

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 <u>must be available for review by the Code Enforcement Officer at the building site.</u>

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.

- 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 \$50.00 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,
- 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.