



**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

SUBMITTAL REQUIREMENTS FOR BUILDING PERMITS

(Other than Commercial, Industrial and Multi-Family Structures)

The following submittals are required prior to issuing a building permit. Failure to submit all requirements at the time of application will delay the review process. Construction and/or disturbance of soil prior to a Building Permit/Erosion Permit may result in fines and a Stop Work Order. Applications are accepted and permits issued between 9:00 a.m. and 4:30 p.m. Monday through Friday.

There is a 48 Hour review period for all permits requiring a Plan Review. This does not ensure that you will receive your permit within 48 hours, but that the Department will contact you regarding the status of permit and with any questions within this period.

Plans are reviewed for compliance with the following codes: Tazewell County Zoning Code, current State of Illinois Plumbing Code Part 890, 2012 International Residential Code, 2011 National Electrical Code, 2012 International Mechanical Code and 2015 Illinois Energy Conservation Code.

State of Illinois law requires residential building permit applications to meet standards outlined in the 2015 Illinois Energy Conservation Code. These laws apply to permits for all new homes, home remodels, and changes in area from non-conditioned to conditioned space. Also, garage and accessory structures equipped with larger than a 100 amp electrical panel unless the Code Official determines that the electrical service is necessary for purposes other than providing electric comfort heating.

****New Homes – 48 Hour Review Period**

- A valid 911 address assigned by the Community Development Office.

Owners of improved property shall post that property's address number(s), as assigned by Tazewell County, on a principal building or structure, at or near the main entrance of said principal building or structure, but not further than eighty (80) feet from the centerline of any right-of-way to which the structure faces. The minimum height of each number shall be four (4) inches to meet the requirements under 5-2(a) and three (3) inches, and the maximum height shall be twelve (12) inches. Numbers shall be Arabic, uniform in height, color, and style with no fractions or decimals allowed.
- Proof of septic/sewer
 1. Septic permit issued by the Tazewell County Health Department – phone: 309-477-2223
 2. Or, an appropriate letter from the Sanitary District stating that owners have applied for hookup.
- Completed Erosion Control Permit Application.
- Completed Building Permit Application
- 2 Full sets of construction plans drawn to scale. Minimum size- 11"x17" (1/4" = 1' minimum scale legible). (unless otherwise specified by Staff)
 1. **Foundation Plan**

(Include beams & columns with sizes & locations, egress windows & stair location and sizes, information)
 2. **Detailed Floor Plans**
 3. **Exterior Elevation Views** of all four sides (include window size, roof venting, decks and guardrail, roofing and siding materials).
 4. **Detailed Wall Sections** (include all construction components notes from roof to footings, see example.)
 5. **Deck plans or provided diagram**, if applicable.

Must include post size and spacing, beam size and span, joist size and span, footing size for corners and intermediates.
 6. **Modular, Log, and/or Package homes:** Full package set including the specific Codes designed to, must be presented along with plans of all on site construction detail, i.e. foundation plans at the time of submittal.

- Compliance with 2015 Illinois Energy Conservation Code
 1. Passed REScheck compliance report bearing the signature of the responsible party. (www.energycodes.gov)
- Site Plan of the lot showing; the proposed structure, all distances to lot lines, distance to other structures, and **including** location and distance to the well and septic.
- Completed Mechanical Permit Application(s) – All applications are not required to be submitted/approved/issued at the same time, however keep in mind that lack of doing so may cause delays in the inspection process.
 1. Electrical Permit Application.
 2. Plumbing Permit Application – individual must be an Illinois licensed plumber if work is performed by anyone other than homeowner. A copy of their Illinois plumbing license and State plumbing contractor’s license is required.
 3. HVAC Permit Application, with ACCA Manual J calculations if available.
- A list of names and phone numbers for all sub-contractors: Builder, Electrician, Plumber, HVAC Contractor, Insulator, Roofer, Lawn Sprinkler, Contractor, and Fire Alarm/Sprinkler Contractor.
- Roofing License Number – per the Illinois Roofing Industry Licensing Act 225 ILCS 335. (New Dwellings only).
- Road Access Permit. Contact the Township Road Commissioner, County Highway or IDOT for road access requirements.

****Room Additions – 48 Hour Review Period**

- Completed Building Permit Application
- 2 full sets of construction plans drawn to scale. Minimum size 11”x17” (1/4” = 1’ minimum scale legible). (Unless otherwise specified by Staff)

Indicate where new addition attaches to old building

 1. **Foundation Plan** (include beams & columns with sizes & locations, egress windows & stair location and sizes, concrete slab information, electrical layout and equipment location, ect.)
 2. **Detailed Floor Plans**
 3. **Exterior Elevation Views**, of all four sides.
(include window size, roof venting, decks and guardrail, roofing and siding materials).
 4. **Detailed Wall Sections** (include all construction components notes from roof to footings)
 5. **Deck plans or provided diagram**, if applicable. Must include post size and spacing, beam size and span, joist size and span, footing size for corners and intermediates.
- A Site Plan of the lot showing; the proposed structure, all distances to the lot lines, distances to other structures and **including** location of well and septic.
- Proof of Septic Inspection or new Septic permit *where applicable*
 1. Septic permit or approved septic inspection issued by the Tazewell County Health Department – phone 309-477-2223
- Completed *Applicable* Mechanical Permit Application(s) -
 1. Electrical Permit Application.
 2. Plumbing Permit Application – installer must be an Illinois licensed plumber if work is performed by anyone other than homeowner. A copy of their Illinois plumbing license and State plumbing contractor’s license is required.
 3. HVAC Permit Application, with ACCA Manual J calculations if available.

****Interior Renovations/Repair Alterations**

- Completed Building Permit Application
- Detailed scope of work explaining all demolition areas and what is being rebuilt. Any HVAC work, plumbing work and electrical work. Materials being used on all disciplines.
- Detailed Floor Plan
- Completed *Applicable* Mechanical Permit Application(s). All Applications must be submitted at the time of Plan Review.
 1. Electrical Permit Application.
 2. Plumbing Permit Application – must be an Illinois licensed plumber if work is performed by anyone other than homeowner. A copy of their Illinois plumbing license and State plumbing contractor’s license is required.
 3. HVAC Permit Application with ACCA Manual J calculations if available
- Compliance with 2015 Illinois Conservation Code, *if applicable for conditioned areas only*
 1. Passed REScheck compliance report bearing the signature of the responsible party.
(www.energycodes.gov)

****Unattached Garages/Accessory Structures/Sheds (Over 200 Sq. Ft.)**

- Completed Building Permit Application
- 1 Complete Plan set including; foundation, wall section and elevations or completed diagram provided by the Department.
- Compliance with 2015 Illinois Conservation Code, *if applicable for conditioned areas only*
 1. Passed REScheck compliance report bearing the signature of the responsible party.
(www.energycodes.gov)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** location of septic and well.
- If applicable, a completed electrical, plumbing and HVAC permit.

****Decks/Porches – No Plan Review Required, On-Site Compliance (Over 200 Sq. Ft.)**

- Completed Building Permit Application, to include completed diagram provided by the department or detailed plans.
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** location of well and septic.

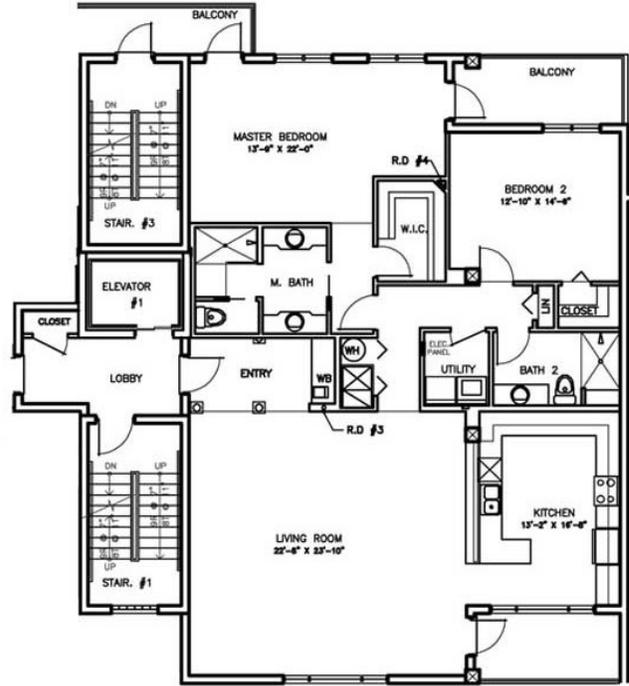
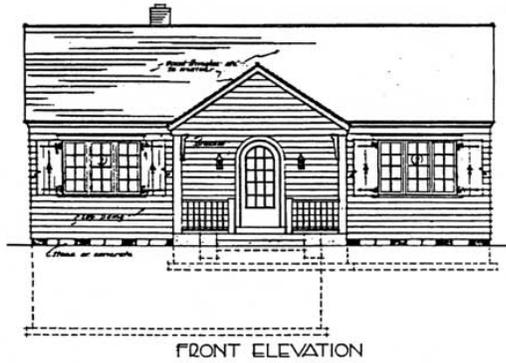
****Unattached Garages/Accessory Structures/Sheds & Decks/Porches (Under 200 Sq. Ft)**

- Completed Building Permit Application
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** location of well and septic.

****Inground & Above ground Pools – No Plan Review Required, On-Site Compliance where applicable**

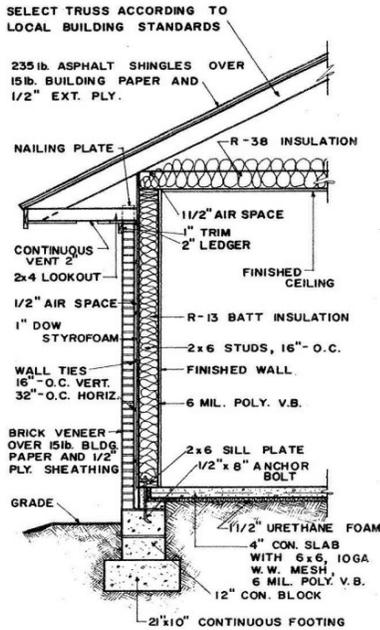
- A Site Plan of the lot showing; the proposed structure, all distances to lot lines, distances to other structures and **including** the location of the well and septic. **Electrical permit required as well.**

Construction Plans @1/4" = 1' are required for new Residential Dwellings and Additions.
 Below are some **examples** of what we expect to be submitted.

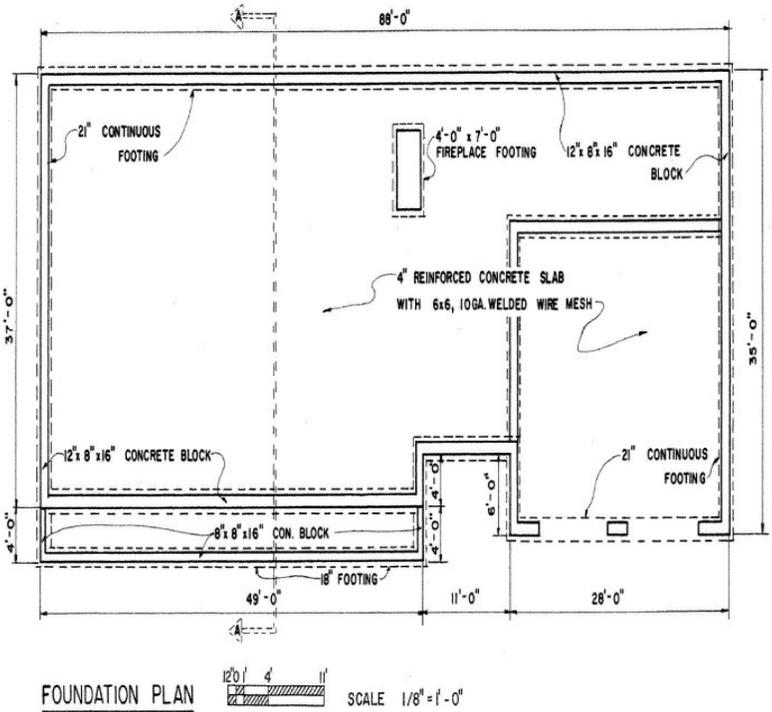


ELEVATION VIEWS
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

FLOOR PLAN
 •The floor plan must also include electric, size and direction of joists, rafters, headers etc:



TYPICAL WALL SECTION
 SCALE 1/2" = 1'-0"



WALL SECTION/CROSS SECTION
 •The type of foundation or anchoring will vary depending on the type of structure. A cross section is required for a wood deck. It must show the piers and guard rail.

FOUNDATION PLAN
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

These drawings are examples only; they do not reflect Tazewell County Code requirements



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BUILDING PERMIT APPLICATION

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

Note: A copy of an Illinois Plumbing License & State Plumbing Contractor's License is required for work completed other than the home owner.

PROPERTY OWNER NAME & ADDRESS

APPLICANT/ CONTRACTOR NAME & ADDRESS

Phone: _____

Phone: _____

CONSTRUCTION SITE PARCEL ID NUMBER: _____

CONSTRUCTION SITE 911 ADDRESS: _____

*Address must be applied for prior to issuance of any Building Permits

ROOFERS CERTIFICATE # _____ (State requirement for new homes)

ESTIMATED COST OF CONSTRUCTION: \$ _____

STRUCTURE TYPE:

- | | | | | |
|--|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> HOUSE –Conventional | <input type="checkbox"/> HOUSE – Addition | <input type="checkbox"/> CARPORT | <input type="checkbox"/> AG BLDG | <input type="checkbox"/> MOVE A STRUCTURE |
| <input type="checkbox"/> HOUSE – Modular/Log | <input type="checkbox"/> GARAGE – Attached | <input type="checkbox"/> DECK/PORCH | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> ALTERATION/REPAIR |
| <input type="checkbox"/> HOUSE – Mobile | <input type="checkbox"/> GARAGE –Detached | <input type="checkbox"/> SHED | <input type="checkbox"/> FENCE | <input type="checkbox"/> ACC STRUC - Addition |
| <input type="checkbox"/> DUPLEX | <input type="checkbox"/> GARAGE – Addition | <input type="checkbox"/> POLE BLDG | <input type="checkbox"/> RENEWAL | <input type="checkbox"/> OTHER |

SPECIFY USE: _____

STRUCTURE INFORMATION:

Overall Dimensions: _____ x _____ **# of Stories:** _____ **Sq Ft Per Level:** 1st _____ 2nd _____ 3rd _____

Basement Sq Ft _____ **Attached Garage:** _____ x _____ = _____ **Breezeway:** _____ x _____ = _____

Deck/Porch: _____ x _____ = _____ **Deck/Porch:** _____ x _____ = _____ (if multiple)

Height Ground to Peak: _____ **Diameter (i.e. grain bin):** _____

TOTAL Sq. Ft.: _____

FOUNDATION	TYPE: <input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab Basement Finished: <input type="checkbox"/> Yes <input type="checkbox"/> No
	MATERIAL: <input type="checkbox"/> Block <input type="checkbox"/> Poured <input type="checkbox"/> Gravel <input type="checkbox"/> Dirt <input type="checkbox"/> Other
INTERIOR	WALLS: <input type="checkbox"/> Drywall <input type="checkbox"/> Plaster <input type="checkbox"/> Unfinished <input type="checkbox"/> Other
	BEDROOMS: # of Existing: # To Be Added: TOTAL:
	BATHROOMS: # of Existing: # To Be Added: TOTAL:
	HEAT: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Geothermal <input type="checkbox"/> Wood <input type="checkbox"/> Solar <input type="checkbox"/> None <input type="checkbox"/> Other
	CENTRAL AIR: <input type="checkbox"/> Yes <input type="checkbox"/> No
	FIREPLACE: <input type="checkbox"/> Yes <input type="checkbox"/> No FLU TYPE: <input type="checkbox"/> Brick <input type="checkbox"/> Direct Vent <input type="checkbox"/> Metalbestos <input type="checkbox"/> Other
PLUMBING FIXTURES	# of Existing: # To Be Added: TOTAL:
<i>Fixtures: Interceptors, Rough-ins, Water Heaters, Urinals, Bathtubs, Sinks, Toilets, Showers, Washer, Floor Drains, Sewage Ejector</i>	
EXTERIOR	Walls: <input type="checkbox"/> Aluminum <input type="checkbox"/> Brick <input type="checkbox"/> Metal <input type="checkbox"/> Vinyl <input type="checkbox"/> Wood <input type="checkbox"/> Combo <input type="checkbox"/> Other
	Roof: <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Tile <input type="checkbox"/> Concrete <input type="checkbox"/> Slate <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other

**The authorized applicant/property owner's signature below hereby attests:
All information contained herein and or any accompanying documents are true and correct
If the scope of work is modified the Owner/Applicant shall contact the Community Development Department**

Signature of Owner or Applicant Date Application Received By

OFFICE USE ONLY:

Township: _____ **Subdivision:** _____ **Lot #** _____ **Zoning:** _____ **Parcel Size:** _____

Side Setbacks: _____ & _____ **Rear Setbacks:** _____

Road Setbacks and Road Type: _____ Township County State Other

Sewer Supply: Private/Permit No. _____ Public **Water:** Public Well **Entrance Permit:** Required N/A

REScheck: Required N/A **Erosion Permit:** Required - Permit No. _____ N/A **FP Permit:** Required N/A
(Flood Plain)

Variance Granted: Yes - Case No. _____ **Special Use Granted:** Yes - Case No. _____

PL Permit #: _____ **EL Permit #:** _____ **HVAC Permit #:** _____

Fee of \$ _____ **BUILDING PERMIT #** _____ **DATE OF ISSUANCE:** _____

REVIEWED BY: _____ **APPROVAL DATE:** _____



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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 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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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.

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Signature: _____ Date: _____
Contractor Owner

Fee Total \$ _____

Building Permit # _____



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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 _____

PLUMBING 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: _____ Scope of Work: _____

Plumbing Fixtures include: toilets, interceptors, bath tubs, drinking fountains, urinals, floor drains, wash basins, water heaters, washers, sinks, rough-ins, showers, sewage 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: (when applicable)

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.

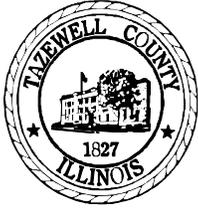
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Signature: _____ Date _____

Plumbing Contractor [] Owner [] Applicant []

Fee Total \$ _____

Building Permit # _____



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NOTICE REGARDING RESIDENTIAL PLUMBING WORK

This notice is being distributed with residential plumbing permit applications to remind homeowners or make aware a key requirement of the Illinois State Plumbing Code. This Code requires all plumbing work, must be performed, by an Individual or Firm, licensed and registered to perform plumbing work, in the State of Illinois.

The only exception to this requirement is that homeowners may perform their own plumbing work for a single family residence. They are to have the knowledge to perform the plumbing work.

If the homeowner subcontracts the plumbing work, a Plumbing Contractor licensed and registered with the Illinois Department of Public Health shall install it.

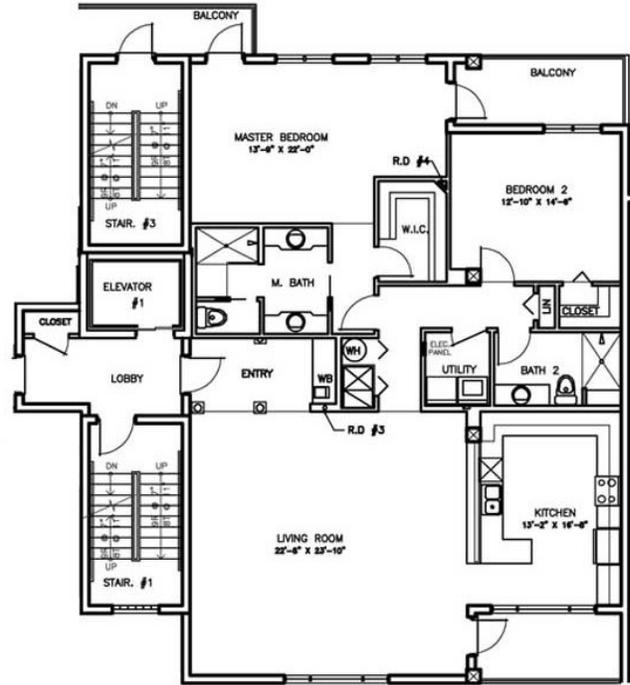
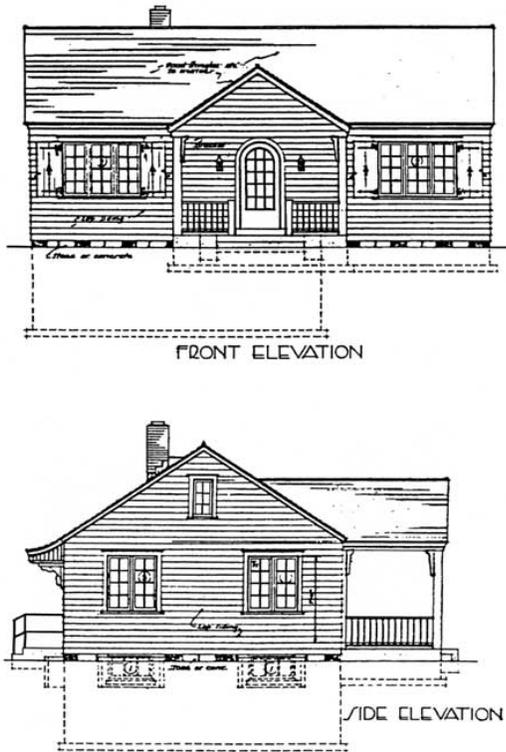
The undersigned agrees to the above requirements:

Name: _____

Address: _____

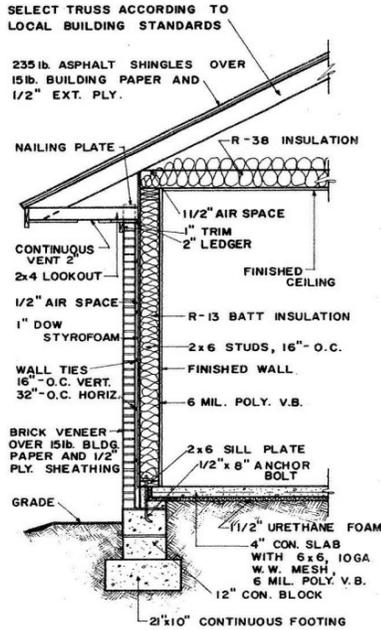
Date: _____

Construction Plans @1/4" = 1' are required for new Residential Dwellings and Additions.
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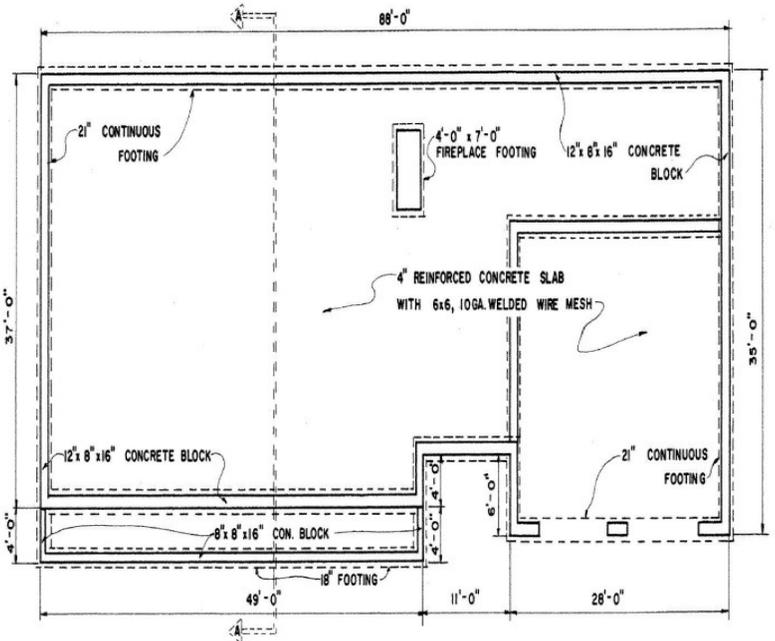


ELEVATION VIEWS
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

FLOOR PLAN
 •The floor plan must also include electric, size and direction of joists, rafters, headers etc:



TYPICAL WALL SECTION
 SCALE 1/2" = 1'-0"



FOUNDATION PLAN
 SCALE 1 1/2" = 4'-0"

WALL SECTION/CROSS SECTION
 •The type of foundation or anchoring will vary depending on the type of structure. A cross section is required for a wood deck. It must show the piers and guard rail.

FOUNDATION PLAN
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

These drawings are examples only; they do not reflect Tazewell County Code requirements



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**NOTICE TO HOMEOWNERS
ACKNOWLEDGING COMPLIANCE WITH THE
TAZEWELL COUNTY BUILDING AND PROPERTY MAINTENANCE CODE**

This notice is being distributed to all applicants for new construction other than a single family dwellings and room additions.

This applicant understands that by obtaining a building permit for said construction as indicated within the building permit that the new structure will be constructed in compliance with the 2012 International Residential Building Code and other Codes as applicable specific to each project.

Your project will be inspected for compliance with specific Codes related to the said project by the Building Inspector for the Community Development Department.

The undersigned agrees to the above requirements and will adhere to Building and Property Maintenance Code of Tazewell County:

Signed:

Name: _____ Print Name: _____

Address: _____

Date: _____ Permit # _____