

LIMITED PERMIT INFORMATION SHEET

A Limited Permit is needed for construction of a shed (240 sq. ft. maximum); pools, deck without roof; carport without walls; gazebo; demolition; signs, etc. A \$25 permit fee plus a \$10 plan review fee is charged, unless otherwise noted. **Please post the permit card so it is visible from the street and accessible to the inspector. When calling for inspections please have the permit number available and allow 24 hours for the inspections to be made. For structures that do not require a permit, a Zoning Compliance Document must be completed by the homeowner and verified by the Building Inspector. All Rules and Regulations of the City of Highland must be complied with.**

JULIE UTILITY LOCATES ARE REQUIRED FOR ALL EXCAVATIONS - 1-800-892-0123

SHEDS/GAZEBOS/ACCESSORY STRUCTURES

1. Structures less than 200 sq. ft. do not require a permit, but the site must be checked for compliance. A Zoning Compliance Document is required. Structures greater than 240 sq. ft. require a building permit.
2. Must comply with the property setback requirements, shall not be within 10 feet (10') of the primary structure, or 5 feet (5') from any other structure.
3. If underground electrical service is desired, it should be buried 24 inches (24") deep in conduit or direct buried cable. The service must come from the primary building service. An electrical inspection is required.
4. A final inspection is required upon completion.

DECKS

1. All decks more than 30 inches (30") off the ground must have a securely attached handrail between 34 - 38 inches (34" - 38") in height with spindles no more than 4 inches (4") apart.
2. Footing must be a minimum of 32 inches (32"). An inspection of the footing holes must be made prior to pour.
3. All decks must comply with section 502.2.1 of the 2003 International Code (attached).
4. Covered decks require a different permit.
5. A final inspection is required upon completion.

PATIOS

1. Patios 144 sq. ft. or larger require a permit. All patios sites, regardless of size must be inspected for compliance prior to digging.
2. Zoning Compliance Document is required for patios smaller than 144 sq. ft.
3. A final inspection is required upon completion

CARPORTS

1. Must comply with the property setback requirements and cannot be enclosed.
2. Piers for the support holes must be a minimum of 32 inches (32"). An inspection of the pier holes must be made prior to pour.
3. If a concrete floor is desired, it is required to be at least 4 inches (4") thick.
4. Shingles are allowed on roofs with a slope greater than 4:12.
5. A final inspection is required upon completion.

SIGNS (FEE DEPENDS ON SQUARE FOOTAGE OF THE SIGN)

1. See sign ordinance
2. Final inspection is required upon completion

DEMOLITION

1. All utilities must be disconnected prior to demolition.
2. **Per the State of Illinois, all Commercial demolitions require an Asbestos Inspection and if applicable, proper remediation and disposal. All documentation must be provided prior to permit issuance.**
3. Open sites must be fenced in.
4. A final inspection is required when demolition is complete to ensure water and sewer are capped, erosion control is maintained and final grade and seeding is completed.
5. **Copies of all landfill tickets must be submitted within 7 days of completion.**

ABOVE GROUND SWIMMING POOLS (\$55.00)/INGROUND POOLS (\$255.00)

1. Any swimming pool deeper than 24 inches (24") has to comply with Section G of the 2003 International Residential Code.
2. Pool shall comply with the property setback requirements. They are not allowed in front yards.
3. The perimeter around all pools, which are over 24 inches (24") in depth, shall be enclosed with a 4-foot (4') high or greater barrier. Any openings in the barrier shall not be greater than 4 inches.
4. Access to the pool shall be by a ladder that must be either removable or retractable with the ability to be locked in the up position. Ladders shall be locked or removed when the pool is not in use. Any permanent deck or fence used as a barrier shall have a self-closing gate that locks.
5. Electrical connections to operate the pool filtration system must be ground fault protected. Wiring from the power source to operate electrical equipment for the pool must be installed in rigid conduit or cable designed and approved for direct burial. All of these methods shall be buried a minimum of 24 inches (24") below grade. **A marked "Disconnect Switch" is required.**
6. A final inspection is required upon completion. A final will not be approved if the fence or barrier is not installed.
7. **UP TO \$200 REFUND UPON COMPLETION OF INGROUND POOL INSTALLATION FOR OTHER CODES THAT MAY APPLY TO POOLS, SEE CHAPTER 41 OF THE 2003 INTERNATIONAL RESIDENTIAL CODE AND ARTICLE 680 OF THE 2005 NATIONAL ELECTRICAL CODE.**

ROOFS (RESIDENTIAL \$40.00/COMMERCIAL \$150.00)

1. Flashing, felt paper (run **horizontally**), and drip edge must be in place prior to shingling
2. **Roofer's license and insurance information must be provided**
3. Roof must be properly vented
4. Inspection must be made prior to shingling
5. Roof specifications (Commercial only)

ELECTRICAL UPGRADE (RESIDENTIAL \$50.00/COMMERCIAL \$175.00)

1. Follow the 2005 National Electric Code (NEC) and City of Highland requirements.
2. Meter Base and Service Panel inspections must be conducted prior to re-connection

ELECTRICAL REWIRE (Under 1500 sq ft \$130.00, Over 1500 sq ft \$170.00)

1. Follow the 2005 National Electric Code (NEC) and City of Highland requirements.
2. Rough-in, meter base, service panel, and final inspections must be made.

PLUMBING UPGRADES (Cost varies)

1. Follow the current edition of the IL State Plumbing Code
2. Work not done by the homeowner must be done by an IL State licensed plumber. Copy of card (front & back) is required.