

Check Off Sheet

COMMERCIAL/INDUSTRIAL

- Contractor sheet completed with all applicable license numbers.
- Signature sheet with all applicable signatures.
- Culvert/Entrance Permit application completed.
- Health Department permit.
- Copy of the stamped plans (including the HVAC, plumbing, structural, electric and footing/foundation plan).
- Site survey and grading plan.
- Specifications book for the project.
- Soil boring test results.
- Structural calculations, sealed and signed.
- Appointment to apply for permit.

If you have all of the above checked off you are now ready to apply for your building permit.

Grundy County Specifications and Information Packet

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: _____

_____ Cell Number: _____

Roofing Contractor: _____

Address: _____ Telephone Number: _____

_____ License Number: _____

Concrete Contractor: _____

Address: _____ Telephone Number: _____

_____ Cell Number: _____

(ALL PLUMBING MUST COMPLY WITH THE CURRENT ILLINOIS STATE PLUMBING CODES. ALL ELECTRICAL, HVAC AND INSULATION MUST COMPLY WITH THE MOST CURRENT NATIONAL ELECTRIC CODE. ALL CONSTRUCTION MUST COMPLY WITH THE GRUNDY COUNTY BUILDING CODE AND THE CURRENT INTERNATIONAL BUILDING CODE. YOU MAY BE ABLE TO OBTAIN THESE AT YOUR LOCAL LIBRARY OR YOU MAY CONTACT OUR OFFICE AT 941-3228.)

Permit Fees

All permit fees will be based on the signed contract for the building or improvements.

Permit Fees:

\$500.00 - \$50,000.00 flat fee of \$50.00

\$50,001.00 - \$500,000.00 - \$50.00 + \$12.00 per thousand

\$500,001.00 - \$501,000.00 flat fee \$6,034.00

\$501,001.00 - \$1,000,000.00 - \$6,034.00 + \$8.00 per thousand

\$1,000,001.00 and up each additional \$1,000.00 of estimated value, flat fee of \$6038.00 + \$4.00 per \$1,000.00.

Plan Review Fee	\$500.00
Building Inspections	\$75.00/inspection
Plumbing Inspections	\$400.00/building

Note that in the event that the Grundy County Building Officer feels that the building plans submitted require the expertise of an engineering firm or other consultant, the cost incurred by Grundy County for these services will be included in the building permit fees. A building permit will not be issued to the applicant unless all fees incurred are paid. If the engineering or consultant fees are incurred after the building permit is issued, then an occupancy permit will not be issued until all fees are paid for by the permit holder.

Certificates of Occupancy	\$45.00
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To receive a permit you must have a Health Department Permit, for your septic and well. An on site survey. The permit application and plans will be reviewed by the Planning, Zoning and Building Director, it may take up to two (2) weeks (10 working days) before the review is completed and approval provided prior to the permit issuance. All plans must be reviewed by the local Fire Marshall.

To receive a Final Occupancy, you must have a **Final Inspection** from the **Building Inspector, Plumbing Inspector and from the Health Department** (for your septic and well inspections), **which include** a copy of the well construction report and a satisfactory bacteria and nitrate sample report. **You cannot obtain an Occupancy Certificate on the same day as the Final Inspection.** There will be a minimum of a 3 to 5 day processing time for the Final Occupancy Certificate before it will be issued to a General Contractor or Owner.

IF THERE ARE ANY CHANGES IN OWNERSHIP OR WITH THE CONTRACTORS DURING THE BUILDING PROCESS, CONTACT THE PLANNING, ZONING AND BUILDING DEPARTMENT IMMEDIATELY WITH THE NEW INFORMATION.

If you have any questions, please contact our office at 941-3228.

I have read the Information Packet and completed the specification sheet and understand the information that has been provided and requested of me. I understand that I must comply with all the rules and regulations of the Grundy County Planning, Zoning and Building Department. I understand that I may not take occupancy until an OCCUPANCY CERTIFICATE has been received.

Owner(s): _____ Date: _____

I have read the Information Packet and completed the specification sheet and understand the information that has been provided and requested of me. I understand that the Owner and I must comply with all the rules and regulations of the Grundy County Planning, Zoning and Building Department. I understand that the Owner may not take occupancy until an OCCUPANCY CERTIFICATE has been received.

General Contractor: _____ Date: _____

PLUMBING CONTRACTOR SIGN OFF SHEET (MUST BE COMPLETED)

IF THERE ARE ANY CHANGES WITH THE PLUMBING CONTRACTOR DURING THE BUILDING PROCESS, CONTACT THE PLANNING, ZONING AND BUILDING DEPARTMENT IMMEDIATELY WITH THE NEW INFORMATION.

If you have any questions, please contact our office at 941-3228.

I have read the Information Packet and understand the information that has been provided and requested of me. I understand that I must comply with all the rules and regulations of the Grundy County Planning, Zoning and Building Department. I understand that I may not take occupancy until an **OCCUPANCY CERTIFICATE** has been received.

Owner(s): _____ Date: _____
(Required signature)
_____ Date: _____
(Required signature)

I have read the Information Packet and understand the information that has been provided and requested of me. I understand that the Owner and I must comply with all the rules and regulations of the Grundy County Planning, Zoning and Building Department. I understand that the Owner may not take occupancy until an **OCCUPANCY CERTIFICATE** has been received.

Plumbing Contractor: _____ Date: _____
(Required signature of the plumbing contractor)
License Number: _____
(Required)

INSPECTION NOTICE

All inspections will be done on **Mondays, Thursdays and Fridays only** (unless it is a holiday). This may cause some inconvenience and time delay to builders in obtaining inspections, but it is unavoidable. **A twenty-four (24) hour notice in advance for all inspections should be given, giving name, permit number and name of township. Do not schedule a closing on the building before you have received an Occupancy Certificate.**

INSPECTIONS NEEDED

1. Proposed construction needs to be staked out, with a mark showing floor elevation, until the footing inspection will be completed. The inspector will inspect the **location** of structure at this time.
2. A **footings, foundation, and damp proofing** inspection is needed before installing any steel or wood beams, floor joists or backfilling outside of the foundation.
3. An **electrical service hookup inspection** is needed before Commonwealth Edison will provide you with electric service in the residence.
4. A **building rough inspection** is needed **after** the building is framed and all the trades have completed their work, and **before** insulation or fire-stopping is installed.
5. A **plumbing** inspection is needed **after** the **under ground (before the ground is covered), rough,** and a **final inspection.**
6. A **final inspection** is needed when the structure is completed. A certificate of occupancy will be granted after the structure has passed all inspection, including the Health Department inspections. The Building & Zoning Officer will grant the certificate within 3 to 5 working days.

BUILDING IS NOT TO BE OCCUPIED UNTIL THAT TIME.

All building is covered by the Grundy County Building Code and the current 2006 IBC Building Code and Electrical is covered by the current National Electrical Code. Plumbing is covered by the current Illinois Plumbing Code.

Roofing must be done by a State licensed contractor. Plumbing must be done by a State licensed Plumber.

(PLEASE KEEP THIS PAGE FOR YOUR FILE)

SETBACK REQUIREMENTS

B - 1 Business District or B - 2 Commercial District

- Front Yard - 40'
Side Yard - 10% of the lot width except when adjoining an alley, then it is 20'. If adjoining a street, then it is 40'.
Rear Yard - 40'

B - 3 Motorist Service District

- Front Yard - 40' and 40' additional for frontage road.
Side Yard - 10' except when adjoining an alley, then it is 20'. If adjoining a street, it is 40'.
Rear Yard - 40'

M - 1 Manufacturing District

- Front Yard - 40', except, when the front yards are located across the street from a Residence District - not less than 50'.
Side Yard - (1) Not less than 40' wide when adjoining a street.
(2) Not less than 50' wide when adjoining a Residence District
(3) Not less than 15' wide when adjoining an interior line.
Rear Yard - 25', except when adjoining a railroad right-of-way, the rear yard may be measured from the center of the railroad right-of-way, and except when adjoining a Residence District the rear yard shall be not less than 40'.

M - 2 Manufacturing District

- Front Yard - 50', except, when the front yards are located across the street from a Residence District - not less than 75'.
Side Yard - (1) Not less than 50' wide when adjoining a street.
(2) Not less than 75' wide when adjoining a Residence District
(3) Not less than 25' wide when adjoining an interior line.
Rear Yard - 30', except when adjoining a railroad right-of-way, the rear yard may be measured from the center of the railroad right-of-way, and except when adjoining a Residence District the rear yard shall be not less than 75'.

M - 3 Mineral Extraction District

- Front Yard - 30', except, when the front yards are located across the street from a Residence District - not less than 40'.
Side Yard - 15', except when a side yard adjoins a public street it shall be not less than 40'.
Rear Yard - 5', except when rear yard adjoins a Residence District it shall be not less than 30'.

Illinois Route 47 Setbacks

- Setback - 40' from the center line required for frontage road.
Additional - 40' required for frontage road.
Example - 40' + 40' + Zoning District Setback = 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' divided by 2 equals 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 a 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' divided by 2 equals 33' and 33' plus 50' equals 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 the less, then the setback can be the average setback line of the existing structures.

**GRUNDY COUNTY
CULVERT/ENTRANCE PERMIT**

In order to receive a building permit, your entrance culvert must be properly installed. **This form must be completed** and returned to Grundy County Building Department **after the culvert has been installed** and approved by the highway authority.

Location or address of the property_____

Name of road providing access to property_____

Highway Authority (County or Township)_____

Length and diameter of culvert installed_____

Culvert material (corrugated metal, plastic, etc)_____

Name of Property Owner

Address:

Installation of culvert and entrance approved by:

Signature

Title

Date

GRUNDY COUNTY TOWNSHIP HIGHWAY COMMISSIONERS

<u>Township</u>	<u>Highway Commissioner</u>	<u>Address</u>
Aux Sable 942-9630 (Fax)	Ray Underhill 467-6832	8960 E. Route 6 Morris, Il. 60450
Braceville 237-2000 (Garage)	Greg Hodgen	3935 N. Merrill St. Braceville, Il. 60407
Erienna	Stephen Mann 357-8659	7200 West Old Stage Road Morris, Il. 60450
Felix 634-7288 (Garage)	David Allen	615 N. 5 th St. Carbon Hill, Il. 60416
Garfield 237-8070 (Garage)	Dean Christensen	8815 S. Gorman Road Gardner, Il. 60424
Goodfarm 584-3357 (Garage)	James Roeder	1840 West Scully Road Dwight, Il. 60420
Goose Lake 942-5706 (Garage)	Bruce Trotter	2990 E. Pine Bluff Road Morris, Il. 60450
Greenfield 237-2098 (Garage)	Kenneth M. Lampert	Box 118, Oak Street South Wilmington, Il. 60474
Highland 586-4613 (Garage)	Mark Harlow	Box 766, 116 Main Street Kinsman, Il. 60437
Maine	Duane Francois 634-8994	2075 S. Jugtown Road Coal City, Il. 60416
Mazon 448-2267 (Garage)	Edwin Walker	RR #1, 4060 S. Old Mazon Road Mazon, Il. 60444
Nettle Creek	Ryan Cryder 509-7800	5240 West Airport Road Morris, Il. 60450
Norman	Brad Baker 942-3860	955 N. Gonnam Road Verona, Il. 60479
Saratoga 942-2139 (Garage)	Matt Wickens 941-2904	2475 W. Minooka Road Morris, Il. 60450
Vienna 287-9831	James Gonnam 287-2676	555 South Gonnam Road Verona, Il. 60479
Wauponsee 942-4243 (Garage)	Mark Doerfler	675 E. Southmor Road Morris, Il. 60450

Grundy County
 Performance Standards
 Certification of Compliance

Property street address: _____
 City, Zip Code: _____
 Subdivision, lot: _____

Sheet 1 of 2

<u>Property Developer, Owner of Agent</u>	<u>Person Certifying Compliance</u>
Company: _____	Company: _____
Street Address: _____	Street Address: _____
City, State, Zip _____	City, State, Zip: _____
Contact Name _____	Contact Name: _____
Phone: _____	Phone: _____
FAX: _____	FAX: _____

Description of the nature of the proposed use (type of business):

The property contains or utilizes the following (check all that apply) and attach as many of the specified data sheets (DS) with supporting analyses as required to describe the category:
 (Required Data Sheet)

Flammable materials	DS-A
Toxic Chemicals	DS-A
Radioactive Materials	DS-A
Explosives Stored/Used	DS-A
Machinery/Machine Tools (i.e.- forges, die casting machines, power presses)	DS-B
Plastics Processing Equipment (i.e.- pellet formulators, rubber calendars grandulators)	DS-B
Ovens, Kilns/Furnaces not use for building heating (i.e.-bread ovens, coke ovens)	DS-B
Woodworking/Lumber Processing Equipment (i.e.- de-barkers, shredders, planers)	DS-B
Assembly lines/Robotics/Welders/Joining Equipment (i.e.- overhead cranes, robotics)	DS-B
Material Handling Equipment (i.e.- pneumatic conveyors, cyclones, mills, forklifts)	DS-B
Printing/Copying/Binding Equipment (i.e.- ink mixers, toner manufacture)	DS-B
Other stationary machinery or equipment	DS-B
Coating/Plating/Painting/Dipping or Similar Operations	DS-C
Chemical/Petroleum/Similar Processing of any kind	DS-C
Refrigerated Truck Overnight Parking	DS-D
Exhaust Fans/Air Conditioning/Air Circulation	DS-D
Outdoor storage or operations of any kind/Unpaved parking lots or access roads/ Other	DS-D
Other outdoor including mining equipment	DS-D

-continued-

Grundy County
Performance Standards
Certification of Compliance

Property street address: _____
City, Zip Code: _____
Subdivision, lot: _____

Sheet 2 of 2

Attach one (1) copy of each of the following:

	Plat of Survey
	Architectural drawing(s) showing the location of the building(s) on the property, the placement and orientation of all building openings, parking lots, outdoor lighting, tanks and any outdoor storage.

I, hereby certify I have read and understood the Performance Standards (Section X, Subsection 2) of the Grundy County Zoning Ordinance - adopted January 14, 1997, and certify that the above proposed use conforms to the same.

Signature of Person Certifying Compliance

Printed Name and Title

Date

I, hereby certify that I have reviewed the above and the attached documents and that they accurately describe the proposed use.

Signature of Property Owner, Agent, Developer

Printed Name and Title

Date