuel Gas Code
- 2012 International Existing Building Code
- Latest Edition of the National Electric Code
- 2012 National Fire Protection Association Safety Code
- City of Highland Floodplain Ordinance
- Latest Edition of the Illinois State Plumbing Code
- Latest Edition of the Illinois Accessibility Code
- 2010 Americans with Disabilities Act - "ADA" 2010 Standards for Accessible Design

Contact Building and Zoning for information on local amendments.



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The following items must be submitted before a building permit can be issued:

1. Two full size sets of building plans, signed and sealed by an Illinois licensed architect or design professional that include:
 - General contractor's certificate of insurance required
 - Plumbing and roofing licenses required
 - Include property address on the plans
 - Site plan including draining and storm water detention, elevations, setbacks from building to property lines, utilities entering building and underground, site details, storm flow, etc.
 - Drainage calculations
 - Parking plan showing required handicap spaces, ramps, signage, sidewalks, parking blocks, landscaping, dimensions, trash receptacle enclosure, etc.
 - Exterior elevation plan showing all exterior building materials to be used
 - Foundation/footing plan notes and details. Boring/soil compaction tests may be required
 - Floor plan details and notes
 - Structural drawings, details and notes, wall sections
 - Electric/lighting plan, details and notes
 - Ceiling plan
 - Mechanical plan, details and notes
 - Plumbing plan (reviewed and approved by the Dept. of Public Health)
 - Roof plan, details and notes
 - Door, window and finish schedule
 - Sprinkler plan
 - Landscape plan
 - Project Specification Manual – one copy
2. Any access permits from IDOT, if required
3. Drainage plan and calculations approved by IDOT if property drains to any IDOT right-of-way

NOTE: Please allow 15 working days for plan review before permit will be approved and issued.

Building Permit Fine Schedule

\$50.00 Fine**

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.



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\$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

**** Does not apply to re-inspections of corrected work.**

*****Applies to all Inspections.**

After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

***Subject to change**

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. 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 reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Building permit fees are non-refundable

Signature of Applicant/Owner	Date	Phone
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Responsible Person in Charge of Work	Title	Phone
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New Construction, Permanent Accessory Structures, Additions, Remodels, Alterations and Repairs

A large empty rectangular box with a black border, intended for a site plan or drawing.

Include the following information:

1. North Arrow
2. Dimensions of lot
3. Footprint of structure & distance from property lines
4. Any new plumbing/electrical locations.
5. Scope of work (walls, doors, windows being added or removed, electrical panel upgrade, re-roofing, etc.)
6. Room dimensions
7. Location and names of streets
8. Location of all utilities
9. Erosion control placement



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Please be advised that as part of the 2012 I-Code adoption there was a local amendment to the commercial building code regarding construction site maintenance:

117.1 Dumpsters

1. Each building construction site shall have on-site dumpster(s) of sufficient capacity to contain the construction debris generated by the construction activity on said site.
2. All construction debris from each building construction site, shall be placed in the construction site dumpster(s), by the end of each work day.
3. Every construction site dumpster, having been filled, shall be removed from the construction site and where appropriate, replaced with another empty dumpster until such time as construction debris is no longer generated on the site.

117.2 Rocked Driveways

1. Each commercial construction site or subdivision construction site entrance shall have its driveway or roadway (as delineated on the building permit application site plan) rocked with CA3 (3 inch minimum) to a minimum depth of 6 inches. This subsection may not be required if the permanent paved driveway or entry road is in place and can be used by all construction equipment or delivery vehicles.
2. Rock drives or roadways must be constructed and maintained on stable soil in order to maintain the desired intent or the rock shall be replaced and/or soil stabilization may be required, as directed by the Code Official.
3. All deliveries of building materials, of all kinds, shall be made using the rocked road or driveway, without exception.

117.3 Sanitary Facilities

1. Each building construction site shall provide sanitary facilities (including toileting and hand washing facilities) for the convenience of all workers and shall be discharged into a sanitary sewer or if the facility is portable, it shall be an enclosed, chemically-treated tank tight unit. All non-sewered units shall be pumped regularly to assure adequate working and sanitary facilities.

117.4 Responsibility

2. It shall be the responsibility of the permit holder and any individual or company acting under the direction of the permit holder to ensure compliance of all provisions of Section 117.



City of Highland Building and Zoning

Required Inspections

Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time.

- Building Site
- Pier
- Stem Wall
- Footing
- Foundation Wall Pre-pour
- Plumbing Underground
- Electrical Underground
- Concrete Slab
- Plumbing Rough-In
- Electrical Rough-In
- Rough Framing
- Roof
- Electric Service Panel/Meter Base
- Insulation
- Drywall
- Fire Suppression Device Test
- Fire Alarm Acceptance Test
- Final Electrical
- Final Plumbing
- Final Fire
- Final Building

IDOT Notification

The State of Illinois requires applicants to notify them of any proposed construction adjacent to the State Right of Way. If your project is adjacent to State Right of Way, please send plans to:

RuAnna M. Stumpf
IDOT D8 Permits Unit Chief
1102 Eastport Plaza Drive
Collinsville, IL 62234
618-346-3280
ruanna.stumpf@illinois.gov

Approval from IDOT must be submitted to the City before a building permit is issued.



City of Highland
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Utilities Connection Application
Public Works – Light and Power – Building and Zoning

First Time City of Highland Utility Customer? Yes No (If Answered yes Please fill out Additional Form)

*** Will need Copy of Driver License (First Time City of Highland Customer) ***

Applicant Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Initial Utility Billing Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Service Address

Address: _____ City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Parcel ID Number: _____

Use of Subject Property: Residential Commercial Industrial

Associated with a Building Permit? Yes No Permit #: _____

Is the Property within Highland City Limits? Yes No



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Type of Connection(s) being requested

Water Service: Yes No Temporary Service: Yes No
Service Size: _____ Meter Location: Inside Outside

Sanitary Sewer Service: Yes No Existing private sewage? Yes No
Private sewage lies _____ to _____ (cardinal directions)

Electrical Service Residential: Yes No Temporary Service: Yes No
Service Type: Aboveground Underground (possible upcharge)
Total AMPs: 120/240 Volt Single Phase Service up to 200-Amp
 120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service

*** The City will run a maximum of 125 feet of service from the City's connection point. For any service runs greater than 125 feet, the owner is responsible for all costs incurred by the city for runs greater than 125 feet are borne by the property owner. For redundant services, the property owner is responsible for all costs***

Actual Footage: _____

Electrical Service Commercial/ Industrial: Yes No Temporary Service: Yes No
Service Type: Aboveground Underground (possible upcharge)
 All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt
 All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt
_____ Size of Service
_____ Conductor Size
_____ Number of Parallel Runs

Sump/Storm Sewer: Yes No

Construction of Driveway: Yes No

Declaration

I, the applicant, of the above legally described property on which the utility/service change is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for utility/service on said property. I have read and understand the aforementioned information. By virtue of my application, I do hereby declare that the appropriate City Officials responsible for the review of my application are given permission to visit and inspect the property proposed in order to ensure all City Ordinances are adhered to and all proposed improvements are installed correctly.

Applicant Signature: _____ Date: _____



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For Office Use Only

Water Size line: _____ Rate: \$ _____
Sanitary Sewer Use Type: _____ Rate: \$ _____
Electric AMP: _____ Rate: \$ _____
Payment Type Check/Cash/CC
Fee Total \$ _____
Date Paid: _____ **Received by:** _____

New Service Connection Fee Chart*

*All fees are subject to verification by the City of Highland

Potable Water***

Type of Connection	In City Rate		Out of City Rate	
	Inside Meter	Outside Meter	Inside Meter	Outside Meter
3/4 Inch Connection	\$1,000	\$1,050	\$1,200	\$1,250
1 Inch Connection	\$1,050	\$1,110	\$1,250	\$1,310
1 & 1/2 Inch Connection	\$1,500	\$2,150	\$1,700	\$2,350
2 Inch Connection	\$2,700	\$3,400	\$2,900	\$3,600
3 Inch Connection	\$3,900	\$6,750	\$4,100	\$6,950
4 Inch Connection	\$5,200	\$8,050	\$5,400	\$8,250

** For water service connections greater than 4 inch, the fee shall be determined by the City Manager or their designee. The City will furnish and install the service pipe from the main to the property line, the curb stop, box and meter.

Electric***

120/240 Volt Single Phase Service up to 200-Amp	\$375
120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service	\$575
All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt	\$825
All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt	\$1,000

Sanitary Sewer Connection Fees

Residential	Commercial	Industrial
\$2,551	\$2,551	\$3,912



City of Highland Building and Zoning

General Information

Water Service – The City shall provide water service to the property line from a point nearest to the water main according to City Ordinances. All material installed by the City in accordance with this contract shall remain the property of the City. All work to be done by a State of Illinois licensed plumber.

Sewer Service – All work will be done by a licensed plumber or under the supervision and subject to the approval of the Water & Sewer Distribution Division or an authorized sewer inspector, and in all respects in full compliance with the terms and provisions of the following Ordinance of the City of Highland. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Water & Sewer Distribution Division. Pipe laying and backfill shall be performed in accordance with ASTM specification (C-12) except that no backfill shall be placed until the work has been inspected. In the event that backfill is placed prior to inspection, the same shall be removed immediately at the contractor's expense. The applicant for the permit shall notify the Public Works Department when the sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Water & Sewer Distribution Division.

Electrical Service – The applicant agrees that the City has the right to specify the location of where the electrical meter base is to be located and to specify the total amount of service conductor to be utilized for the project. The applicant agrees that should they desire to locate the electrical meter base in a different location than where the city requires, the applicant will be responsible for all the cost differences associated with their location versus the City's required location. All material installed by the City in accordance with this contract shall remain the property of the City. All electrical work requires a release from the electrical inspector prior to requesting connection to the City of Highland electrical services for the above location.

Sump/Storm Sewer – All material installed by the contractor/owner shall be in accordance with City regulations.

Inspection Information

Water/ Sewer Service – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Electrical Service – Contractor must notify Light and Power to submit a work order request for electrical hook-up. The department shall have at least 72 hours after work order submittal to add the project into the department job schedule. Timely completion of electrical hook-up will be dependent upon department work load, employee availability, ground conditions and weather conditions. (618-654-7511)

Sump/Storm Sewer – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Construction of Driveways – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)



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Utility Inspection Sheet

The following utilities have been properly installed & inspected by the appropriate entity for the City of Highland.

Utility	Signature of Department Representative	Date	
Water	_____	_____	Approve/ Fail
Sewer	_____	_____	Approve/ Fail
Electric	_____	_____	Approve/ Fail

Residential Property: _____ Commercial Property: _____ Accessory Structure: _____

Address of Inspection: _____

Permit # _____

Contractor in charge of the work: _____

Contact Information: _____

Received by: _____ Date Received: _____

APPLICATION FOR CITY OF HIGHLAND UTILITIES

TODAY'S DATE: _____

APPLICANT(S) NAME: _____ PHONE: _____

_____ PHONE: _____

LOCATION OF SERVICE: _____ MOVE IN DATE: _____

MAILING ADDRESS: _____ EMAIL _____

(if different) _____

DRIVER'S LICENSE NO. _____ DRIVER'S LICENSE NO. _____

SOCIAL SECURITY NO. _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ DATE OF BIRTH _____

DO YOU RENT OR OWN ? IF RENT, LANDLORD'S NAME: _____

ARE YOU CURRENTLY A CITY OF HIGHLAND UTILITY CUSTOMER? YES NO (circle one)

IF YES - DATES OF SERVICE: FROM _____ TO _____

LOCATION OF SERVICE: _____

IF NO - PREVIOUS ADDRESS: _____

PREVIOUS UTILITY SUPPLIER: _____

EMPLOYED BY: _____

name address phone

PLEASE LIST ANY OTHER PERSON(S) THAT ARE AUTHORIZED TO OBTAIN INFORMATION ON

ACCOUNT. Name _____ Name _____

To the best of my knowledge, the above information is correct.

SIGNED _____ SIGNED _____

TO BE COMPLETED BY OFFICE

APPLICATION RECEIVED BY _____ ACCOUNT NUMBER: _____

UTILITY DEPOSIT REQUIRED? YES NO (circle one)

CREDIT LETTER RECEIVED : _____

DATE DEPOSIT RECEIVED: _____ \$ _____

VERIFY NO BAD DEBT: _____ VERIFY COPY OF DRIVER'S LICENSE: _____

COMMENTS: