

# Information needed for Garage Permit Application?

- Completed Application With Tax Identification Number and Signatures
  - \_\_\_ Septic and well Clearance from Environmental Health
  - \_\_\_ Property owner's name, address and phone number
  - \_\_\_ Description of work to be done
  - \_\_\_ Plat of survey for the entire parcel, drawled to scale, showing exact location of driveway, **All existing structures**, **All Proposed Structures**, and acreage of the parcel. Plot plan can be used drawl to scale. (See example Plat)
  - \_\_\_ Contractors list (must be licensed by the County)
  - \* Floodplain survey if in floodway
  - \* Recorded deed
  - \_\_\_ **Two complete sets of construction plans**
- \*May not be required depending on scope of project



# BUILDING PERMIT APPLICATION

PERMIT NUMBER:

PIN NUMBER:

**GRUNDY COUNTY**

Project Location  
(Building Address)

Project Description

Township 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

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

SITE DEVELOPMENT

DRIVEWAY width: \_\_\_\_\_ length: \_\_\_\_\_

FENCE length: \_\_\_\_\_ height: \_\_\_\_\_ type: \_\_\_\_\_

SIGN  Wall  Ground

Illuminated  Non-Illuminated width: \_\_\_\_\_ length: \_\_\_\_\_ ht above ground \_\_\_\_\_ lot frontage: \_\_\_\_\_

BUILDING DIMENSIONS width: \_\_\_\_\_ length: \_\_\_\_\_ height: \_\_\_\_\_ eaves height: \_\_\_\_\_

OTHER (specify)

**1a. PROJECT**

New  Addition  Raze  
 Alteration  Repair  Move  
 Other: \_\_\_\_\_

**3. TYPE**

Single Family  
 Two Family  
 Other: \_\_\_\_\_

**6. ELECTRICAL**

Entrance Panel  
Size: \_\_\_\_\_ amp  
 Underground  
 Overhead

**9. HVAC EQUIPMENT**

Forced Air Furnace  
 Radiant Baseboard or Panel  
 Heat Pump  
 Boiler  
 Central Air Conditioning  
 Other:

**12. ENERGY SOURCE**

| Fuel                            | Space Htg.               | Water Htg.               |
|---------------------------------|--------------------------|--------------------------|
| LP Gas                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Nat. Gas                        | <input type="checkbox"/> | <input type="checkbox"/> |
| Electric                        | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Other: | _____                    | _____                    |

**1b. GARAGE**

Attached  Detached

**4. CONST. TYPE**

Site Constructed  
 Manufactured

**7. FOUNDATION**

Concrete  
 Masonry  
 Treated Wood  
 Other: \_\_\_\_\_

**10. PLUMBING**

Sewer  
 Public  
 Septic  
 Permit No. \_\_\_\_\_

**13. NUMBER OF BEDROOMS**

**14. FIRE PLACE(S)**

Gas: \_\_\_\_\_  
Wood: \_\_\_\_\_

**2. AREA**

Basement \_\_\_\_\_ Sq Ft.  
1<sup>st</sup> Floor \_\_\_\_\_ Sq Ft.  
2<sup>nd</sup> Floor \_\_\_\_\_ Sq Ft.  
Other \_\_\_\_\_ Sq Ft.  
Total: \_\_\_\_\_ Sq Ft.

**5. STORIES**

1-Story  
 2-Story  
 Other: \_\_\_\_\_

**8. USE**

Seasonal  
 Permanent  
 Other: \_\_\_\_\_

**11. WATER**

Public Utility  
 Private On-Site Well

**15. NUMBER OF BATHS**

F  3/4  1/2

**16. 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:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CONDITIONS OF APPROVAL** This permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.

| FEES:                 |                  | PERMIT EXPIRATION:  | PERMIT ISSUED BY MUNICIPAL AGENT: |
|-----------------------|------------------|---|-----------------------------------|
| Plan Review Fee _____ | Sub Total _____  | Permit expires one year from date issued unless otherwise noted below:<br>_____ | Name: _____<br>Date: _____        |
| Inspection Fee _____  | Admin. Fee _____ |   |                                   |
| Electric Fee _____    | Bond _____       |   |                                   |
| Plumbing Fee _____    | Total _____      |   |                                   |
| HVAC Fee _____        |                  |   |                                   |
| Other _____           |                  |   |                                   |

# Grundy County Specifications and Information Packet

**Home Owner:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Cell Number: \_\_\_\_\_

**Plumbing Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Illinois License Number: \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Cell Number: \_\_\_\_\_

**Electrical Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_

**Roofing Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_ State License Number: \_\_\_\_\_

**Concrete Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_

**HAVC:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_

**Insulation:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\_\_\_\_\_

**Property Index Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Cost of Improvement:** \_\_\_\_\_

I understand that I must comply with all the rules and regulations of the Grundy County Building and Zoning Office. I understand that no occupancy of the structure should occur until an Occupancy Permit has been completed.

Home Owner(s) Name: \_\_\_\_\_  
(PRINT)

Home Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

As the General Contractor, I have read the Information Packet and completed the specification sheet. I understand that all rules and regulations of the Grundy County Building and Zoning Office shall be complied with and that an Occupancy Certificate must be issued prior to occupancy of the structure.

General Contractor: \_\_\_\_\_  
(PRINT)

General Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

# **INSPECTION INFORMATION**

**BUILDING INSEPCIONS: Mondays, Thursdays and Fridays**

**PLUMBING INSPECTIONS: Mondays and Thursdays after 3:00 PM**

A twenty-four (24) hour notice in advance for all inspections is required. Please provide the name of the applicant, address and phone number in case the inspector needs make contact.

## **INSPECTIONS NEEDED**

1. LOCATION: Proposed construction needs to be staked such that the inspector will be able to determine that the required setbacks have been followed.
2. UNDERGROUND PLUMBING (where applicable)
3. PRE-POUR FOR CONCRETE
4. ELECTRICAL SERVICE OR EXTENSION OF ELECTRIC CABLE PRIOR TO BACKFILL
5. ROUGH FOR ALL TRADE WORK: Must be completed prior to any insulating or drywall work. This would include the inspection of all carpentry, electric and plumbing.
6. FINAL: This would include plumbing where applicable.

## SETBACK REQUIREMENTS FOR ALL ZONING DISTRICTS

### **Outbuildings under the A & A-R districts**

Front yard- 50'

Side & Rear Yards 10'

ANY BUILDING HOUSING ANIMALS MUST BE 100' OFF OF ALL LOT LINES

### **Outbuildings under the R district**

Front yard- 25'

Side & Rear Yards 10'

**AREA/HEIGHT LIMITATIONS:** The maximum area for the accessory buildings that are constructed on a lot shall not exceed 5,000 sf and 25'-0" in height.

### **Illinois Route 47 Setbacks**

Setback - 40' from the center line required for frontage road.

Additional - 40' required for frontage road.

Example -  $40' + 40' + \text{Zoning District Setback} = \text{Total Setback}$ .

### **Setback District for Thoroughfares: (roads, streets, highways)**

One-half the required width of the thoroughfare- measured from the center lines of the existing thoroughfare. Thoroughfares shall include federal, state, county highways and township roads.

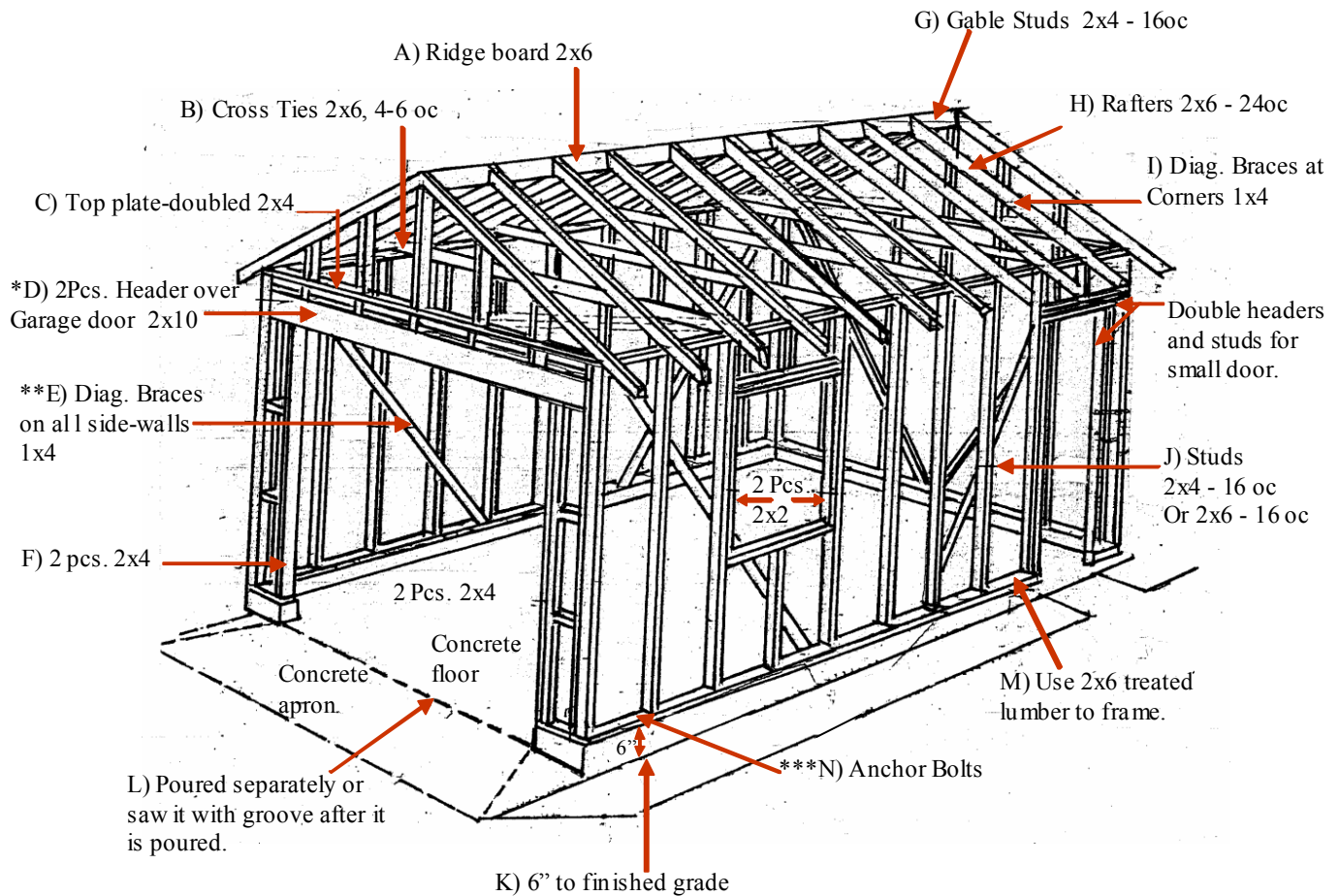
- 1) Ex: Road way is 100' wide then  $100' \div 2 = 50'$ . 50' is the setback plus the yard requirement for that district.
- 2) Ex: In a district which has front yard requirement of 25' as in an R-2 district and a 100' road way width then the distance for a structure to be located is 75' from the center line.
- 3) Ex: If road way is 66' and yard required is 50' then the total setback is 83'; because  $66' \div 2 = 33'$  and  $33' + 50' = 83'$ .

### **Exception to the above rule:**

- 1). Setback where streets are not designated as a thoroughfare then setback is only what is required for the front or side yard in that district. Ex: a lane would be classified as a non-designated thoroughfare, and would only have to have the front and/or side yard setback.
- 2). And when there are existing structures occupying more than 30% of the street frontage within 1,800' or block, whichever is less, then the setback can be the average setback line of the existing structures.

# Grundy County Planning, Zoning & Building Department

## Garage specs.



\*D For single door use ½" plywood, nailed and glued

\*\*E Run from top plate to bottom plate. Should cover 3 to 4 studs

\*\*\*N Anchor-Bolts set into concrete, spaced about 4'-0" on center, but so same will come between studs as shown. Bolts should project 2½" when single wall plate is used. Drill wall plates to receive projecting bolts and make holes slightly larger than bolts diameter.

# Drainage District Notification Letter

*Drainage District Effected:* \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Improvement: \_\_\_\_\_

I hereby verify that the above listed information is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please provide this verification sheet to your Drainage District representative and also provide a copy of this to our office at the time of permit application.