


## Grundy County

Land Use Department  
1320 Union Street  
Morris, IL 60450  
(815) 941-3229  
[hmill@grundyc.org](mailto:hmill@grundyc.org)



8/18/2020

TO: Industrial/Commercial Developer and General Contractors  
FROM: Heidi H. Miller; Director   
RE: Permit Information

We look forward to working with you as you construct in Grundy County.

As a service organization, we would like to provide you with as much information on the steps to obtain a permit.

### Packet:

In this packet you will find:

- An application which includes the contractors listing for the project
- Setback requirements
- Inspections required
- Road Commissioner information
- Fire Department information
- MSDS compliance sheet
- Drainage District notification sheet that needs to be sent to them

### Submittal:

The following items shall be completed and turned into our office for review:

- 1) Complete approval by Review Engineer for the Site Development Permit (earth work)
- 2) Final Engineering plans providing full survey, soil erosion control plans, and all details.
- 3) One set of 2 x 3 plans that are stamped and signed by an IL Registered Architect and/or Engineer
- 4) One complete Specification Book and MSDS Sheets (if applicable)
- 5) Plans need to show compliance to the 2018 International Building Code, 2017 National Electric Code, 2018 IL Energy Code, and the IL State Plumbing Code.
- 6) ComCheck and a Manual J need to be provided.
- 7) Approved landscaping plans

8) Approval of the Fire Department District and the Road Commissioner/Highway Engineer for road improvements and any other necessary approvals.

**Review:**

Once all of the information is obtained, it will take a minimum of 10 -15 business days to review the plans. Based on the type of plans and time constraints of the office, plans may be reviewed by a consultant and charges will be absorbed by the developer which may have a different review time.

During the review time, permits for septic and well shall be obtained from the Environmental Health Department (815) 941-3115.

**Permit Approval:**

Once the plans are approved, a permit will be issued if:

- Septic and Well permits are completed
- All contractors are licensed. An application is included for the contractor licensing and Cheryl Wardell our Assistant will provide licensing (815) 941-3228.
- Building Fees are paid

If there are any questions that you may have in regard to this application, please feel free to contact my office at either (815) 941-3229 or [hmillier@grunddyco.org](mailto:hmillier@grunddyco.org).

We are here to help you as much as possible and welcome you to the County.

## **Grundy County**

**Land Use Department  
1320 Union Street  
Morris, IL 60450  
(815) 941-3229  
(815) 941-3432 (fax)**



8/19/2020

### **Inspections for Industrial and Commercial Structures**

All inspections shall be called in to the Assistant at 815-941-3228 within 24 hours of the intended day of inspection.

Building Inspections – Mornings on Monday, Tuesday, Thursday and Friday

Plumbing Inspections – Monday and Thursday after 4:00 PM

Times are not taken for inspections, but we will try and provide a range of time to the inspector for all concrete pours.

The following are general inspections and are not inclusive to all of the inspections necessary:

- 1) Location
- 2) Pre pour footing
- 3) Pre pour foundation
- 4) Backfill
- 5) Underground electric
- 6) Underground plumbing
- 7) Rough Building – All trades completed
- 8) Rough Plumbing
- 9) Firestopping/insulation
- 10) Final Plumbing
- 11) Final Building
- 12) Parking lots
- 13) Parking striping/spaces
- 14) Lights completed
- 15) As-built approved by Review Engineer of all storm water management
- 16) Any other special inspection required

If any inspections completed by staff are failed, a re-inspection fee of \$75.00 shall be paid prior to another inspection being scheduled.

**Grundy County Land Use Department**

**Building and Zoning Office**

**1320 Union Street**

**Morris, IL 60450**

**(815) 941-3229**

**(815) 941-3432 (fax)**



**BUILDING PERMIT APPLICATION**

Owner: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_

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

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

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

Estimated Cost: \_\_\_\_\_

Dimensions of Structure (s): \_\_\_\_\_

Stories: \_\_\_\_\_

Use of the Building (s): \_\_\_\_\_

Signature of the Owner:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of General Contractor:

\_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **EXP Date:** \_\_\_\_\_

**Total Cost of Permit:** \_\_\_\_\_ **Permit No.:** \_\_\_\_\_

**Additionally Approval Dates: EH:** \_\_\_\_\_ **Fire Department:** \_\_\_\_\_ **Floodplain:** \_\_\_\_\_

**Payment: Cash:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Receipt:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total Permit Cost Calculated:**

## Contractor Listing:

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Excavator: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Carpenter: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Roofing: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Concrete: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Drywall: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

HVAC: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Other: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If there are any changes to the contractors for this project, please let us know at (815) 941-3228.

Grundy County Land Use Department

1320 Union Street

Morris, IL 60450

(815) 941-3228



## Application for Contractor License

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

Street Address (No PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Contact Information:

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

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### Construction Work Performed by the Company:

\_\_\_\_\_  
\_\_\_\_\_

*In order to obtain a contractor license, please provide the following:*

- 1) *A certification of insurance for the minimum coverage of the following:*
  - *\$500,000.00 Personal Property Damage and Bodily Injury Naming Grundy County as Holder*
- 2) *A licensing and permit bond (L & P Bond) in the amount of \$10,000.00 that covers all aspects of the construction work performed by the Company.*
- 3) *Fee of \$150.00*
- 4) *Roofing, fire sprinkler, irrigation, and private alarm contractors shall provide the current state license for their company and complete this form. Insurance and fees are not required for these contractors.*

I agree to comply with the current Grundy County Building Codes and Requirements of the Land Use Department:

\_\_\_\_\_  
Signature Date

**For Office Use Only:** Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Contractor License Number: \_\_\_\_\_

**Grundy County Land Use Department**

**1320 Union Street  
Morris, IL 60450  
(815) 941-3229  
(815) 941-3432 (fax)**



## Concrete Cold Weather Requirements

The Grundy County Land Use Department enforces the 2018 International Code Council (I.C.C.) building series of codes.

**Cold weather** is defined as when conditions are such that the outdoor ambient temperature is less than 40 degrees F for four days.

The following requirements will be employed for cold weather concrete pours:

**Subgrade:**

- 1) Excavations shall not be left open for greater than twenty four hours (24) hours.
- 2) All excavations for concrete pours shall be protected from frost migration immediately after excavation with the use of thermal blankets.
- 3) Subgrade shall be free of any ground water, ice, or frost prior to pour.

**Footings:**

- 1) Footings are allowed to be poured when the temperature is 20 degrees F and rising with the following stipulations enforced
  - Concrete shall be maintained at a temperature of 50 degrees F for a period of three consecutive days after the placement of the concrete.
  - Protection in the form of thermal blankets shall be provided in place for the period of three days following the pour.

**Foundations:**

- 1) Foundation walls may be poured when the outside ambient air temperature is 40 degrees F or above. ACI 318-08 requirements will be applied if the outside ambient air temperature is below 40 deg F.
- 2) Concrete shall be maintained at a temperature of not less than 50 degrees F for a minimum of seven (7) consecutive days.
- 3) Insulated blankets need to be provided for the entire height and width of the poured walls and shall be left on for curing for a period of 3 days or greater.

**Flatwork:**

- 1) Minimum air temperature shall be 32 deg F and rising for the pour.
- 2) The excavated site, stone subgrade shall be free from frost or water, and shall be protected with thermal blankets prior to the pour.
- 3) Thermal blankets shall be used after the pour and maintained in place for a period of 5 days after pour.
- 4) Concrete contractor may use high strength concrete with a minimum of a 6-bag mix with the condition that the temperature of the concrete is maintained at 50 deg F for a period of three (3) days following the pour with the use of a thermal blanket.

**Admixtures:**

- 1) The use of Calcium Chloride is prohibited.
- 2) Any admixtures that are used for water reduction and setting time modification shall conform to the requirements of standard ASTM C494.
- 3) Any admixtures for use in producing flowing concrete shall conform to ASTM C1017.
- 4) Air-entraining admixtures shall conform to ASTM C260.

By signing as the General Contractor/Owner, I understand that the cold weather requirements will be followed:

\_\_\_\_\_  
General Contractor/Owner

\_\_\_\_\_  
Date

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

TABLE 8-3-4-1  
NONRESIDENTIAL BULK REQUIREMENTS

District And Use	Minimum					Maximum	
	Lot Area	Lot Width <sup>1</sup>	Front Yard <sup>1,2</sup>	Side Yard	Rear Yard <sup>1</sup>	Minimum Area Of Proposed Land Development <sup>1</sup>	Building Height
Agricultural (A) and agricultural residential (AR):							
All uses	5 acres	n/a	50 ft.	25 ft.	50 ft.	5 acres	35 ft.
Planned residential (PR):							
Institutional residential	2 acres	100 ft.	40 ft.	15 ft.	25 ft.	2 acres	35 ft.
Office/retail/service	10,000 sq. ft.	100 ft.	40 ft.	25 ft.	25 ft.	1 acre	35 ft.
All other uses	5 acres	100 ft.	50 ft.	25 ft.	30 ft.	5 acres	35 ft.
Residential (R):							
All permitted nonresidential uses	4 times the minimum lot area for single-family	2 times the yards required for single-family development			2 acres	35 ft.	
Commercial general (CG) and commercial interchange (CI):							
Commercial retail	15,000 sq. ft.	100 ft.	40 ft.	15 ft.	25 ft.	1 acre	35 ft.
Office/lodging	15,000 sq. ft.	100 ft.	40 ft.	15 ft.	25 ft.	2 acres	50 ft.
Services	15,000 sq. ft.	100 ft.	40 ft.	15 ft.	25 ft.	1 acre	35 ft.
All other uses	20,000 sq. ft.	100 ft.	40 ft.	20 ft.	25 ft.	1 acre	35 ft.

Industrial (I):							
Light industrial	20,000 sq. ft.	120 ft.	40 ft.	20 ft.	30 ft.	1 acre	4 stories or 50 ft., whichever is lower
Heavy industrial	60,000 sq. ft.	150 ft.	50 ft.	30 ft.	30 ft.	2 acres	4 stories or 50 ft., whichever is lower
Warehouse	1 acre	150 ft.	50 ft.	30 ft.	30 ft.	2 acres	3 stories or 40 ft., whichever is lower
All other uses	20,000 sq. ft.	120 ft.	40 ft.	20 ft.	25 ft.	1 acre	4 stories or 50 ft., whichever is lower

Notes:

1. Along Route 47, frontages and yard requirements in excess of the minimum requirements specified here may be required. See [chapter 10](#), "Overlay District", of this title.
2. Front yard refers to the front yard of a lot. A typical corner lot would have 2 front yards.



Fire Department	Chief / Deputy Chief	E-Mail Address	Phone or Fax number
Allen Fire Protection District 102 S. Lincoln St. Ransom, IL 60470			815-586-4421 815-586-4421 (fax)
Braceville Fire Protection District Main & Mitchell Street P.O. Box 286 Braceville, IL 60404	Nathan Basham		815-237-8862 815-237-8720 (fax)
Braidwood Fire Department 275 W. Main Street P.O. Box 309 Braidwood, IL 60408	Barry Eggers – Chief Scott Favero – Deputy Chief Mike Shorkey – Captain	<a href="mailto:beggers@braidwoodfire.org">beggers@braidwoodfire.org</a> <a href="mailto:sfavero@braidwoodfire.org">sfavero@braidwoodfire.org</a> <a href="mailto:mshorkey@braidwoodfire.org">mshorkey@braidwoodfire.org</a>	815-458-2000 815-458-3636 (Fax)
Channahon Fire Protection Dist. Station 1 24929 S. Center St. Channahon, IL 6041 Station 2 23341 W. McClintock Road Channahon, IL 60410	John Petrakis – Chief Jeff Toepper – Deputy Chief Laron Sullivan – Fire Inspector Jacque McLaughlin – Administrative Assistant	<a href="mailto:jpetrakis@channahonfire.com">jpetrakis@channahonfire.com</a>  <a href="mailto:jmclaughlin@channahonfire.com">jmclaughlin@channahonfire.com</a>	815-467-6767 815-467-5081 (fax)  815-467-2666
Coal City Fire Protection Dist. 35 S. Dewitt Place P.O. Box 219 Coal City, IL 60416	James Sheldon – Chief James Seerup – Deputy Chief Dale Watson – Deputy Chief Nick Doerfler – PR /Building Inspector	<a href="mailto:jsheldon@ccfire.net">jsheldon@ccfire.net</a> <a href="mailto:jseerup@ccfire.net">jseerup@ccfire.net</a> <a href="mailto:dwatson@ccfire.net">dwatson@ccfire.net</a> <a href="mailto:ndoerfler@ccfire.net">ndoerfler@ccfire.net</a>	815-634-4700 815-634-4069 (fax)
Dwight Fire Department 111 South Prairie Avenue Dwight, IL 60420	Paul Johnson - chief Justin Dyer – Deputy Chief Jaron Schied - Captain	<a href="mailto:pjohnson@dwightfire.org">pjohnson@dwightfire.org</a> <a href="mailto:jdyer@dwightfire.org">jdyer@dwightfire.org</a> <a href="mailto:jscheid@dwightfire.org">jscheid@dwightfire.org</a>	815-584-2373 815-584-4030 (fax)

Fire Department	Chief / Deputy Chief	E-Mail Address	Phone / Fax Number
Gardner Volunteer Fire Dept. 206 N. Depot St. P.O. Box 181 Gardner, IL 60424	Darren Farris – Chief		815-237-8806
Mazon Fire Protection District 700 Park St. / P.O. Box 267 Mazon, IL 60444	Thomas Sereno – Chief Mark Brookman II – Asst. Chief	<a href="mailto:Mazonfd_3400@yahoo.com">Mazonfd_3400@yahoo.com</a>	815-448-5460 815-448-5670 (fax)
Minooka Fire Protection District 7901 East Minooka Road Minooka, IL 60447	Al Yancey Jr. - Chief Brad Sprague – Deputy Chief William Collins – Building Inspector	<a href="mailto:yancya@minookafire.com">yancya@minookafire.com</a> <a href="mailto:spragueb@minookafire.com">spragueb@minookafire.com</a> <a href="mailto:collinsw@minookafire.com">collinsw@minookafire.com</a>	815-467-5637 815-467-5453 (fax)
Morris Fire Department 121 West Main Street Station 2 2301 Ashton Road Morris, IL 60450	Tracey Steffes – Chief Robert Wills – Deputy Chief	<a href="mailto:tsteffes@morrisfd.org">tsteffes@morrisfd.org</a> <a href="mailto:rwills@morrisfd.org">rwills@morrisfd.org</a>	815-942-2830 815-416-0452 (fax)
Seneca Fire Department 121 West Armour Street P.O. Box 985 Seneca, IL 61360	Kett Johnson –Chief Jason Bersano – Deputy Chief	<a href="mailto:Fire3902@krausonline.com">Fire3902@krausonline.com</a>	815-357-1600 815-357-6247 (Fax)
South Wilmington Fire Dept. 330 Lake St. / P.O. Box 285 South Wilmington, IL 60474	Monty Serena - Chief		815-237-2244 815-237-8034 (Fax)
Verona – Kinsman Fire Dept. 405 Division St. / P.O. Box 132 Verona, IL 60479	John Phelan – Chief		815-228-2320 815-228-2320 (fax)