APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

APPLICANT INSTRUCTIONS: For all applications, complete parts 1, 2, 3, 4, and 5 of this form. This should be completed by the General Contractor. Additionally, separate permit applications shall be filled out by Sub-contractors for Electrical, Plumbing, Mechanical, Sprinkler Systems and Fire Alarm.

Application Date	Work to be completed by Applicant: ☐ Building ☐ Fence ☐ Sign ☐ Fire Alarm ☐ Sunroom ☐ Deck ☐ Electrical ☐ Plumbing ☐ Sewer ☐ Mechanical ☐ Sprinkler System	Is the applicant the owner? Yes / No

1. PROPERTY INFORMATION

Street Address		Apt. #	Zip Code	Zoning Class
Subdivision	Lot Number	Parcel Type	☐ Residential ☐ Industrial	☐ Commercial ☐ Other _____

2. OWNER INFORMATION

First Name	Last Name or Business Name	Phone

3. CONTRACTORS INFORMATION

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST.	ZIP CODE	LICENSE NO.
Applicant (not owner)					
Architect					
General Contractor					
Engineer					
Electrical					
Plumbing					
Sewer					
Mechanical					
Sprinkler System					
Fire Alarm System					

4. CERTIFICATION

I hereby certify that I am the owner of record of the named property, or 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/her authorized agent, and I conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT ADDRESS PHONE NO.

RESPONSIBLE PERSON IN CHARGE OF WORK (TITLE) PHONE NO.

Please Complete Other Side

5. BUILDING PERMIT APPLICATION

PROPOSED USE:

ASSEMBLY
- ☐ THEATRE
- ☐ NIGHT CLUB
- ☐ RESTAURANT
- ☐ CHURCH
- ☐ OTHER ASSEMBLY

FACTORY
- ☐ LOW HAZARD
- ☐ MODERATE HAZARD
- ☐ HIGH HAZARD

RESIDENTIAL
- ☐ HOTEL, MOTEL
- ☐ MULTI-FAMILY
- ☐ TWO FAMILY
- ☐ SINGLE FAMILY

INSTITUTIONAL
- ☐ GROUP HOME
- ☐ HOSPITAL
- ☐ JAIL

BUSINESS
- ☐ Office
- ☐ Retail
- ☐ Service

EDUCATIONAL
- ☐ GRADES 1 - 12
- ☐ DAY CARE FACILITY

STORAGE
- ☐ LOW HAZARD
- ☐ MODERATE HAZARD

☐ **OTHER:** _____

IMPROVEMENT TYPE:
- ☐ NEW CONSTRUCTION
- ☐ ADDITION
- ☐ ALTERATION
- ☐ REPAIR/REPLACE
- ☐ DEMOLITION
- ☐ RELOCATION
- ☐ FOUNDATION ONLY
- ☐ CHANGE OF USE ONLY
- ☐ REMODEL
- ☐ OTHER _____

STRUCTURAL FRAME (Check all that apply)

☐ Steel ☐ Concrete ☐ Other: Identify
☐ Masonry ☐ Wood _____

Exterior Walls (Check all that apply)

☐ Steel ☐ Concrete ☐ Other: Identify
☐ Masonry ☐ Wood _____

ARE ANY STRUCTURAL **ASSEMBLIES FABRICATED** OFF-SITE? ☐ YES ☐ NO

Street Frontage (Feet)	Stories (Number)	Lot Area (Sq. Feet)
Front Setback (Feet)	Bed Rooms (Number)	Building Area (Sq. Feet)
Rear Setback (Feet)	Full Baths (Number)	Parking Area (Sq. Feet)
Left Setback (Feet)	Partial Baths (Number)	Living Area (Sq. Feet)
Right Setback (Feet)	Garages (Number)	Basement Area (Sq. Feet)
Height Above Grade (Feet)	Windows (Number)	Garage Area (Sq. Feet)
New Residential Units (Number)	Fireplaces (Number)	Office/Sales Area (Sq. Feet)
Existing Residential Units (Number)	Enclosed Parking (Number)	Service Area (Sq. Feet)
Elevators / Escalator (Number)	Outside Parking (Number)	Manufacturing (Sq. Feet)
Estimate Start ____/____/_____	**Estimate Finish** ____/____/_____	**Building Est. Value $**

Building Permits are conditional upon the following:

Submittals:

* Detailed plans showing building elevation, floor plan and site plans with **finished elevation** must be submitted for approval. Additional plans specific to the project may be required.
* Site plan is to show all easements, sanitary or storm sewer manholes or inlets and sump pump drains and connections.
* All plans must be approved and permitted prior to the start of any work. The permit applicant is responsible for contacting this office to assure their plans have been approved before construction.
* This office, as required in the International Building Codes, reserves the right and may require sign and sealed drawings by a Licensed Architect / Engineer.
* Applicant must show proof of the Urbana Champaign Sanitary District Sewer permit and inspection completed and signed.
* **Permit payment in full before any work or inspections are performed.**

Contractor To Provide:

* Adequate notice for inspections: 48 to 72 hours. **(Same day request may not be honored)**
* Lot pins must be exposed for the stake lay-out approval. Inspector will not locate.
* On-site dumpster-emptied regularly. No dumpsters are to be located in the street or over public sidewalks. Permit holder is responsible for any damage to public improvements or property.
* Complete siltation fencing must be (properly) erected prior to the initial stake lay-out inspection and/or construction.
* All materials both new and scrap must be contained on the subject lot. **Dumping onto adjacent lots will result in fines.**
* The lot is to be kept free of weeds and or tall grass at **ALL** times. Village ordinances require no taller than 8 inches.
* DAILY, cleaning the streets of mud, rock, etc.
* Maintain proper parking of all contractors / sub-contractors vehicles at all times to assure emergency vehicle access. Note: Most subdivisions under construction will be posted "NO Parking" on one side of the street or the other. Vehicles in violation will be ticketed and towed.
* Contractor shall relocate driveways when in conflict with storm or sanitary sewer manholes. In the event that the storm sewer inlet interferes with driveway approach, the permit holder is responsible for all cost, changes or necessary corrections made to make the approach accessible. The Village Engineer, Director of Public Works, and or the Zoning Administrator must approve any changes.

Final Inspections:

* The permit holder / general contractor is responsible for assuring that all required inspections have been performed and **approved** before any final occupancy is granted.
* **The permit holder shall locate and expose lot pins for final occupancy inspection.**

Grading Statement:

As applicant of said permit, I certify that I will provide final grading as approved by the Village of Savoy Building Department or Village Engineer. All swales shall be cut to assure proper drainage and flow. In no case shall the building site be at such an elevation that proper slopes cannot be maintained and ditches / swales obstruct the flow to or from adjoining lots or inlets. The grading or construction shall not destroy any lot pins, village sidewalks, and utility easements. The permit holder must assure that all sanitary sewer manholes are two (2) inches above final grading. Damaged or missing lot pins or misalignment to sanitary sewer manholes are at the responsibility and expense of the permit holder.

I fully understand and agree to the above terms as condition of obtaining this building permit.

Signed:_____ Date:_____