

# City of Oglesby, Illinois

## Application for Plan Examination and Building Permit

PERMANENT PARCEL # (Tax ID #) \_\_\_\_\_

**IMPORTANT – Applicant to complete all items in sections: I, II, III, IV, and IX**

|   |  |
|---|--|
| <b>SECTION I<br/>LOCATION OF BUILDING</b> | At (Location) _____ Zoning District _____<br>Between _____ Street and _____ Street<br>Subdivision _____ Lot _____ Block _____ Lot Size _____ |
|---|--|

**SECTION II. TYPE AND COST OF BUILDING – All applicants complete Parts A through D**

|  |   |  |
|--|---|--|
| <b>A. TYPE OF IMPROVEMENT</b><br>1 <input type="checkbox"/> New Building<br>2 <input type="checkbox"/> Addition (If residential, enter number of new housing units added, if any, in Part D, 12)<br>3 <input type="checkbox"/> Alteration (see 2 above)<br>4 <input type="checkbox"/> Repair, replacement<br>5 <input type="checkbox"/> Moving (relocation)<br>6 <input type="checkbox"/> Foundation only                              | <b>D. PROPOSED USE</b><br>Residential<br>11 <input type="checkbox"/> One Family<br>*12 <input type="checkbox"/> Two or more family -- Enter number of units => _____<br>*13 <input type="checkbox"/> Transient hotel, motel, or dormitory – Enter number of units => _____<br>14 <input type="checkbox"/> Garage<br>15 <input type="checkbox"/> Carport<br>16 <input type="checkbox"/> Other – Specify _____<br>_____<br>_____<br>*Stormwater Permit needed | *Non-residential<br>17 <input type="checkbox"/> Amusement, recreational<br>18 <input type="checkbox"/> Church, other religious<br>19 <input type="checkbox"/> Industrial<br>20 <input type="checkbox"/> Parking garage or lot<br>21 <input type="checkbox"/> Service station, repair garage<br>22 <input type="checkbox"/> Hospital, Institutional<br>23 <input type="checkbox"/> Office, bank, professional<br>24 <input type="checkbox"/> Public utility<br>25 <input type="checkbox"/> School, library, other educational<br>26 <input type="checkbox"/> Stores, mercantile<br>27 <input type="checkbox"/> Tanks, towers<br>28 <input type="checkbox"/> Other – Specify _____ |
| <b>B. OWNERSHIP</b><br>7 <input type="checkbox"/> Private<br>8 <input type="checkbox"/> Government   | <b>C. COST</b><br>9 Cost of improvements..... \$ _____<br><i>To be installed but not included in the above cost</i><br>a. Electrical \$ _____<br>b. Plumbing \$ _____<br>c. HVAC \$ _____<br>d. Site Work/Other \$ _____<br>10 Total Cost \$ _____  |  |
| Non-residential – Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage or parking lot for a specified place.<br><br>If use of existing building is being changed, enter proposed use<br><br>All new buildings, enter use classification and occupancy.<br><br>_____<br>_____<br>_____ |   |  |

**SECTION III. SELECTED CHARACTERISTICS OF BUILDING**

For new building and additions, complete Parts E through L. For all other skip to Section IV.

|  |   |   |
|--|---|---|
| <b>E. PRINCIPAL TYPE OF FRAME</b><br>29 <input type="checkbox"/> Masonry (wall bearing)<br>30 <input type="checkbox"/> Wood frame<br>31 <input type="checkbox"/> Structural steel<br>32 <input type="checkbox"/> Reinforced concrete<br>33 <input type="checkbox"/> Other –specify _____ | <b>G. TYPE OF SEWAGE DISPOSAL</b><br>39 <input type="checkbox"/> City of Oglesby<br>40 <input type="checkbox"/> Other –specify _____<br>_____ | <b>J. DIMENSIONS</b><br>47 Nbr of stories ..... _____<br>48 Total s.f. of floor area, all floors, based on exterior dimensions ..... _____<br>49 Total land area, s.f. .... _____ |
| <b>F. PRINCIPAL TYPE OF HEATING FUEL</b><br>34 <input type="checkbox"/> Gas<br>35 <input type="checkbox"/> Oil<br>36 <input type="checkbox"/> Electricity<br>37 <input type="checkbox"/> Coal<br>38 <input type="checkbox"/> Other –specify _____<br>_____                               | <b>H. TYPE OF WATER SUPPLY</b><br>41 <input type="checkbox"/> City of Oglesby<br>42 <input type="checkbox"/> Other –specify _____             | <b>K. NBR OF OFF-STREET PARKING SPACES</b><br>50 Enclosed ..... _____<br>51 Outdoors ..... _____  |
| <b>I. TYPE OF MECHANICAL</b><br>Will there be central air conditioning?<br>43 <input type="checkbox"/> Yes 44 <input type="checkbox"/> No<br><br>Will there be an elevator?<br>45 <input type="checkbox"/> Yes 46 <input type="checkbox"/> No  |   | <b>L. RESIDENTIAL BLDGs ONLY</b><br>52 Nbr of bedrooms ..... _____<br>53 Nbr of full bathrooms ..... _____<br>54 Nbr of partial bathrooms.. _____                                 |

**Contractor and Sub-contractor Information**

| <b>Description</b>            | <b>Printed Name &amp; Telephone No.</b> | <b>Applicable Permit or License No.<br/>(State or City)</b> |
|-------------------------------|---|---|
| General Contractor            |   | City Registration   |
| Plumbing Contractor           |   | State License   |
| Roofing Contractor            |   | State License   |
| Electrical Contractor         |   | Registration and where at                                   |
| Drywall or Plaster Contractor |   | City Registration   |
| Carpentry Contractor          |   | City Registration   |
| Insulation Contractor         |   | City Registration   |
| Concrete Contractor           |   | City Registration   |
| HVAC Contractor               |   | City Registration   |
| Excavating Contractor         |   | City Registration & Permit                                  |
| Masonry Contractor            |   | City Registration   |

**NOTES AND DATA (For City Use)**

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| <b>SECTION IV. IDENTIFICATION – To be completed by all applicants</b>   |  |   |                  |
|---|--|---|------------------|
| Name  |  | Mailing address — Number, street, city, State & ZIP | Telephone No.    |
| 1 .Owner  |  |   |                  |
|   |  |   |                  |
| 3. Architect or Engineer  |  |   |                  |
|   |  |   |                  |
| I hereby certify 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 we agree to conform to all applicable laws of this jurisdiction. |  |   |                  |
| Signature of applicant  |  | Address (if different from owner)                   | Application date |

**DO NOT WRITE BELOW THIS LINE**

| <b>SECTION V. PLAN REVIEW RECORD - For office use</b> |                          |                 |                    |    |                     |    |       |
|---|--------------------------|-----------------|--------------------|----|---------------------|----|-------|
| Plans Review Required                                 | Check                    | Plan Review Fee | Date Plans Started | By | Date Plans Approved | By | Notes |
| BUILDING  | <input type="checkbox"/> | \$              |                    |    |                     |    |       |
| PLUMBING  | <input type="checkbox"/> | \$              |                    |    |                     |    |       |
| ELECTRICAL  | <input type="checkbox"/> | \$              |                    |    |                     |    |       |
| ENGINEERING   | <input type="checkbox"/> | \$              |                    |    |                     |    |       |
| PUBLIC WORKS  | <input type="checkbox"/> | \$              |                    |    |                     |    |       |

| <b>SECTION VI. ADDITIONAL PERMITS REQUIRED OR OTHER JURISDICTION APPROVALS</b> |                          |               |        |    |                     |                          |               |        |    |
|--|--------------------------|---------------|--------|----|---------------------|--------------------------|---------------|--------|----|
| Permit or Approval   | Check                    | Date Obtained | Number | By | Permit or Approval  | Check                    | Date Obtained | Number | By |
| BOILER   | <input type="checkbox"/> |               |        |    | PLUMBING            | <input type="checkbox"/> |               |        |    |
| CURB OR SIDEWALK CUT   | <input type="checkbox"/> |               |        |    | ROOFING             | <input type="checkbox"/> |               |        |    |
| ELEVATOR   | <input type="checkbox"/> |               |        |    | SEWER               | <input type="checkbox"/> |               |        |    |
| ELECTRICAL   | <input type="checkbox"/> |               |        |    | SIGN OR BILLBOARD   | <input type="checkbox"/> |               |        |    |
| FURNACE  | <input type="checkbox"/> |               |        |    | STREET GRADES       | <input type="checkbox"/> |               |        |    |
| GRADING  | <input type="checkbox"/> |               |        |    | USE OF PUBLIC AREAS | <input type="checkbox"/> |               |        |    |
| OIL BURNER   | <input type="checkbox"/> |               |        |    | WRECKING            | <input type="checkbox"/> |               |        |    |
| STORM WATER  | <input type="checkbox"/> |               |        |    | OTHER: _____        | <input type="checkbox"/> |               |        |    |

| <b>SECTION VII. VALIDATION</b>                     |
|--|
| Building Permit Number                             |
| Building Permit Issue date                         |
| Building Permit Fee \$                             |
| Certificate of Occupancy Issue date                |
| Approved by Oglesby Building Inspector (signature) |

**SECTION VIII. ZONING PLAN EXAMINER'S NOTES**

Zoning District: \_\_\_\_\_ Use: \_\_\_\_\_

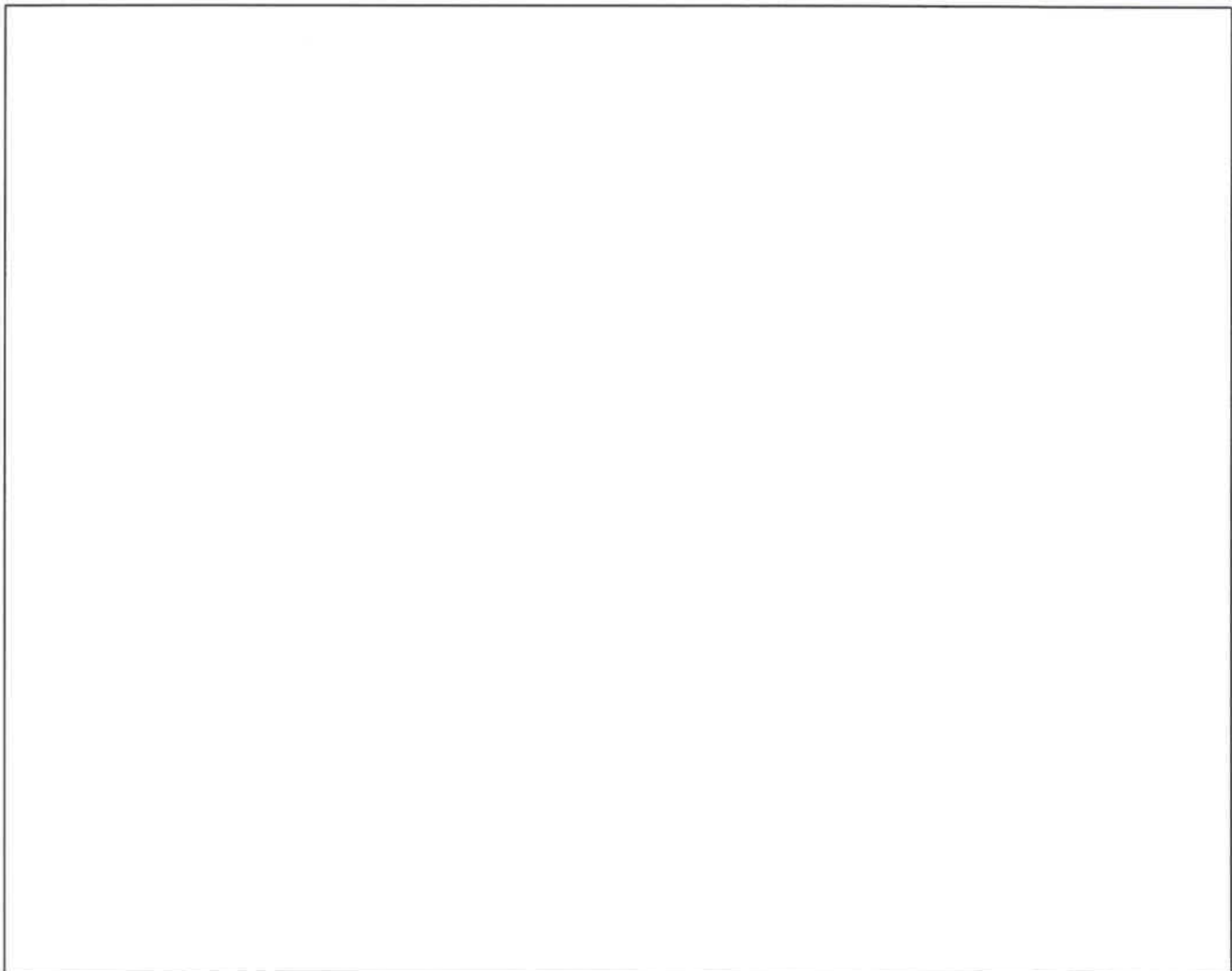
Set Backs: Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION IX. SITE OR PLAT PLAN – for applicants use**

Note: Drawing must be to scale, show all property lines, the name of all adjacent streets and alleys, and an arrow indicating the North direction. Additional sheets of paper may be required to ensure clarity.

**IMPORTANT:** Property lines must be proven by one of two means: ❶ the submission of a survey conducted by a surveyor licensed by the State of Illinois (the survey will be considered valid provided that no additions or deletions have been made to the property since the date of the survey); or ❷ the sighting by a City Inspector of true property line monuments place by a licensed surveyor.



## GENERAL SITE PLAN REQUIREMENTS (Commercial, Institutional, and Industrial Buildings Included)

The zoning ordinance specifies minimum distances from the lot lines to your residence, building addition, and all other structures on the site. This includes but is not limited to such items as garages, storage sheds, porches, patios, and swimming pools. Information is also needed for fences as fences in the front yard are treated differently than fences in side or rear yards. The accuracy required for your measurements will depend on its relationship to the zoning requirements. Example: If the required minimum setback is five feet and you plan to build five feet from the property line you must be able to show us the property corners. We cannot accept a row of trees as your property line or the sidewalk or street or what you were told by someone who lives in your area. We want to avoid making you getting a survey of your property, but if we are in anyway unsure of where your property line is we will require a survey if you are building close to the required setback from your property line. If the same building is to be ten feet from the property line, the measurements do not have to be as accurate. We also need to know the sizes of all structure on the lot as you can only cover a portion of your lot.

This information is to be submitted in the form of a site plan containing the information requested below. This may be submitted on the last page of the application, on a separate sheet of 8-1/2x11 paper or on the plot plan made when the lot was surveyed. If it is a fencing application, use the back side of the application along with the fencing layout. A site plan is not a drawing of your proposed construction. It shows the location of your existing buildings and proposed addition with a single line drawing showing only the location of the exterior walls.

Site plans for commercial, industrial, and institutional buildings will vary with size, use, and relationship to other structures on the site. Basic requirements are location of streets or alleys bordering the new construction and location of any existing buildings within 30 feet of the proposed construction.

### SPECIFIC REQUIREMENTS

1. All site plans must be to scale and drawn with straight lines. Rough sketches will not be accepted.
2. Property lines must be proven by one of two means: ① the submission of a survey conducted by a surveyor licensed by the State of Illinois (the survey will be considered valid provided that no additions or deletions have been made to the property since the date of the survey); or ② the sighting by a City Inspector of true property line monuments place by a licensed surveyor.
3. The North direction must be shown on the site plan.
4. Locate your lot on the site plan and show its dimensions.
5. Show the streets and alleys bordering your lot.
6. Locate your main structure on the lot and show its dimensions and distances to property lines.
7. Locate any other structures on the lot and showing structure dimensions and distance to property lines and distance to the main structure.
8. Locate the proposed construction on the lot. Show its distance from the main structure and property lines.
9. Show your drainage plan for the new structure.
10. If the drawing is on a separate sheet of paper, make sure to include your name and address.
11. **BLUEPRINTS:** Blue prints are required. For residential structures these maybe plans provided by the builder or a firm that sells housing prints, provided that a specification sheet, to include a materials listing, is included and all utilities are located on the plans to include their distribution and capacities. For commercial, industrial and institutional plans they must be submitted under the approval of a State of Illinois licensed professional architect or a State of Illinois licensed professional engineer.