



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.

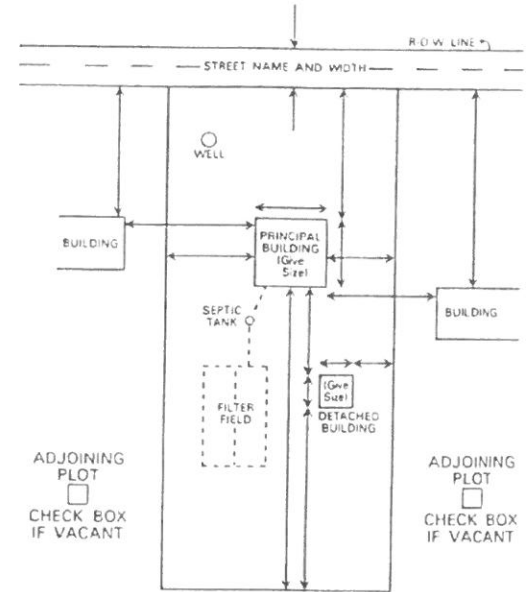
Permit Fees of \$ _____ paid on _____

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 x .75% = \$2625.00

<u>IN-GROUND POOL</u>	<u>\$100.00</u>
<u>DEMOLITIONS</u>	<u>\$25.00</u>
<u>ELECTRICAL SERVICE OR UPGRADE</u>	<u>\$75.00</u>
<u>HOMES MOVED TO ANOTHER LOCATION</u>	<u>\$400.00</u> (Includes Zoning, Building, Electrical, Mechanical, Plumbing hook-ups)
<u>ELECTRICAL/HVAC/PLUMBING/FIRE RESTORE</u>	<u>\$10.00 per SF x.3%</u>
<u>RE-INSPECTION FEES</u>	<u>\$150.00</u>
<u>INSPECTIONS OUT OF HOURS</u>	<u>\$150.00</u> (NORMAL BUSINESS HOURS 8:30 A.M. – 4:30 P.M. MONDAY-FRIDAY)
<u>CHANGE OF OCCUPANCY WITHOUT BUILDING PERMIT FEE CHANGES</u>	
<u>\$50.00</u>	
<hr/>	
<u>MINIMUM BUILDING PERMIT FEE</u>	<u>\$25.00</u>

***** 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)



**MACON COUNTY
PLANNING AND ZONING DEPARTMENT**

Macon County Office Building
141 South Main Street, Suite 501
Decatur, Illinois 62523

PHONE: (217) 424-1466
FAX: (217) 424-1459

NOTICE TO APPLICANTS FOR BUILDING PERMITS

It is our goal to ensure that your project moves through the permitting process as quickly as possible. In order to avoid unforeseen problems and discover conditions that could cause future project delays, your project needs to be adequately reviewed by all jurisdictions before construction begins or improvements are made. Securing these approvals "up front" will project costs down and assist permitting officials to seeing that you have the information needed to comply with the various rules and regulations.

This NOTICE is to advise you that the Department will not issue any permit for construction of a new building, additions to an existing building or for a change in use of a building or property until you have obtained the approval of the Macon County Health Department. If your project will involve using a private or community water well and/ or a private sewage disposal system (septic system) you are required to have your plans approved by the Health Department. It is your responsibility to make sure that the Health Department is contacted regarding your proposed project.

The Health Department will provide information on the procedures necessary to comply with the County Health Code and provide you with the proper application forms. If your proposed project does not require their approval they will inform you of such.

Upon approval of the plans for your water well and sewage disposal systems, this form MUST be submitted with or attached to your building permit application. At that time a permit may be issued.

CERTIFICATION of APPROVAL

I have reviewed the plans regarding the project of _____, for
(Applicant's Name)

_____, located at _____
(Proposed construction or use) (Address of the Property)

These plans do comply with the rules and regulations of the Macon County Health Department,

Dated this _____ day of _____.

By _____
of the Macon County Health Department

Illinois Carbon Monoxide Alarm Detector Act

Effective January 1, 2007, every dwelling unit will be required to have at least one approved carbon monoxide alarm in an operating condition within 15 feet of every room used for sleeping purposes. Alarms can be battery powered, plug-in with battery back-up or wired into the AC power line with a secondary battery back-up. The alarm can be combined with smoke detecting devices if the combined unit complies with specific standards and the alarm differentiates the hazard.

The Law

The Illinois General Assembly has passed and the Governor has signed the Carbon Monoxide Alarm Detector Act (Public Act 094-0741). This new law, effective January 1, 2007, requires homeowners and landlords to install carbon monoxide detectors in all buildings containing bedrooms and sleeping facilities.

The primary features of the law are:

- Every "dwelling unit" must be equipped with at least one operable carbon monoxide alarm within 15 feet of every room used for sleeping purposes.
- The alarm may be combined with smoke detecting devices provided the unit complies with respective standards and the alarm differentiates the hazard.
- A "dwelling unit" means a room or suite of rooms used for human habitation, and includes single family residences, multiple family residences, and mixed use buildings.
- If a structure contains more than one "dwelling unit," an alarm must be installed within 15 feet of every sleeping room in each "dwelling unit."
- The owner must supply and install all required alarms. A landlord must ensure that the alarms are operable on the date of initiation of a lease. The tenant is responsible for testing and maintaining the alarm after the lease commences.
- A landlord is required to furnish one tenant per dwelling unit with written information regarding alarm testing and maintenance.
- Willful failure to install or maintain in operating condition any alarm is a Class B criminal misdemeanor.
- The Act does exempt certain residential units from the requirement. Those residential units in a building that (i) does not rely on combustion of fossil fuel for heat, ventilation or hot water; (ii) is not connected to a garage; and (iii) is not sufficiently close to any ventilated source of carbon monoxide to receive carbon monoxide from that source OR a residential unit that is not sufficiently close to any source of carbon monoxide so as to be at risk of receiving carbon monoxide from that source, as determined by the local building commissioner shall NOT require carbon monoxide detectors.



Macon County, Illinois
Department of Planning & Zoning
Land Disturbance Permit

141 S. Main St., Suite 501
Decatur, Illinois 62523
Phone: (217) 424-1466

PERMIT – TYPE OR USE INK – MUST BE COMPLETED BY PERMITTEE

Name of development:

Address of property permitted for land disturbance:

Legal tax ID(s):

Property owner name / address:

Contact person phone:

Fax:

Cell:

Land disturbance type: (Check one)

- Land disturbing activity that disturbs one (1) or more acres of land
- Land disturbing activity of less than one (1) acre of land that is part of a larger planned development that affects more than one (1) acre of land.
- Land disturbing activity of less than one (1) acre of land that poses a unique threat to water, public health or safety.
- Construction or operation of a borrow pit.
- EXEMPT – No permit required (Check one)
 - Emergency activity immediately necessary for the protection of life, property or natural resources.
 - Addition or modification to existing single family structure not subject to Land Disturbance Permit.
 - Existing agricultural use of land – crop production, implementation of approved conservation measures, or construction of agricultural structures not subject to a Land Disturbance Permit.
 - Industrial activity with a separate permit.

Legal description of property to be developed (Attach additional sheet if needed.):

Size of area to be disturbed: _____ square feet or _____ acres

Description of land disturbance:

Sequence of construction activities:

Receiving waters of storm water runoff. If applicable, include location and size of city storm sewer:

Primary contractor information, if known. Attach contact information for all subcontractors performing land disturbing activities.

Name:

Address:

Phone:

Fax:

Required attachments:

- Attach copy of Notice of Intent filed with the Illinois Environmental Protection Agency (IEPA) as required by General NPDES Permit ILR10
- Attach copies of other environmental permits for the work obtained from other state or federal agencies.
- Attach Storm Water Pollution Prevention Plan (SWPPP)
- Attach receipt that erosion control inspection fee has been paid to the Macon County Soil & Water Conservation District. (Contact the District at 217-877-5670 ext 3 for fee schedule.)

FOR COUNTY USE

Permit is approved

Permit is approved with the following conditions: _____

Permit is denied for the following reasons: _____

Date issued: _____ Construction commencement date: _____

Notes:

1. Operators are authorized to discharge storm water from construction site on the date this permit is issued or when allowed to by the IEPA Notice of Intent, whichever is later.
2. This permit expires 180 days after issuance if no substantial work has commenced or 18 months from the date of construction commencement.

Erosion Control Plan for Individual Lot

Please Include the Following:		
<input type="checkbox"/> North Arrow	<input type="checkbox"/> Drawing Scale	<input type="checkbox"/> Silt fence or landscape buffer locations
<input type="checkbox"/> Edges of Street with Street Names	<input type="checkbox"/> Edges of Sidewalk	<input type="checkbox"/> Stabilized construction entrance
<input type="checkbox"/> Property Lines (--PL--)	<input type="checkbox"/> Building Location	<input type="checkbox"/> Inlet protection
<input type="checkbox"/> Building Pad Elevation	<input type="checkbox"/> Finished Floor Elevation	
<input type="checkbox"/> Surface Water Runoff Flow Arrows	<input type="checkbox"/> Street Drain Locations	
<input type="checkbox"/> Spot Elevations at Four Corners of Site	<input type="checkbox"/> Identify Backyard or Sideyard Swales, if applicable	

North						

Attach to Land Disturbance Permit