

BUILDING PERMIT CHECKLIST

(WHAT APPLICANT NEEDS TO SUPPLY)

RESIDENTIAL (NEW CONSTRUCTION OR REMODELING)

_____ Application for Building Permit (including all Contractors' names).

_____ Zoning District

_____ Site (Plot) Plan (Clear and to scale), including:

1. Setbacks from property lines;
2. Dimensions of ALL buildings (including distances between buildings);
3. Size of lot;
4. Locations of city water and sewer main.
5. All street names;
6. North arrow.

_____ Three (3) sets of plans signed and sealed by all Illinois licensed professionals with license expiration and current date.

COMMERCIAL (NEW CONSTRUCTION OR REMODELING)

_____ Application for Building Permit (including all Contractors' names).

_____ Zoning District

_____ Site (Plot) Plan (clear and to scale), including:

1. Setbacks from property lines;
2. Dimensions of ALL buildings (including distances between buildings);
3. Size of Lot;
4. Location of city water and sewer main.
5. All street names;
6. Landscaping plan
7. North arrow.

_____ Three (3) sets of plans signed and sealed by all Illinois licensed professionals with license expiration and current date.

_____ Commercial Construction & Additions Sign-Off Sheet.