



# APPLICATION FOR BUILDING PERMIT

MACON COUNTY  
PLANNING & ZONING DEPARTMENT  
141 S. MAIN ST., SUITE 501, DECATUR, IL 62523  
(217) 424-1466

-FOR OFFICE USE ONLY-

PERMIT NO. \_\_\_\_\_  
Township \_\_\_\_\_  
Date Issued \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Zoning \_\_\_\_\_  
Health Dept. \_\_\_\_\_  
Fee \_\_\_\_\_ Paid \_\_\_\_\_

**NOTE:** Fill in ALL sections below which apply to your proposed project; leave others blank.

NO permit will be issued until this application has been completed and all required information has been submitted to the Department.

### Owner Information (Please print or type)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### General Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Concrete Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Electrical Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Plumbing Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Heating/Air/Ventilation Contractor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### PERMIT INFORMATION:

Application is hereby made for permission to erect, construct, reconstruct, alter, make addition to, move, or for the installation of buildings, structures, or for the use(s) of buildings and/or land(s) as checked and described below:

Site Address: \_\_\_\_\_  
Parcel ID Number: \_\_\_\_\_  
Legal Description of Property: \_\_\_\_\_

Cost of Project: \$ \_\_\_\_\_ Square Footage: \_\_\_\_\_ Size of Property: \_\_\_\_\_

### Reason for Permit:

Circle all that Apply

PRINCIPAL BUILDING	ACCESSORY BUILDING	INCIDENTAL BLD/STRUC.	REMODELING
Single-family (site built)	Attached Garage	Breezeway	Room Addition
Single-family (modular)	Detached Garage	Swimming Pool	Move Building
Commercial	Porch/Deck	Antenna/Tower	Repair
Agricultural	Shed	Wind Turbine	Demo
Other _____	Other _____	Other _____	Other _____

In consideration of this application and attached forms being made a part thereof, and the issuance of permits, I/we will conform to the rules and regulations set forth in the Macon County Zoning Ordinance and the Building Code, as amended. I/we also agree that all work performed under said permit will be in strict conformity with the application, plans, and plot diagram which accompanies this application. I/we do hereby grant permission to and do authorize entry into and upon the named premises by any authorized personnel of the Planning & Zoning Department for official purposes.

OWNER SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_

DATE \_\_\_\_\_

# Department of Planning & Zoning

Macon County Office Building, 141 S. Main St., Suite 502, Decatur, Illinois 62523

Construction Type \_\_\_\_\_

Specific Use (s) of Above \_\_\_\_\_

## PUBLIC HEALTH APPROVAL

Approval for the water well and/or sewage disposal Systems (s) MUST be obtained from the Macon County Health Department.

## NEW BUILDINGS, REMODELING & ALTERATIONS

All new buildings, structures, remodeling, room additions or alternations MUST comply with the requirements of the Zoning Ordinance and Building Codes.

## INSPECTIONS

See Inspection schedule sheet.

## LAND DISTURBANCE

Permit may be required.

## VIOLATIONS & PENALTIES

Any person, firm, company, partnership or Corporation violation the provisions Zoning Ordinance and/or the Building Code is subject to the fines and penalties are provided by law.

## CHANGE OF USE

Macon County requires that NO change in the use of land or any change in the use of Occupancy of a new or existing building, Other that for single-family purposes, shall shall be made until an "occupancy permit" has been issued for such a change in use.

## DEMOLITION

All construction demolition debris must be Removed from the site and legally dumped. Demolition debris cannot be burned. It is the responsibility of the applicant to call for an inspection before the hole is covered and for inspection after the site has been graded and seeded.

# PERMIT

Date of Issuance \_\_\_\_\_

Expiration Date \_\_\_\_\_

This PERMIT is granted upon the express conditions that ONLY such construction or improvements as located on the revised plot plan and submitted construction plans, forming apart hereof and described in the application appearing on the reverse side hereof may be effected. That no error or omission in either plans or on the application, whether said plans and application have been approved by the Department or not shall permit or allow the applicant to construct or to use in any manner the name property other than that provided for in the laws of Macon County, Illinois.

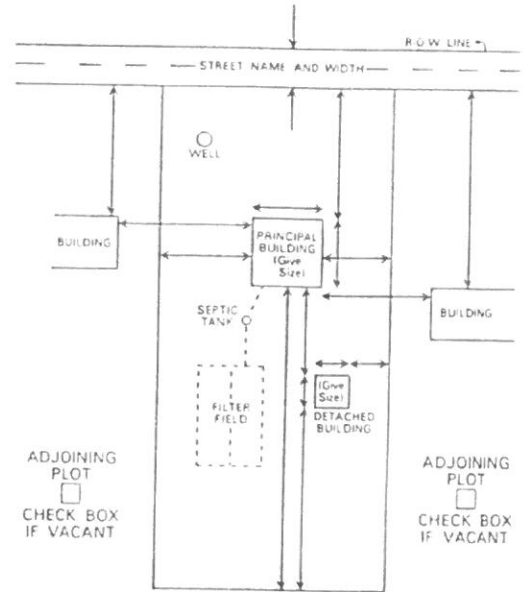
Permit Fees of \$ \_\_\_\_\_ paid on \_\_\_\_\_

Issued by: \_\_\_\_\_

# PLOT PLAN FOR APPLICATION NUMBER:

## IMPORTANT DATA REQUIRED

1. Show all lot dimensions, lot size, and lot shape.
2. Show all utilities, easements, buildings, and water courses.
3. Locate all buildings/structures on lot with dimensions of each to the property lines and road right-of-ways.
4. Show all buildings within 100 feet of your lot line on either side.
5. Show proposed structures, access ways, parking areas, loading and unloading areas, sign location, location of well and sewage disposal system, utility plan, and surface drainage.
6. State if your facility is existing or proposed.
7. Show profile of ground surface, whether flat, or direction of slope(s).
8. Arrow indicating NORTH direction.



EXAMPLE

FOR SIGNS: IN ADDITION TO ITEMS 1-8, APPLICABLE ABOVE, RECORD HEREON, EXACTLY, THE WORDING AS IT WILL APPEAR ON THE SIGN FACE. SUPPLY DIMENSIONS OF SIGN, AND WHETHER IT WILL BE SINGLE OR DOUBLE FACED. NO FLASHING LIGHTS ARE PERMITTED. SKETCH YOUR PLOT PLAN IN THE SPACE BELOW FOLLOWING THE ABOVE EXAMPLE. NO DEVIATION ALLOWED WITHOUT PRIOR APPROVAL FROM THE PLANNING & ZONING DEPARTMENT.

**NOTICE** - Approval for the water well and/or sewage disposal system(s) **MUST** be obtained from the Macon County Health Department **BEFORE** a Building Permit will be issued by the Planning & Zoning Department for construction or occupancy.

Revised 7-1-2006



## **NOTICE TO APPLICANTS, OWNERS AND CONTRACTORS**

Please bring with you the following information to obtain a Macon County Building Permit:

**Parcel Identification Number (PIN)** (e.g. 03-13-03-200-400).

**Residential Plans:** You will need to provide a complete set of plans or drawings of your proposed structure. They do not have to be generated by an architect – they can be self-drawn. However, they need to be available at the time of application. **All commercial drawings (cell towers, wind turbines, solar systems, commercial storage building, etc.) shall be by a certified Architect. All drawings must be available for review by the Code Enforcement Officer at the building site.**

**Parcel Diagram:** Draw your parcel of ground with existing structures and dimensions of existing structures as well as a dotted line for your proposed structure (s) along with its dimensions, distances between building, distance of property lines, etc.

Other information and/or documents may be required.

Building Permits are issued based on the information that is supplied on the permit Application, Plot Plan and any required or attached documents. If the permitted construction or use of land is not done in strict conformity with the Building Permit it is subject to the issuance of a "Stop Work Order." ANY changes in the plans or the project MUST be approved by the Department prior to making those changes.

(Failure to comply may result in a "Stop Work Order" being posted on site by the Code Enforcement Officer. A "Stop Work Order" may be lifted by the Code Enforcement Officer only after a \$100.00 fee has been paid.)

The issuance of a Building Permit does not relieve the applicant, owner or contractor from complying with any laws or private covenants (also called "Deed restrictions") which may be applicable to a particular project, use of land, or use of building and structures.

### **SCHEDULING INSPECTIONS**

In order to schedule timely responses to requests for inspections, it is strongly suggested that the applicant, owner or contractor notify the Department a couple of days prior to the needed inspection. **Please call 217-424-1466 to schedule an inspection.**

In scheduling inspections, please be prepared to provide the following information: Applicant's name, Permit Number, Address, Type of inspection needed, Daytime Phone Number and the preferred day, date and time of the inspection.

## INSPECTIONS

### A. New Construction on Residences, Commercial or Industrial

The following inspections are **required**. Each inspection must be made **after** each step is completed, and **before** the next step of construction begins.

1. Footing inspections – before pouring concrete
2. Under slab plumbing inspections – if applicable
3. Framing inspections
4. Rough-In wiring inspection
5. Rough-In plumbing inspection
6. Final inspection – after completion of construction

### B. New Construction on Accessory Structures: (examples: Garages, Sheds, and Post Frame etc...)

The following inspections are **required**. Each inspection must be made **after** each step is completed, and **before** the next step of construction begins.

1. Footing inspection– before pouring concrete or placement of post.
2. Framing inspection
3. Wiring inspection – finished
4. Final inspection – after completion of construction

### C. New Construction on Telecommunications Facilities

1. Stake out of proposed center of the tower – before construction begins
2. Foundation inspection – before pouring concrete
3. Final inspection (including wiring inspection) – after completion of construction

## RE-INSPECTIONS

A \$150.00 Re-Inspection Fee (payable in advance) will be charged for any re-inspections when the Code Enforcement Officer (Building Inspector) finds any of the following at the requested inspection is made:

1. The particular phase of construction is not in fact ready for the requested inspection,
2. There are three (3) or more deficiencies that must be corrected or completed; or one (1) or more deficiencies identified in a previous inspection is/are still uncorrected or incomplete at the time of inspection,
3. That the building is locked or otherwise inaccessible for inspection.



PLANNING & ZONING DEPARTMENT  
141 South Main Street, Suite 501  
Decatur, Illinois 62523

217-424-1466 (voice)  
217-424-1459 (fax)

## PLANNING & ZONING FEE SCHEDULE

### RESIDENTIAL CONSTRUCTION

.3% of Project Cost

*Example*      $\$250,000 \times .3\% = \$750.00$

### FINISHED BASEMENT

\$20.00 Per SF x .3%

*Example*      $2200 \text{ sf} \times \$20.00 = 44,000 \times .3\% = \$132.00$

**\*\*Copy of contract required\*\***

**\*\*Full set of plans required\*\***

### COMMERCIAL CONSTRUCTION

.4% of Project Cost

*Example*      $\$250,000 \times .4\% = \$1000.00$

**\*\*Engineer stamped set of plans required\*\***

**\*\*Copy of contract required\*\***

### ACCESSORY STRUCTURES

(DETACHED GARAGES, POST FRAME BARNs, SHEDS, DECKS & PORCHES)

\$25.00 PER SQUARE FEET FOR FOOTINGS, FOUNDATION & STRUCTURE

*Example*     500 SF GARAGE  
 $500 \times 25.00 = \$12,500.00 \times .005 = 62.50 + 25.00 = \$87.50$

CELL TOWERS, WIND ENERGY FACILITIES & SOLAR ENERGY FACILITIES

.75% of Project Cost

*Example*       $\$350,000 \times .75\% = \$2625.00$

IN-GROUND POOL      \$100.00

DEMOLITIONS      \$25.00

ELECTRICAL SERVICE OR UPGRADE      \$75.00

HOMES MOVED TO ANOTHER LOCATION      \$400.00  
(Includes Zoning, Building, Electrical, Mechanical, Plumbing hook-ups)

ELECTRICAL/HVAC/PLUMBING/FIRE RESTORE      \$10.00 per SF x.3%

RE-INSPECTION FEES      \$150.00

INSPECTIONS OUT OF HOURS      \$150.00  
(NORMAL BUSINESS HOURS 8:30 A.M. – 4:30 P.M. MONDAY-FRIDAY)

CHANGE OF OCCUPANCY WITHOUT BUILDING PERMIT FEE CHANGES

\$50.00

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MINIMUM BUILDING PERMIT FEE      \$25.00

\*\*\*\*\* ALL BUILDING PERMITS HAVE A \$25.00 ADMINISTRATIVE FEE ADDED TO THE BASE COST\*\*\*\*\*

Fees for other types of construction not specifically addressed in the above fee schedule shall be determined by the Macon County Planning and Zoning Department using acceptable industry resources to determine fair market values.

### **Violation Penalties for Building Permits**

Anyone who violates a provision of the codes or fails to comply with any of the requirements thereof, or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official or code official, or a permit or certificate issued under the provisions of the codes, is subject to a penalty fee of double the original permit fee. A certificate of occupancy will not be granted until the appropriate penalties are received, and all inspections are made and approved by the Macon County Planning and Zoning Department.

### **Violation Penalties for Demolition Permits**

Anyone who violates a provision of the codes or fails to comply with any of the requirements thereof, or who demolishes a building or structure without an approved construction documents or directive of the building official or code official, or a permit or certificate issued under the provisions of the codes, is subject to a \$250 fine for a first offense, \$500 fine for a second offense, and \$1,000.00 fine for the third and on up offense.

## **Zoning Petition Fees**

Rezoning & Special Use	5 Acres or less	\$200.00
	6-10 Acres	\$250.00
	11-25 Acres	\$300.00
	26 Acres and over	\$100.00 plus \$10.00 per acre
Variance	Regardless of property size	\$200.00
Appeals	Regardless of property size	\$200.00
Solar Energy Facility	Regardless of property size	\$50,000 (Initial fee)
Wind Energy Facility	Regardless of property size	\$150,000 (Initial fee)