



City of Highland
Building and Zoning

Permit Number: _____

**Application for Residential New Garages, Permanent Accessory Structures Over 200 sq. ft.,
Additions, Remodels, Alterations and Repairs Building Permit**

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

Improvement Type:

Choose One: ___ Other Residential New Construction (Garage, Permanent Shed Over 200 sq. ft.) ___ Addition
___ Remodel, Alteration, or Repair

Property Owner Information

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

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			
Other			

___ Number of Rooms Being Remodeled



City of Highland
Building and Zoning

Construction Information

Street Frontage	# of Units	# Basement Egress
Front Setback (prop. line)	# of Stories	# of Fireplaces/Unit
Rear Setback (prop. line)	# of Bedrooms/Unit	Deck Area (sq. ft.)/Unit
Left Setback	# of Bathrooms/Unit	Deck Height in feet/Unit
Right Setback	# of Egress Windows/Unit	Est. Start Date
Building Height	Footprint of Structure (sq. ft.)	Est. Finish Date
Lot Area (sq. ft.)	% of Lot Coverage	Est. Job Value \$

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two-Story	N/A						

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.)



City of Highland

Building and Zoning

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.

Fire Information

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

Yes	No	
		Sprinkler System
		Alarm System
		Knox Box

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
- 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.



City of Highland Building and Zoning

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

Permanent Accessory Structures, Additions, Remodels, Alterations and Repairs: Non-professional drawings are acceptable; however, applicable items below should be submitted.

- 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
- Fire certificate for floor joist
- Electric/lighting drawings, details and notes
- Plumbing drawings, details and notes
- Roof plan, details and notes

NOTE: Please allow 10 working days for plan review before permit will be approved and issued.

Regulations

- Permit must be posted on job site
- J.U.L.I.E locates
- Properly installed and maintained erosion control is required
- 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 618-654-6823
- 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



City of Highland
Building and Zoning

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

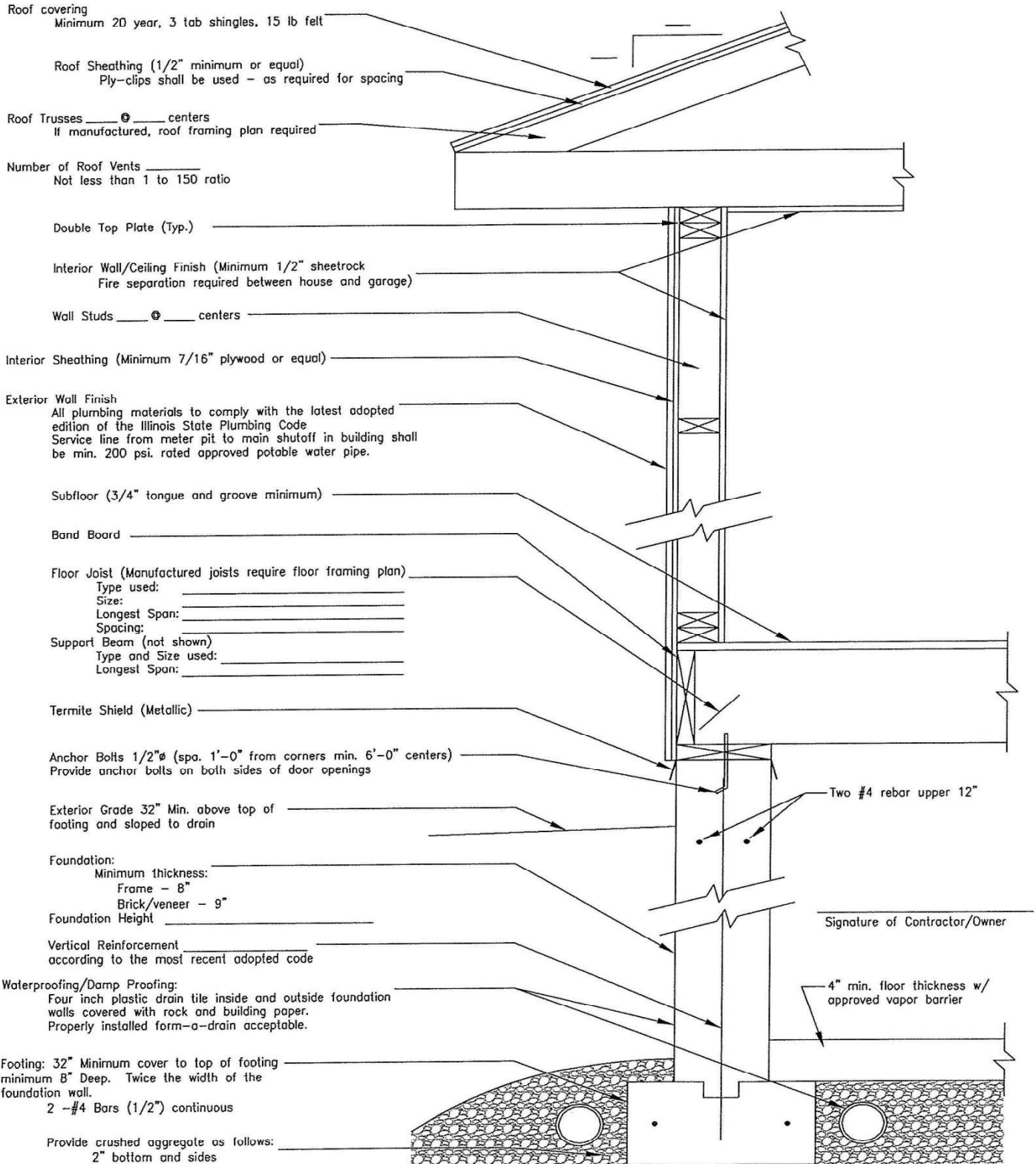
Responsible Person in Charge of Work

Title

Phone

New Garages, Permanent Accessory Structures Over 200 sq. ft., Additions, Remodels, Alterations and Repairs Specification Sheet

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





City of Highland
Building and Zoning

New Garages, Permanent Accessory Structures Over 200 sq. ft., Additions, Remodels, Alterations and Repairs

[Empty rectangular box for project details]

Include the following information:

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



City of Highland Building and Zoning

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.

New Garages, Permanent Accessory Structures Over 200 sq. ft., Additions, Remodels, Alterations and Repairs

- Building Site
- Pier
- Footing
- Garage Footing
- Garage Foundation Pre-pour
- Foundation Wall Pre-pour
- Plumbing Underground
- Electrical Underground
- Concrete Slab
- Plumbing Rough-In
- Electrical Rough-In
- Rough Framing
- Roof
- Insulation
- Drywall
- Electric Service Panel/Meter Base
- Final Electrical
- Final Plumbing
- Final Building



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)