

Application Packet for Building Permit

Packet includes:

Building Permit Application

Inspection Schedule

Inspector Contact Information

Blank Plot Plan Form

Drainage Certificate

Lot Coverage Calculation Worksheet

General Zoning Information

Building Permits are required for the following, but not limited to:

New home construction

Home additions

Garages

Decks

Sheds with foundations

Electrical upgrades

HVAC

New Plumbing





Building Permit Application

Property Information

Project Address: _____

Property Owner: _____

Phone: _____ Email: _____

Type of Construction / Improvement:

Permit for : Residential // Commercial // New Structure // Addition // Garage // Demo // Solar

General Description of work to be done: _____

- ☐ Lot coverage calculation worksheet completed and included
- ☐ Plot plan completed and included
- ☐ Drainage certificate signed and included

Contractors' Information:

Contractor Name: _____

Phone: _____ Trade/License # _____

Electrician Name: _____

Phone: _____ Trade/License # _____

Plumbing Contractor Name: _____

Phone: _____ Trade/License # _____

Please attach copies of all Licensing and Insurance information for each contractor with this form

The undersigned hereby applies to the Village of Harristown, Illinois for a building permit to perform work as described above, and if granted the permit applied for I will comply with all requirements of the Village of Harristown Code of Ordinances relating thereto by such ordinances, including but not limited to paying the fees required and requesting necessary inspections. I agree to allow Village Inspector(s) access to the property. I also agree that I have read and understand the information and material in this application and packet.

Owner or Authorized Agent

Date

Building Permit Application Procedures

1. Complete a Building Permit Application, including lot coverage calculation worksheet and plot plan. Use the “Schedule of Zoning Regulations” included for the setbacks required for your particular zoning classification. (A copy of the zoning map is available on the Village website and at the Village Office.)
2. Bring the completed information to the Village office during office hours.
M,W,F 9am-3pm Tu,Th 11am-5pm
3. If you are building a new house, a set of plans/blueprints must accompany your permit application.
4. Permit approval is subject to an inspection of the premises to verify setback and zoning compliance and to ensure the natural waterways are not disrupted.
5. A “Building Permit” will be issued upon receipt of all required information and fees.
6. Permits are good for **ONE YEAR** from the date issued. If your project takes longer you will need to renew your permit.
7. Copies of all licensing and insurance information for each electrician, plumber, or contractor working on your project must be submitted to the Village Office or Building Inspector before final inspection can be completed.

Fees:

Building:

- Building Permit fees are assessed at the rate of fifteen cents (\$0.15) per square foot or a minimum of \$100.00. whichever is greater, this includes improvements, sheds, and carports.
- Decks with a roof, Sheds, and carports with an area of 150 square feet or less are assessed a flat fee of \$35.00.
- Solar installations require both Mechanical and Electrical permits.
- Portable sheds, having no foundation, need a building permit to verify setback but there is no fee.
- Decks of any size without a roof shall be assessed a fee of \$35.00.

- Fences need no permit, have no set back from property line. BE SURE you know where the correct property line is located per Macon County Recorder of Deeds data. (Have your property surveyed if you aren't sure where your property line is.)
- Concrete slabs do **NOT** need a building permit.

Other:

Demolition Permit	\$45.00
Electrical Permit	\$90.00
Plumbing Permit	\$90.00
Mechanical Permit	\$90.00
Re-Inspection Fee*	\$50.00
Signs/Billboards	\$75.00
Reinspection Fee	\$50

A reinspection fee may be assessed against the applicant for a permit if:

1. The work for which the inspection has been requested is not installed or completed to the extent that an inspection can be made;
2. The inspection reveals that there are violations which should have been found corrected by workers while simply checking their work before calling for an inspection;
3. The work for which the inspection has been requested has been covered upon or hidden from view so that an inspection cannot be made;
4. The inspector is unable to gain entry at the time requested by the contractor; or
5. When previously noted violations have not been corrected.

Inspectors: **Building, Electrical, and Mech**
 Rick Watts 217-520-5454
 Plumbing Inspector
 David Binder 217-519-0303
 dbinder@dbinderplumbing.com

Other: Utility Locator: **JULIE 811** or 1-800-892-0123

During the construction of your project any field tile or drain pipe of any kind that is discovered shall be promptly reported to the Village Superintendent of Public Works at 217-963-2980 or jclosshtown@gmail.com. The report shall include the type of tile or drain pipe, the size of the tile or drain pipe, the location and direction of flow.

PLEASE FOLLOW THESE STEPS!

IT IS *YOUR* RESPONSIBILITY TO CONTACT THE APPROPRIATE INSPECTOR FOR INSPECTIONS

Building Inspections at the Appropriate State of Construction

<u>Code Section</u>	<u>Description of Inspection</u>	<u>When to Perform Inspection</u>
IBIC109.3.1 Do NOT pour any concrete without calling Inspector first	Footings and foundation	After excavation and reinforcing steel is in place. Concrete forms in place but concrete not poured.
IBIC109.3.2	Concrete slab and under floor	After in slab or underfloor reinforcing steel and building service equipment conduit, piping, and accessories are in place but before concrete is poured or floor sheathing installed.
IBC109.3.3	Floor Elevation	Upon placement of lowest floor including the basement and prior to vertical construction.
NEC	Rough-in Electric	After framing is complete: All wiring is pulled and all boxes are installed in walls and before walls are closed in. Receptacles and switches are not installed in boxes but wiring is visible.
IPC	Rough-in Plumbing	After framing is complete: All water lines, drain lines, and vents are installed. Drains must flow freely and water lines are free of leaks and cross connections. Walls not closed in
IBC109.3.4	Framing	After roof sheathing, all framing, fireblocking and bracing are in place and pipes, chimneys, and vents to be concealed are complete and rough electrical, plumbing, heating wires, pipes and ducts are approved.
IBC109.3.5	Gypsum Board	After lath and gypsum board, interior and exterior is in place but before any plaster is applied or joints are taped and finished.
NEC	Final Electrical	After walls are closed in and all connections have been made. All switches and circuits must work as intended. This is an operational check.
IPC	Final Plumbing	Operational check: All systems work as intended
IBC109.3.10	Final	After all work required by permit is completed.

Electrical permits for detached garages or free-standing buildings should be inspected for trenching and rough-in at the same time.

Drainage Certificate

I hereby certify that to the best of my knowledge and belief, the drainage and surface water drainage will not be changed during the construction of

_____ at the following address:_____.

Reasonable provision has been made for collection and diversion of such waters into existing public areas or future drainage areas which the builder has provided, and that such surface waters will be planned for in accordance with generally accepted engineering practices so as to eliminate the likelihood of damage to adjoining property because of the construction. I accept all responsibility for damage to field tiles or neighboring properties.

Property Owner

Date

Contractor

Date

Plot Plan

Name (Print): _____

Address: _____

Lot Size: _____

- Locate street by street name and indicate lot size
- Show location of ALL existing structures, including the proposed new one, with the size of all structures.
- Indicate the measurements from each structure, including the proposed new one, to all lot lines along with the distance between structures.



FRONT OF PROPERTY

LOT COVERAGE CALCULATION WORKSHEET

Site address: _____

Owner Name: _____

Permit Number: _____

Total Lot Square Footage:	A _____
<u>Existing Impervious Areas</u>	<u>Square Feet</u>
House	_____
Garage / Shed	_____
Pool and/or Deck	_____
Other	_____
Total All Existing Impervious Areas:	B _____
New Impervious Area being added:	C _____
Total Impervious Area	B + C = _____ D

Total % Lot Coverage $(D \div A) \times 100 =$ _____ %

Completed by: _____

Signature: _____ Date: _____

ZONING CODE

40 Attachment 14

Village of Harristown

Schedule of Zone Regulations Part II Development Regulations

District	Minimum Lot Area	Minimum Lot Width (feet)	Minimum Front Yard (feet)	Minimum Side Yard per Side (feet)	Minimum Rear Yard (feet)	Maximum Height (feet)	Maximum Coverage	Maximum Floor Area Ratio
A-1	10 acres	200	50	20	100	35	None	None
C-1	10 acres	200	50	20	100	35	0.20	None
RE-1	1 acre	150	40	15	40	35	0.30	None
R-1	20,000 square feet	100	35	10	30	35	0.30	None
R-2	12,000 square feet	80	30	10	25	35	0.30	0.30
R-3	7,500 square feet	60	25	6	20	35	0.35	0.40
R-5	6,000 square feet first unit 3,000 square feet each additional unit	60	25	6	20	35	0.35	0.40
O-1	2,500 square feet per dwelling unit 10,000 square feet/lot	80	35	10	20	45	0.40	0.50
B-1 Adjacent to Residential Zone	10,000 square feet	80	35 35	None 20	20 20	45 35	None .35	None .40
B-2 Adjacent to Residential Zone	10,000 square feet	None	None 60	None 20	None 20	70 0.35	None 35	None 0.40
B-3 Adjacent to Residential Zone	10,000 square feet	None	None 60	None 20	None 20	70 35	None 0.35	None 0.40
M-1 Facing Residential Zone	20,000 square feet	100	None 60	20 20	None None	80 80	0.50 0.50	0.60 0.60
M-2 Facing Residential Zone	20,000 square feet	100	None 60	50 50	None None	80 80	0.5 0.50	0.80 0.80

Village of Harristown Zoning Code

All Ordinances and Zoning Codes are available online at
<https://villageofharristown.com/code-compliance-ordinances>

§ 40-4-2 Lot area regulations.

(A)

General lot area regulations. Except as provided herein, any principal use together with all accessory uses shall be located on a lot having a minimum area as shown in the Schedule of Zone Regulations, Article **III**, Section **40-3-3**, Part II.

(1)

No building or structure shall be erected, converted, enlarged, reconstructed, or structurally altered except in conformity with the lot area regulations of the district in which the building or structure is located.

(2)

No building, parking area, or structure shall be erected, converted, enlarged, reconstructed, or structurally altered without first obtaining a permit for such constructions.

(3)

No building shall be placed on any lot which does not front a dedicated public roadway.

Except as provided in the planned unit development regulations, not more than one principal single-family building shall be permitted on a lot. The minimum lot area for townhouse dwellings and apartment dwellings, and attached dwellings in the R-5 Zone shall be the sum of the lot area requirements for the second dwelling unit, plus the lot area requirements for each additional dwelling unit as shown in the Schedule of Zone Regulations.

(B)

Exceptions of lot area regulations. The following are instances where exceptions shall be permitted from lot area regulations.

(1)

Relief may be granted to the minimum lot area regulations in the form of a variance, but only as provided for under the conditions as set forth in Article **VI** of this Code.

(2)

Modifications may be permitted in lot area regulations in a planned unit development but only in a manner that maintains the minimum density requirements of the zone and only as provided for in the planned unit development section, Article **V**, Section **40-5-3** of this Code.

(3)

On legally nonconforming lots as provided for in Article **VII** of this Code.

§ 40-4-4 Yard and setback requirements.

Except as provided herein, the yard and setback regulations of this Code shall be considered the minimum regulations for each and every building established after the effective date of this Code. All yards and other required open space allocated to a building by the standards set up in the Schedule of Zone Regulations shall be located on the same lot as such buildings. The maintenance of yards, new lot areas, and other open spaces legally required for a building shall be a continuing obligation of the owner of such building or users, as long as the structure or use is in evidence. In this respect, no legally required yard, other open space, or minimum lot area allocated to any building shall by virtue of change of ownership, or other reason, be used to satisfy yard, other open spaces, or minimum lot area requirements for any other building.

No improved lot shall hereafter be divided into two or more lots and no portion of any improved lot shall be sold, unless all improved lots resulting from each transfer, division, or sale shall conform with all the applicable development regulations (Section **40-3-3**, Part II) of the zone in which the property is located.

(A)

Permitted obstruction in required yards. The following shall not be considered to be obstructions when located in the required yards specified:

(1)

Any yard. Marquees and awnings adjoining the principal building, overhanging roof eaves; chimneys, unenclosed patios, and stoops, if they do not encroach upon the required yard space by more than three feet.

Ornamental light standards, domestic television and radio antenna, flagpoles, arbors, trellises, trees, shrubs. Except that on corner lots no obstructions higher than 30 inches above the street grade shall be located in a triangle formed by the connecting of points 25 feet from the intersection of the street pavement.

(2)

Side yards. Open accessory off-street parking spaces except in a side yard abutting a street.

(3)

Rear yards. Enclosed, attached or detached off-street parking spaces; open off-street parking spaces; accessory sheds, tool rooms, and any farm accessory building, or any similar accessory structures; and balconies, breezeways, and open (not permanently glassed-in) porches.

(4)

Commercial zones.

(a)

Filling station pumps and islands and light fixtures located on a lot used as a filling station may be located within a required yard provided they are not less than 15 feet from any street line. No merchandise offered for sale or rent, banners, or advertisement devices other than authorized signs shall be placed in the front yard setback.

(b)

Permitted freestanding signs as defined and provided for in the sign ordinance of the Village of Harristown when relating to the business carried on in the establishment occupying a lot may be located in the front yard or yards.

(c)

Nonadvertising light standards may be located within a required front yard, provided such standards are located not less than five feet from any street, provided such lights are shielded so that illumination does not reflect onto residential property.

(d)

Off-street parking facilities may be located within the required front yard of any B or M Zones, provided that at least a five-foot setback is maintained between the street travel area and the parking area (excluding driveway) and also provided that such parking areas are maintained with an all-weather dust-free surface as provided for in the parking requirements, Article **IX**, Section **40-9-6(G)**, of this Code.

(B)

Additional yard requirements. Additional street setbacks or yard may be required in the following instances:

(1)

The Board may upon recommendation of the Commission establish special setbacks in excess of those setbacks required by the Zone District; such setbacks shall be established when it is deemed necessary to protect any existing or proposed street,

traffic way, freeway, highway, drives or parkways or storm and flood runoff channels. Such setbacks shall only be valid, however, after giving the required legal notice and holding of public hearing as required for all zoning changes by this Code. Further, all setbacks shall be uniformly applied to at least one block face and shall after being adopted be clearly shown on the setback map in the Village Hall.

(2)

The minimum setback on all major streets shall be 50 feet and collector streets, 35 feet. These regulations shall supersede the individual zone requirements. The Village shall maintain street classification maps in the Village Hall.

(3)

A corner lot shall be considered to have two front yards for purposes of establishing the building setback line, or minimum front yard line and for purposes of parking regulation.

(4)

Buildings used for shelter of livestock, poultry or animal husbandry shall be a minimum of 75 feet from any lot line and shall be a minimum of 30 feet from any residence occupying the lot.

[Ord. No. 6-27-94C]

(C)

Exceptions to yard and setback requirements. The following are instances where exceptions to the yard and setback regulations as shown in the Schedule of Zone Regulations may be permitted:

(1)

Relief may be granted in the form of a variance but only as provided for under the conditions as set forth in Article **VI** of this Code.

(2)

Modification may be permitted in yard and setback requirements in a planned unit development as provided in Article **V**, Sections **40-5-3** through **40-5-6**, of this Code.

(3)

Legally nonconforming uses in accordance with the regulation contained in Article **VII** of this Code.

(D)

Accessory uses to residential uses. Garages, lawn storage sheds, and shelters for pets may be constructed in any side or rear yard area, provided that such structures are kept at least three feet from any lot line, and further provided that such structures are separated by at least 10 feet from the principal structures occupying the lot. Where the principal structure is allowed, by variance, to be closer to the lot line abutting the street than required by the regulations of the particular district, the setback for the accessory structure shall be the same as allowed for the principal structure.

§ 40-4-5 Building bulk limitations.

Except as herein provided, all buildings and other structures constructed in the Village of Harristown after the effective date of this Code shall conform with the Schedule of Zone Regulations, Part II, in terms of maximum height, maximum coverage, and maximum floor area ratio.

(A)

General building bulk limitations.

[Ord. No. 96-7, 9-23-1996; Ord. No. 04-07, 9-27-2004]

(1)

Maximum height. The maximum height, as set forth under each zoning district, shall be the greatest building height allowed for either the principal or accessory buildings, except that all accessory buildings in residential zones shall be limited as follows:

(a)

Accessory buildings on lots 1/2 acre or larger shall have a maximum height of 17 1/2 feet and a maximum square footage of 1,800 square feet either pole barn or frame construction.

(b)

Accessory buildings on lots under 1/2 acre shall have a maximum height of 13 1/2 feet and a maximum square footage of 900 square feet frame construction only.

(c)

Larger buildings could be permissible by variance.

(2)

Floor area ratio. The floor area ratio, as set forth under each zoning district, shall be the maximum allowable for the building or buildings (principal and accessory) on a lot or site.

(3)

Maximum coverage. The maximum coverage, as set forth under each zoning district, shall be the maximum building coverage allowable for the building or buildings, (principal and accessory) on a lot or site.

(B)

Exceptions to building bulk regulations. The following are instances where exceptions to the building bulk regulations shown on the Schedule of Zone Regulations may be permitted.

(1)

The height regulation shall not apply for all radio towers, television towers, antennas, church spires, belfries, monuments, tanks, water and fire towers, stage towers, smokestacks, chimneys, and flag poles provided that the maximum height does not exceed 100 feet.

(2)

Public, semipublic buildings, public utilities, public service buildings, civic buildings, hospitals, schools, churches, temples, grain elevators, scenery lofts, elevator bulkheads, and silos where permitted may be erected to a height not to exceed 100 feet, provided that the side and rear yards are increased by one foot for each foot of additional building height above the height regulations for which the building is located, and also, providing that the main shadow area shall be 2 1/2 times the height of the buildings. (See definitions for "shadow area.")

(3)

Relief from the building bulk regulations may be granted in the form of a variance, but only when approved in accordance with the provisions as set forth in Article **VI** of this Code.

(4)

Modifications may be permitted in the building bulk regulations in a planned unit development as provided in Article **V**, Sections **40-5-3** through **40-5-6**, of this Code.

(5)

Legally nonconforming uses as provided for in Article **VII** of this Code are exempt.