

# Sangamon County Zoning & Building Safety Permit # \_\_\_\_\_

Application for Plan Examination  
And Building Permit

Sangamon County Complex, Room 213  
Springfield, Illinois 62701  
Ph: (217)753-6760/Fax (217) 747-5103  
[zoning@co.sangamon.il.us](mailto:zoning@co.sangamon.il.us)

**PROPERTY INFORMATION :**

STREET ADDRESS: \_\_\_\_\_ CITY & ZIP \_\_\_\_\_  
 CORNER LOT: YES NO ZONING: \_\_\_\_\_  
 STRUCTURE DIMENSIONS: WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ HEIGHT \_\_\_\_\_  
 SQUARE FOOTAGE OF THE LIVING AREA \_\_\_\_\_ TOTAL SQUARE FOOTAGE \_\_\_\_\_  
 PARCEL NO: \_\_\_\_\_ PUBLIC WATER: YES NO PUBLIC SEWER: YES NO  
 DATE STAKED \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_ C,S & ZIP: \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**CONTRACTOR INFORMATION**

	NAME, ADDRESS, CITY, STATE, ZIP	PHONE/FAX
<b>GENERAL CONTRACTOR</b>		
E-Mail Address		
<b>ARCH/ENGINEER</b>		
<b>ELECTRICAL</b>		
<b>MECHANICAL</b>		
<b>PLUMBING</b>	LICENSE# 058-	
<b>ROOFING</b>	LICENSE#	

**Improvement type:**

**PROPOSED USE:**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> New Construction (1)<br><input type="checkbox"/> Addition (2)<br><input type="checkbox"/> Alteration (3)\$30 min. fee per BEMP<br><input type="checkbox"/> Repair/Replacement (4)<br><input type="checkbox"/> Relocation (6 )<br><input type="checkbox"/> Foundation Only (7)<br><input type="checkbox"/> Zoning Only<br><input type="checkbox"/> Demolition | <b>Commercial</b><br><input type="checkbox"/> Theatre (1)<br><input type="checkbox"/> Night Club (2)<br><input type="checkbox"/> Restaurant (3)<br><input type="checkbox"/> Church (4)<br><input type="checkbox"/> Other Assembly (5)<br><input type="checkbox"/> Business (6)<br><input type="checkbox"/> Beer Garden<br><input type="checkbox"/> Sign (Complete additional forms)<br><input type="checkbox"/> Other _____ | <b>RESIDENTIAL</b><br><input type="checkbox"/> Hotel, Motel (16)<br><input type="checkbox"/> Multi – Family (17)<br><input type="checkbox"/> IBC Two Family (19)<br><input type="checkbox"/> IBC Single Family (20)<br><input type="checkbox"/> Modular Home<br><input type="checkbox"/> Manufactured Home | <b>OTHER</b><br><input type="checkbox"/> Private Garage<br><input type="checkbox"/> Shed<br><input type="checkbox"/> Carport<br><input type="checkbox"/> Pole Barn<br><input type="checkbox"/> Horse Barn<br><input type="checkbox"/> Fence<br><input type="checkbox"/> Deck<br><input type="checkbox"/> In-ground Pool \$100<br><input type="checkbox"/> Above ground Pool \$50<br><input type="checkbox"/> Roof<br><input type="checkbox"/> Siding |
|---|---|--|--|

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable federal, state, And local laws. Under penalties of perjury, I hereby certify that applicant (and owner) have fully paid all taxes and all other debts owed to Sangamon County as of the date of this application. In addition, if permit for work described in this application is issued, I certify that the code Official or the code official's authorized representative 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.

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SIGNATURE OF APPLICANT	ADDRESS	PHONE NUMBER
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**▼▼▼\*\*ASBESTOS AWARENESS NOTICE FOR DEMOLITION & RENOVATION PROJECTS\*\*▼▼▼**

The Illinois Environmental Protection Agency (IEPA) requires that building owners and contractors notify the IEPA a minimum of ten working days prior to demolition or renovation activities. Also, the Illinois Department of Public Health (IDPH) requires that building owners and contractors notify IDPH prior to renovation activities. Written verification of the disconnection of services from utility companies having jurisdiction and proof of notification to I.E.P.A. is required before a demolition permit application can be accepted by Zoning and Building Safety Department. The I.E.P.A. may be contacted at (217) 782-7326, and the IDPH at (217) 782-3517.

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SIGNATURE OF APPLICANT	ADDRESS	DATE
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FRAMING (Check that applicable) ____ Structural ____ Partition ____ Steel ____ Concrete ____ Other  Identify: ____ Masonry ____ Wood		EXTERIOR WALLS (check those applicable)  ____ Steel ____ Concrete ____ Other  Identify: ____ Masonry ____ Wood
Are any structural assemblies fabricated off-site? ____ YES ____ NO		
Street frontage(Feet)	Stories (Number)	Lot Area (Sq. feet)
Front Setback (Feet)	Bed Rooms (Number)	Building Area (Sq. feet)
Rear Setback (Feet)	Full Baths (Number)	Parking Area (Sq. feet)
Left Setback (Feet)	Partial Baths (Number)	Living Area (Sq. feet)
Right Setback (Feet)	Garages (Number)	Basement Area (Sq. feet)
Height Above Grade (Feet)	Windows (Number)	Garage Area (Sq. feet)
Est. Cost of Const. \$	Fireplaces (Number)	Office/sales (Sq. feet)
Existing Residential Units (Number)	Enclosed Parking (Number)	Service (Sq. feet)
New Residential Units (Number)	Outside Parking (Number)	Manufacturing (Sq. feet)
Est. Start ____/____/____	Est. Finish ____/____/____	Elevators/Escalators (Number)
<b><i>SCOPE OF WORK- Explain in detail what work is being done.</i></b>		
<b><i>USE OF BUILDING-Explain in detail what the building is being used for. If for storage what is being stored in the building.</i></b>		

**NEW CONSTRUCTION ROAD ACCESS:**

Property is located on a State \_\_\_\_\_, County \_\_\_\_\_ or Township \_\_\_\_\_ Highway/Road

Is there currently a culvert on this property? Yes No

***PLASTIC CULVERTS ARE NOT ALLOWED***

Is new road access needed for this property? Yes No

If “yes” have you contacted the appropriate jurisdiction authority? Yes No

**OFFICE USE ONLY**

APP. DATE: \_\_\_\_\_

EST. COST: \_\_\_\_\_

PERMIT FEE: \_\_\_\_\_

PENALTY FEE: \_\_\_\_\_

TOTAL: \_\_\_\_\_

APPLICATION BY: \_\_\_\_\_

Sangamon County Zoning and Building Safety  
Room 213-County Building  
200 South Ninth Street  
Springfield, IL 62701

(217) 753-6760 (FAX) 747-5103 (e-mail) [zoning@co.sangamon.il.us](mailto:zoning@co.sangamon.il.us)

**REQUIRED INSPECTIONS**

No work shall begin until you have received your permit. In addition, prior to start of any work or issuance of any permits for new structures, you must have your sewage disposal system approved by the Sangamon County Public Health Department (535-3100).

- 1 Zoning inspection after construction staked out. A permit will be issued and work may begin after a zoning inspection has been done and approved and all required submissions have been received.
- 2 Footings inspection **before** pouring footings
- 3 Plumbing Ground Work inspection if applicable **before** concrete floor poured
- 4 Electrical Ground Work inspection if applicable **before** concrete floor poured
- 5 Plumbing Rough-in, Electrical Rough-in, Mechanical Rough-in inspections **before** sheetrock or plaster walls and ceilings installed
- 6 Electrical service entrance.
- 7 Fireplace inspection **before** sheetrock or plaster walls and ceilings installed
- 8 Framing inspection **before** sheetrock or plaster and insulation installed
- 9 Insulation inspection **before** sheetrock or plaster installation
- 10 Final Plumbing, Electrical, Mechanical and Building inspections when all systems are installed and functioning as designed. Plumbing fixtures installed and fully operational, Electrical devices, (lighting, smoke detectors etc.) installed and fully operational, Mechanical equipment, (furnaces, exhaust fans etc.) installed and fully operational, Doors, windows and related hardware installed and fully operational.
- 11 Floor covering, painting and cosmetic finishes installations not required for final inspections.
- 12 Re-inspections for corrective work must be completed prior to covering or concealing.
- 13 Other inspections may be required for your situation. Please contact this office if you are not sure or have any questions. Phone # 753-6760  
Building-----Leonard LeVeque  
Plumbing/Mechanical-----Mike Smith  
Electrical/Mechanical-----Mike Ashenfelter

**Covering or concealing any of the above referenced work with permanent construction (concrete, sheetrock, paneling, brick, siding etc.) will not relieve Owner/Contractor from securing those inspections.**

**You may be required to remove construction to allow for inspection.**

**All finals must be inspected and approved before a Certificate of Occupancy will be issued. Occupancy is prohibited until the Certificate of Occupancy is granted.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please draw a sketch including the following:**

- 1. Indicate the structure and how far away it sits from property lines.**
- 2. Show other structures on parcel and distance way from proposed structure.**
- 3. Show where the driveway will be.**

**Please indicate the North point.**