



City of Highland
Building and Zoning

Permit Number: _____

Application Gazebo, Deck, and Carport Permit

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

Residential Commercial

Gazebo Deck Carport

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.

Construction Information — Accessory Structure Setbacks: Rear 5 ft.; Side 5ft. for residential, district requirements for commercial and industrial; From principal building 10 ft.; From other accessory structure 5 ft.; Limit of 1 storage building per lot in single & two-family zoning (Section 90-74)

Primary Structure Setback	Right Setback	Deck Area (sq. ft.)/Unit
Any Accessory Structure Setback	Building Height	Deck Height in feet/Unit
Rear Setback (prop. Line)	Lot Area	
Left Setback	Footprint of Structure (sq. ft.)	
Est. Start Date	Est. Finish Date	Est. Job Value \$



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Structural Frame (Check all that apply)

Concrete Masonry Steel Wood Other: _____

Exterior Walls (Check all that apply)

Concrete Masonry Steel Wood Other: _____

Are any structural assemblies fabricated off-site?

Floor Roof Walls Other: _____

Electrical Information

_____ Current Amperage _____ Proposed Amperage _____ Total Amps _____ # of Arc-Fault Circuits
_____ # of GFCI Circuits _____ # of Small Appliance Circuits _____ # of Major Appliance (Dedicated) Circuits

Roofing Information

_____ Pitch _____ Venting _____ Felt Material _____ Shingles

_____ Primary Structure _____ Garage (If it is a conditioned space, then ice and water is required.)

Metal Roof, Mod Bit or EPDM/TPO Rubber Roof: _____ (If it is not a shingle roof, then all material specifications are required with the roofing permit application.)

The City of Highland has adopted the 2012 International Building and Residential Codes. Any roof construction, repair, or replacement must be brought up to code. In regard to roof covering and assemblies, the City of Highland requires ice and water shield that shall be used in lieu of normal underlayment and extend from the lowest edge of all roof surfaces to a point at least twenty four (24) inches inside the exterior wall line of the building per Section R905.2.7.1. Exception to this is a detached accessory structure that contains no conditioned floor area. All roofs are also required to have ice and water shield in the valleys, drip edge molding, gutters, and downspouts. Storm water shall not be discharged in a manner as to create a public nuisance.

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
- Most current International and Illinois Energy Conservation 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



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- 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.

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

- General contractor's certificate of insurance required
- Plumbing and roofing licenses required
- Include property address on the plans
- Site plan including elevations, setbacks from building to property lines, utilities entering building and underground, site details, etc.
- 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
- Truss drawings
- Electric/lighting drawings, details and notes
- Plumbing drawings, details and notes
- Roof plan, details and notes
- Carport Specifications

NOTE: Please allow 10 working days for residential plan reviews and 15 working days for commercial plan reviews before permit will be approved and issued.

Regulations

- Permit must be posted on job site
- J.U.L.I.E locates
- Dumpster questions may be directed to City Hall at 618-654-9891
- Call Public Works for water, sewer and sump pump line connection inspections prior to backfilling 618-654-9891
- Repair to damaged curbs/gutters
- Job site must be clean and free of debris; burning of construction waste is not allowed
- Failure to call for inspections will result in fines

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



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time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

\$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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Decks

- All decks more than 30 inches off the ground must have a securely attached handrail between 34 - 38 inches in height with spindles no more than 4 inches apart.
- Footing must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the footing holes must be made prior to pour.
- All decks must comply with section 507 of the 2012 International Residential Code.
- Covered decks require a different permit.
- A final inspection is required upon completion.

Carports

- Must comply with the property setback requirements and cannot be enclosed.
- Piers for the support holes must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the pier holes must be made prior to pour.
- If a concrete floor is desired, it is required to be at least 4 inches thick.
- Shingles are allowed on roofs with a slope greater than 2:12.
- A final inspection is required upon completion.



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Possible Required Inspections

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

Gazebos, Decks, and Carports

- Building Site
- Pier
- 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
- Final Electrical
- Final Plumbing
- Final Building



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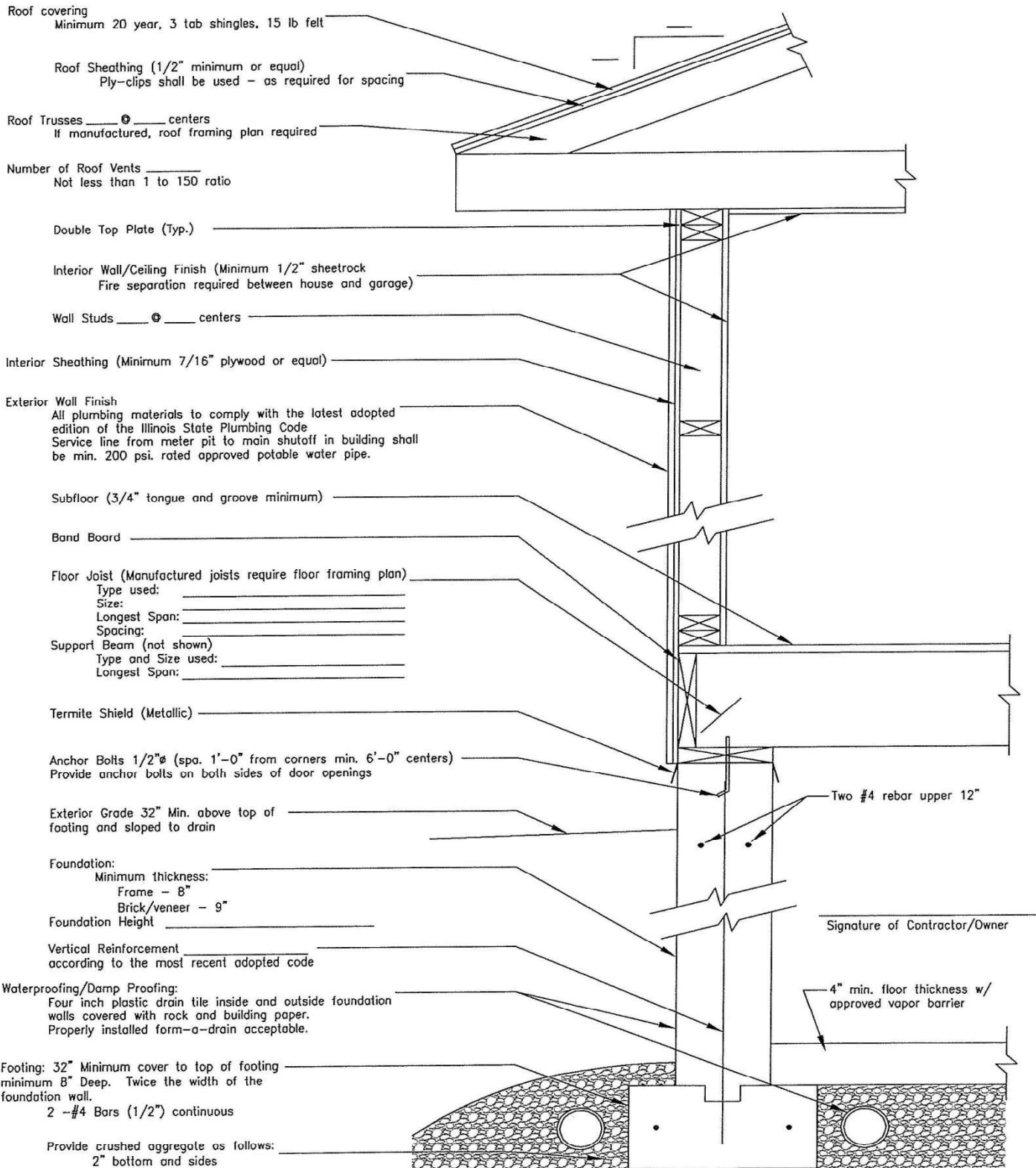
Site Plan for Gazebos, Decks, and Carports

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

Gazebos, Decks, and Carports Specification Sheet

Fill in the missing information or write "OK" on each line and sign at the bottom.





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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)