



PRE-PERMIT CHECKLIST

PERMIT APPLICATION

(Required) Review the permit requirements which can be found on the city's website (Municipal Code 14.11.190) and complete the Permit Application. Please include an email for the quickest correspondence.

PLAT OF SURVEY

(Required) A copy of the plat of survey indicating placement of proposed and existing structures, existing and proposed easements, streets and other public ways: off street parking, loading areas and driveways; existing highway access restrictions; existing and proposed front, side and rear yards; and the location, elevation and use of any abutting lands and their structures within forty feet of the subject site. (See Municipal Code 14.11.90 – (A) 8 (a) – (g))

CONSTRUCTION PLANS

(Required) **NEW CONSTRUCTION** - A set of construction plans should include: cover sheet and index, drainage and grading plan, foundation plan, floor plan, building sections, exterior elevations, framing plan, roof and truss spacing plan, construction notes and electrical, plumbing, and mechanical plans for all floors. Prints should be a minimum of 11" x 17" and no larger than 24" x 36". One set of plans can be submitted digitally in pdf format.

(Required) **OTHER** – Scaled drawings that clearly demonstrate the scope of work,

including all elements required for job completion.

LIST OF CONTRACTORS

(Required) All Contractors must be registered with the City of Oglesby, and when applicable licensed with the city. Every application must list a contractor or the homeowner as the general contractor. The building permit must be signed by both the applicant and the person designated at the general contractor.

BUSINESSES/DESIGN REVIEW BOARD

Applicants wishing to construct or renovate a building in the city's business district (Walnut Street and Columbia Avenue) must appear before the DRB. The DRB addresses the aesthetics of the building. Please see the Design Review Board Guidelines for more information.

SITE PLAN REVIEW

Site plans for any commercial, manufacturing or industrial project must be reviewed by the city engineer or a third-party designee for adherence to the city's Land Development Code and other city ordinances. The city engineer then makes a recommendation to the Plan Commission, who has final approval over the site plan. The cost of an outside review will be the responsibility of the applicant.