

VILLAGE OF PEOTONE

BUILDING PERMIT

NEW CONSTRUCTION APPLICATION PACKET

BUILDING PERMITS

Do I need a permit? Some of the activities that do not require a building permit: the installation of doors or windows when openings are not enlarged, landscaping, exterior painting and interior painting and paneling, repair or replacement of fixed appliances, and private service walks. If there are any questions, call the Village Hall at 708-258-3279.

In an effort to improve service to our residents, the Village is making information on building permits available in a downloadable format. Please select the information for your specific project.

PLEASE REMEMBER:

1. The Village contracts with Independent Inspections LLC for our building permit review and inspections. As the LLC form is incomplete for village needs, two application forms are necessary for the project (only one fee is charged). We have highlighted those areas you need to complete on each application. The downloadable forms are provided to assist in preparing your application. However, as the original forms are a multi-copy format, downloaded forms can not be accepted as a final application. We suggest you bring your completed downloaded form with you to shorten your time at the village hall.
2. Except for roofing, siding, or walks, exterior projects require submittal of a Plat of Survey. The Plat must be to scale and show all existing structures to scale. Proposed projects must be drawn to scale on the Plat. Do not mark on your original Plat of Survey. If you do not have extra copies, we will make one for you.
3. The nature or character of the project may require additional documentation.
4. All contractors must be registered with the village. Roofers, plumbers, and lawn irrigation installers must provide proof of a valid Illinois state license. Download Contractor Registration packet [Click Here.](#)

**208 East Main Street
P.O. Box 430
Peotone, IL 60468
708-258-3279**

New construction information

Application materials:

1. Permit Application.
2. Three (3) sets of drawings (two (2) sets stamped).
3. Plat of survey showing structures, easements and right of way, legal description, common address and square footage of lot.

The following items must be completed prior to issuance of permit.

1. All contractors must be registered.
2. Payment of all Village fees.
3. Development fee receipts from School District, Park District, and Library District.
4. Signed receipt of specific building regulations.

During construction:

1. Construction times:
 - a. Building time: Start: 6:00 a.m. (**Sunday 10:00 a.m.**) Stop: 10:00 p.m.
 - b. Roofing time: Start: 5:00 a.m. (**Sunday 10:00 a.m.**) Stop: 9:00 p.m.

All work will be limited to daylight hours if accompanied by loud noises.

2. IIL contact telephone # 1-800-422-5220 for inspections.
3. Post Placard.
4. Set of plans on site.
5. Porta-potty on site.
6. Dumpster on site.
7. Three surveys:
 - a. Locate building on site.
 - b. Confirm top of foundation prior to first floor deck.
 - c. Grade elevation prior to Certificate of Occupancy.
8. **As of Jan. 1, 2007 CO Detectors required within fifteen (15) feet of sleeping room.**

Certificate of Occupancy Escrow

- (A) No building permit shall be issued for any lot or parcel in the Village until such time as the applicant has deposited the sum required by this Section for an occupancy permit to insure that an occupancy permit is issued on the subject property after full compliance with the regulations of the Village. The amount of the deposit shall be \$1000.00 for each nonresidential building, and \$500 per dwelling unit in residential buildings. Such deposit shall be by check or cash. At the time of receipt, the occupancy permit escrow amount shall be deposited in a separate fund to be known as the occupancy permit escrow fund and in a separate interest-bearing bank account.
- (B) At such time when the final inspection has been made of the subject property and if all requirements of the Village have been met, the Building Administrator shall issue an occupancy permit. The Village Collector, upon notification by the Building Administrator, will then refund to the applicant, without interest, the amount of the appropriate occupancy permit escrow fund. Such amount shall not be returned to the applicant until such time as the Building Administrator certifies in writing that all requirements have been met. If any building or unit is not in full compliance with the regulations of the Village, and the applicant failed to bring it into full compliance within 30 days after written notice from the Village to do so, the occupancy permit shall be forfeited to the Village.
- (C) It shall be the responsibility of the applicant to request a refund of the occupancy permit escrow fund amount, and if no such request is received within three years from the date the deposit was made, then the Village shall be entitled to use any amount remaining in said occupancy permit escrow fund to general corporate purposes.

- (D) Occupation of any building or unit prior to the issuance of an occupancy certificate by the Building Administrator shall result in the following:
- a. Total deposit monies herein shall be forfeited to the Village.
 - b. Upon notice and appropriate hearing as otherwise provided in the Code, the Village will immediately turn off the water service to the property and service shall not be resumed until such time as the Village issues an occupancy permit.
 - c. The penalties set forth in Section 150.99 shall apply, including monetary penalties and barring, for a set period of time, the issuance of building permits to contractors in violation.

Certificate of Occupancy

In addition to a final inspection, the following items must be completed prior to issuance of a Certificate of Occupancy:

1. FINAL GRADING SURVEY CERTIFICATION.

2. Sidewalk and driveway complete.

3. Landscaping.

All frontage trees required by the Peotone Subdivision Ordinance must be planted at the time of Issuance of a Certificate of Occupancy and all front and side must be sodded and all rear yards Seeded or sodded within nine months of the issuance of Certificate of Occupancy. The applicant must deposit a landscape escrow with the Village if the landscaping is not complete at the time of Occupancy. The amount of the escrow shall be determined by the Village Engineer. It shall be the responsibility of the applicant to request a refund of the landscape escrow fund amount, and if no such request is received within three years from the date the deposit was made, then the Village shall be entitled to use any amount remaining in said landscape escrow for general Corporate purposes.

4. Water meter and read installed

5. House numbers installed.

6. Payment of outstanding re-inspect fees (\$55.00 for each re-inspect) and \$25.00 for Certificate of Occupancy.

CALL
1-800-422-5220
INDEPENDENT
INSPECTIONS, LTD

IL UNIFORM PERMIT APPLICATION

PERMIT NO. _____

TAXKEY# _____

**ISSUING
MUNICIPALITY**

TOWN VILLAGE CITY
PEOTONG

PROJECT LOCATION
(Building Address)

PROJECT DESCRIPTION

COMMERCIAL ONE&TWO FAMILY

Subdivision Name _____ **Lot No.** _____ **Block No.** _____ **Lot Area** _____
Sq. Ft.

Owner's Name _____ **Mailing Address** _____ **Telephone - Include Area Code** _____
(Home) _____ (Work) _____

General Contractor (Lic. No.) _____ **Mailing Address** _____ **Telephone - Include Area Code** _____

Carpenter (Lic. No.) _____ **Mailing Address** _____ **Phone** _____

Plumber (Lic. No.) _____ **Mailing Address** _____ **Phone** _____

Electrician (Lic. No.) _____ **Mailing Address** _____ **Phone** _____

Heating (Lic. No.) _____ **Mailing Address** _____ **Phone** _____

BUILDING or REMODELING: PERMIT(S) INCLUDE: Construction Electrical Plumbing HVAC Erosion Zoning
Types of Rooms:

DRIVEWAY

SIGN wall ground
 illuminated non-illuminated width.....length.....area.....ht. above ground.....lot frontage.....

FENCE length.....height.....type..... OTHER (specify) _____

| | | | | |
|---|---|--|--|---|
| 1a. PROJECT <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Raze <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Other _____ | 3. TYPE <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi <input type="checkbox"/> _____ | 6. ELECTRICAL Entrance Panel Size: _____ amp Service: <input type="checkbox"/> Underground <input type="checkbox"/> Overhead | 9. HVAC EQUIPMENT <input type="checkbox"/> Forced Air Furnace <input type="checkbox"/> Radiant Baseboard or Panel <input type="checkbox"/> Heat Pump <input type="checkbox"/> Boiler <input type="checkbox"/> Central Air Conditioning <input type="checkbox"/> Other | 12. ENERGY SOURCE Fuel _____ Space Htg. _____ Water Htg. _____ Nat. Gas <input type="checkbox"/> _____ Electric <input type="checkbox"/> _____ Other _____ |
| 1b. GARAGE <input type="checkbox"/> Attached <input type="checkbox"/> Detached | 4. CONST. TYPE <input type="checkbox"/> Site Constructed <input type="checkbox"/> Manufactured | 7. FOUNDATION <input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Treated Wood <input type="checkbox"/> Other _____ | 10. PLUMBING Sewer <input type="checkbox"/> Municipal <input type="checkbox"/> Septic <input type="checkbox"/> Permit No. _____ | 13. NUMBER OF BEDROOMS _____ |
| 2. AREA Office Use Only _____ Sq. Ft. _____ Sq. Ft. _____ Sq. Ft. _____ Sq. Ft. TOTAL _____ | 5. STORIES <input type="checkbox"/> 1-Story <input type="checkbox"/> 2-Story <input type="checkbox"/> Other _____ | 8. USE <input type="checkbox"/> Seasonal <input type="checkbox"/> Permanent <input type="checkbox"/> Other _____ | 11. WATER <input type="checkbox"/> Municipal Utility <input type="checkbox"/> Private On-Site Well | 14. NUMBER OF BATHS _____ |
| | | | | 15. ESTIMATED COST \$ _____ |

No error or omission in either the plans or application, whether said plans or application has been approved by the building inspector or not shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of this municipality relating thereto. The applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT _____ **PRINT NAME** _____ **DATE** _____

CONDITIONS OF APPROVAL This permit is issued pursuant to the adopted building & zoning ordinances and the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. _____

Building Footing Foundation Rough Insulation Bsmt. Fl. Final **Electric** Rough Service Final
Plumbing Rough Underfloor OS Sewer Water Final **HVAC** Rough Final

| | | | | |
|--------------------|------------------|-----------------|--|--|
| FEES: | | RECEIPT | PERMIT EXPIRATION: | PERMIT ISSUED BY MUNICIPAL AGENT: |
| Building Fee _____ | Sub Total _____ | CK # _____ | Permit expires one year from date issued unless otherwise noted below: | Name _____ |
| Electric Fee _____ | Admin. Fee _____ | Amount \$ _____ | | Date _____ |
| Plumbing Fee _____ | Bond _____ | Date _____ | | |
| HVAC Fee _____ | Other _____ | From _____ | | |
| Other _____ | Total _____ | Rec By. _____ | | |

Permit # _____

APPLICATION FOR BUILDING PERMIT

NAME OF OWNER: _____ DATE: _____ PHONE: _____

ADDRESS: _____ CONSTRUCTION SITE ADDRESS: _____

SURVEY/PLOT PLAN RECD: _____ PIN#: _____ ZONING: _____ FLOODPLAIN: _____

DESCRIPTION OF IMPROVEMENT: _____

VALUE OF CONSTRUCTION: _____ SOURCE: _____

CONTRACTORS:

- 1. GENERAL: _____ LICENSE #: _____
- 2. EXCAVATING: _____ LICENSE #: _____
- 3. CONCRETE: _____ LICENSE #: _____
- 4. ROOFER: _____ LICENSE #: _____
- 5. FRAMER: _____ LICENSE #: _____
- 6. SEWER: _____ LICENSE #: _____
- 7. WATER: _____ LICENSE #: _____
- 8. PLUMBING: _____ LICENSE #: _____
- 9. ELECTRIC: _____ LICENSE #: _____
- 10. ~~PAINT~~: _____ LICENSE #: _____
- 11. ~~PAINT~~: _____ LICENSE #: _____
- 12. ~~PAINT~~: _____ LICENSE #: _____
- 13. ASPHALT: _____ LICENSE #: _____
- 14. LANDSCAPER: _____ LICENSE #: _____
- 15. OTHER: _____ LICENSE #: _____

OFFICE USE ONLY:

One check for:

Sidewalk escrow \$ _____

Occupancy Escrow Check of \$500

Library Site Ordinance Fees (Receipt)

yes N/A

School Site Ordinance Fees (Receipt)

yes N/A

One check for:

Development Fees: \$ _____

One check for:

Building Permit Fee \$ _____

Building Inspection Fee \$ _____

One check for:

Water Tap Fee \$ _____

Sewer Tap Fee \$ _____

Water Meter Charge \$ _____ (Give Receipt To Owner)

JULIE MUST BE CALLED BEFORE EXCAVATING 1-800-892-0123

All the supplied information above is true and correct, to the best of my knowledge. Any deviation or changes to the information provided above will be brought to the attention of the Village of Peotone.

APPLICANT SIGNATURE _____

DATE _____

Reviewed and approved/denied by: _____

Building Official _____

Date _____

Conditions (If any): _____

If permit denied, reasons why: _____

VILLAGE OF PEOTONE - 208 E. MAIN STREET - PEOTONE, ILLINOIS 60468 - 708-258-3279 - FAX 708-258-3850

White Copy to Clerk - Yellow Copy to Permit Holder - Pink Copy to Assessor - Gold Copy to File