



**COUNTY OF TAZEWELL
DEPARTMENT OF COMMUNITY DEVELOPMENT**

11 South 4th Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 Fax: (309) 477-2358 Email: zoning@tazewell.com

Kristal Deininger, Community Development Administrator

**COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTI-FAMILY FAMILY
PERMIT CHECKLIST**

The following checklist is aid in a thorough submittal process and shall be submitted with a building permit application:

- Completed commercial building permit application to include a Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, existing septic system and location of driveways, parking and landscaping areas. **Allow 14 business days for approval.**
- Completed Erosion & Sediment Control Permit (if project area is between 5,000 to 21,780 square feet) or an Erosion, Sediment and Stormwater Control Permit (if project area is greater than 21,780 square feet). Shall be approved prior to issuance of building permit
- Completed Electrical, HVAC or Plumbing permit application, where applicable, to include the following:
 - Plumbing – a copy of the plumber’s state license & registration
 - Electrical – license number
- 2 copies of a Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, existing septic system and location of driveways, parking and landscaping areas.
- 3 complete sets of architecturally sealed construction plans. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed; and show in detail that it will conform to the provisions of applicable codes, relevant law, ordinances and rules and regulations, as determined by the building official. All plans shall include all structural, mechanical (electrical, plumbing, HVAC), accessibility and fire protection systems. Applicant is responsible for knowing the current adopted building codes.
- Copies of Comcheck report or equivalent indicating compliance with 2012 International Energy Conservation Code.
- An approved Septic permit from the Health Department or an inspection report/or approval letter when a septic permit is not required
- An access permit or sign off is required from the appropriate road district (IDOT for State Highways, Tazewell County Highway Dept. for County Highways or Township Road Commissioner for Township Roads)
- Complete list of subcontractors – Complete sheet in packet as provided
- State Roofing License, where applicable
- Fire Department approval from local fire district, where applicable. Applicant is responsible for submitting the required information to the fire district.
- A non-refundable Review Fee is required at the time of filing the application. Cash or check only

******CALL TO MAKE AN APPOINTMENT WITH JACKIE PRIOR TO SUBMITTAL OF PLANS – (309) 477-2235 – IF JACKIE IS NOT AVAILABLE ASK FOR KRISTAL******

IMPORTANT NOTES:

- * Call J.U.L.I.E. before you dig at 1-800-893-0123
- * Every building permit shall become invalid if work authorized by the permit has not commenced within 180 days after its issuance, unless an extension is obtained in writing from the Community Development Administrator.
- * When work for which a permit is required is started prior to obtaining a permit, the fee specified in the fee schedule shall be DOUBLED.

The following codes, with amendments, adopted by the County Tazewell Board are to be enforced solely for multi-family, commercial, industrial and institutional structures are as follows:

**International Building Code 2012
International Property Maintenance Code 2012
NFPA 70: National Electrical Code 2011 Edition
State of Illinois Plumbing Code Part 890 Illinois Administrative Code
International Mechanical Code 2012
International Fire Code 2012
Illinois Accessibility Act 1996
International Energy Conservation Code 2012**



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**COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTI-FAMILY
 APPLICATION FOR COUNTY BUILDING PERMIT**

*Please complete this application in its entirety. Please consult the Application Checklist to ensure all required information is submitted with the Application. If you do not have the entire submittal information, we will be unable to issue a permit.

To the applicant: Please complete this application in its entirety as to what applies to your project. THANK YOU.

PROPERTY OWNER NAME & ADDRESS

CONTRACTOR NAME & ADDRESS

Phone: _____

Phone: _____

CONSTRUCTION SITE PARCEL ID NUMBER: _____

CONSTRUCTION SITE 911 ADDRESS: _____

*An address MUST be applied for prior to issuance of any Building Permits.

ESTIMATED COST OF CONSTRUCTION: \$ _____

STRUCTURE TYPE: Commercial Industrial Institutional Multi-Family (3 or more units) Addition To

STRUCTURE DIMENSIONS: **TOTAL AREA:** **# OF STORIES:** **TOTAL HEIGHT:** (ground to peak)

Principal _____ x _____ _____ sq ft _____ ft _____ in

Accessory _____ x _____ _____ sq ft _____ ft _____ in

Diameter (i.e. grain bin): _____ Existing Structures on Property: _____

Existing Structure Floor Area: _____ sq. ft. New structure Floor Area: _____ sq. ft

Number of Units: _____ Number of Bathrooms: _____ Max number of employees: _____

BUILDING USE (Be Specific): _____



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SUB-CONTRACTOR INFORMATION SHEET

	CONTRACTOR'S INFO		
TYPE	NAME	REGISTERED	LICENSE #
ELECTRICAL			
PLUMBING			
HVAC			
ROOFING			
EROSION CONTROL			
EXCAVATING			
FOUNDATION			
FRAMING			
INSULATION			
RADON			
SPRINKLER			
ARCHITECT			



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APPLICATION FOR PLUMBING, FIRE SPRINKLERS & LAWN SPRINKLERS PERMIT

PERMIT # _____ - PL

Address of Job _____ Parcel ID# _____

Owner/Tenant _____ Phone # _____

Owner/Tenant Address _____ City, State, Zip _____

CONTRACTOR: _____ LIC# _____ Phone # _____

Must provide a copy of the State of Illinois Plumbing License & State Contractor's License

Contractor Address _____ City, State, Zip _____

Total Square Feet of Area: _____

Plumbing Fixtures include: washers, water closets, bidets, lavatories, bathtubs, showers, floor drains, & sewer ejectors
NOT: dishwashers, garbage disposals, water softeners

Residential:

New [] Existing []

Single Family [] Two Family []

Number of Fixtures _____

Number of Water Heaters _____

Commercial:

New [] Existing []

Number of Fixtures _____

Number of Water Heaters _____

OTHER:

Fire Sprinklers: Number of sprinkler heads (Fire) _____ Residential [] Commercial []

Lawn Sprinklers: Number of sprinkler heads (Lawn) _____ Residential [] Commercial []

Notes: _____

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. The inspector will make all required inspections. It is the sole responsibility of the permit holder to call the inspector and make arrangements for required inspections.

I understand that this permit is for only the undersigned party and is non-transferable. If a change in the contractor is needed, a new permit must be issued and charged a base fee. Any changes to the scope of work will be subject to additional fees. All stand alone permits will expire 180 days from the date of issuance.

Signature: _____ Date _____
Contractor [] Owner []

Fee Total \$ _____

Building Permit # _____



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APPLICATION FOR ELECTRICAL PERMIT

PERMIT # _____ - EL

Address of Job _____

Parcel ID# _____

Owner/Tenant _____

Phone # _____

Owner/Tenant Address _____

City, State, Zip _____

CONTRACTOR: _____

Phone # _____

Contractor Address _____

City, State, Zip _____

Total Square Feet of Area: _____ Describe the Scope of Work: _____

Temp Pole and Main Service Inspections: Scheduled inspections are required.
The Building Inspector will contact Ameren upon a PASSED inspection.

Residential:

- New Existing
- Single Family Two Family
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement
- Meter Relocation
- HVAC

Number of Amps: _____

Commercial:

- New Existing
- Phase 1 Phase 3
- Temp Pole
- Add Wiring
- Remodel
- Service Replacement

Number of Amps:

120/240 120/208 277/480

Other: _____

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. The inspector will make all required inspections. It is the sole responsibility of the permit holder to call the inspector and make arrangements for required inspections.

I understand that this permit is for only the undersigned party and is non-transferable. If a change in the contractor is needed, a new permit must be issued and charged a base fee. Any changes to the scope of work will be subject to additional fees. All stand alone permits will expire 180 days from the date of issuance.

Signature: _____ Date: _____

Contractor

Owner

Fee Total \$ _____

Building Permit # _____



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APPLICATION FOR HEATING/VENTILATION & AIR CONDITIONING PERMIT

PERMIT # _____ - HV

ACCA Manual J calculation (www.acca.org) [] submitted [] approved ____/____/20__

Other approved heating & cooling calculation [] submitted [] approved ____/____/20__

Address of Job _____ Parcel ID# _____

Owner/Tenant _____ Phone # _____

Owner/Tenant Address _____ City, State, Zip _____

CONTRACTOR: _____ Phone # _____

Contractor Address _____ City, State, Zip _____

Residential:

Single Family [] Two Family []

New [] Existing []

Number of Heating Units _____

Number of AC Units _____

Number of Geothermal Units _____

Commercial:

New [] Existing []

Sq. Feet of Heating _____

Sq. Feet of AC _____

Total BTU Input Heat _____

Total BTU Input AC _____

Type of System: _____

Type of Flue: _____

Notes: _____

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. The inspector will make all required inspections. It is the sole responsibility of the permit holder to call the inspector and make arrangements for required inspections.

I understand that this permit is for only the undersigned party and is non-transferable. If a change in the contractor is needed, a new permit must be issued and charged a base fee. Any changes to the scope of work will be subject to additional fees. All stand alone permits will expire 180 days from the date of issuance.

Signature: _____ Date _____
Contractor [] Owner []

Fee Total \$ _____

Building Permit # _____



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FIRE DEPARTMENT APPROVAL FORM

Date Plans Submitted: _____

Name, Address and Phone Number of Submitter:

Property Tax I.D. # _____

Parcel Address: _____

Plans Approved: _____ Plans Denied: _____

Comments: _____

Date Plans Approved: _____

Signature of Fire Department Official

**BUILDING CODE
FEE SCHEDULE**

Commercial/Industrial/Multi-Family:	
Commercial New Construction, Additions or Alterations to - includes Plan Review and Building Permit Fee:	
-120 to 400 square feet	\$700.00
- 401 to 1,000 square feet	\$775.00
- 1,001 to 2,000 square feet	\$825.00
- 2,001 to 3,000 square feet	\$900.00
- 3001 to 4,000 square feet	\$975.00
-in excess of 4,000 square feet	\$50.00 Each Additional 1,000 Sq. Ft. or fraction thereof
Commercial- Additions to or Alterations/Accessory Structure - includes Plan Review and Building Permit	
-120 to 400 square feet	\$550.00
- 401 to 1,000 square feet	\$625.00
- 1,001 to 2,000 square feet	\$675.00
- 2,001 to 3,000 square feet	\$750.00
- 3001 to 4,000 square feet	\$825.00
-in excess of 4,000 square feet	\$50.00 Each Additional 1,000 Sq. Ft. or fraction thereof
Electrical Permits: (include electrical service upgrades and revisions)	
- up to 1,500 square feet	\$50.00
-in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof
Plumbing Permits:	
-Up to 16 fixtures (See "Fixtures" below)	\$45.00
-Per additional fixture	\$15.00
The term "fixture" shall include but is not limited to:	
Toilets	Wash basins
Interceptors	Water heaters
Bath Tubs	Sinks
Drinking Fountains	"Roughed-in" fixtures
Urinals	Showers
Floor drains	Sewage Ejectors
Any device which a plumbing connection is required	
HVAC Permits:	
Heating	
-up to 1,500 S.F.	\$50.00
- in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof
Cooling	
-up to 1,500 S.F.	\$50.00
- in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof
Not for Profit	
	\$300.00 minimum or
	\$2.00 per \$1,000 of estimated cost

WORK COMMENCED WITHOUT A PERMIT - Where it is found that any permit type of work has commenced without prior permit issuance, the normal permit fee amount shall be doubled.