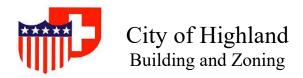


		Permit Number:				
Application for Commercial Building Permit						
Application Date:	Fee Amount:	Check/Cash/CC:				
Primary Structure F	ermanent Accessory Structure	over 200 sq. ft. that cannot be moved				
mprovement Type						
Choose One: New Construct	ion Addition Remodel	, Alteration, or Repair				
Property Owner Information						
Phone #:	Email:					
Applicant Information						
Name:	Business	Name:				
Mailing Address:			<u>_</u>			
Phone #	Fmail:					

Contractor Information

Contractor Services	Name	Phone #	License #-copy req.
Architect/Design Professional			
General Contracting			
Concrete Foundation			
Concrete Flatwork			
Drywall/Plaster			
Excavation			
Electrical			
Framing			
Plumbing			
Roofing			104.
HVAC			
Fire Suppression			
Hood Exhaust & Extinguish System			
Fire Alarm			
Landscaping			
Other			



Construction Information

Street Frontage	# of Units	Living Area (sq. ft.)
Front Setback (prop. line)	# of Stories	Garage Area (sq. ft.)
Rear Setback (prop. line)	# of Public Bathrooms	Office/Sales Area (sq. ft.)
Left Setback	# of Private Bathrooms	Service Area (sq. ft.)
Right Setback	# of ADA-Compliant Bathrooms	Manufacturing (sq. ft.)
Height Above Grade	# of Windows	Parking Area (sq. ft.)
Lot Area (sq. ft.)	# of Fireplaces	# Parking Spaces
Building Area (sq. ft.)	# of Elevator/Escalator	# Handicapped Parking Spaces
% of Lot Coverage	Assembly Area (sq. ft.)	# Enclosed Parking Spaces
Est. Start Date	Est. Finish Date	Est. Job Value \$

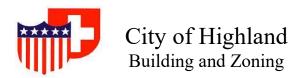
Proposed Use

Assembly	Factory	Residential
Church	Low Hazard	Assisted Living
Night Club	Moderate Hazard	Hotel/Motel
Restaurant	High Hazard	Multi-Family
Theater	Other:	_
Business		Storage
Other:	Institutional	Low Hazard
	Group Home	Moderate Hazard
Educational	Hospital	
College	Jail	Other
Day Care Facility	Nursing Home	Motor Fuel Service
Grades 1-12	Mercantile	Public Utility
Other:	Other:	Repair Garage

Type of Construction

	Typ	e I			Тур	e II		Type III			Type IV			Type V					
	Α		В		Α		В		Α		В		Α		В		Α		В

Structural Frame	(Check all that	apply)			
Concrete	Masonry	Steel	Wood _	Other:	
Exterior Walls (C	heck all that ap	ply)			
Concrete	Masonry	Steel	Wood	Other:	



e any structural assemblies fabricated off-site? Yes No						
ectrical Information Current Amperage Proposed Amperage						
cofing InformationComposite Mod Bit EPDM/TPO Rubber Roof Other: re Information Number of Fire Suppression Devices Number of Fire Alarm Devices						
Yes No						
Sprinkler System						
Alarm System						
Knox Box						
Commercial Extinguishing Hood						

Permit Requirements

The Building and Zoning Division administers the International Building Code for construction within the City of Highland. The following codes have been adopted:

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Fire Code
- 2012 International Mechanical Code
- 2012 International Property Maintenance Code
- Most current International and Illinois Energy Conservation Code
- 2012 International Fuel Gas Code
- 2012 International Existing Building Code
- Latest Edition of the National Electric Code
- 2012 National Fire Protection Association Safety Code
- City of Highland Floodplain Ordinance
- Latest Edition of the Illinois State Plumbing Code
- Latest Edition of the Illinois Accessibility Code
- 2010 Americans with Disabilities Act "ADA" 2010 Standards for Accessible Design

Contact Building and Zoning for information on local amendments.



The following items must be submitted before a building permit can be issued:

1.	o full size sets of building plans, signed and sealed by an Illinois licensed architect or design ofessional that include:
	General contractor's certificate of insurance required
	Plumbing and roofing licenses required
	Include property address on the plans
	Site plan including draining and storm water detention, elevations, setbacks from building to property lines, utilities entering building and underground, site details, storm flow, etc.
	Drainage calculations
	Parking plan showing required handicap spaces, ramps, signage, sidewalks, parking blocks, landscaping, dimensions, trach receptacle enclosure, etc.
	Exterior elevation plan showing all exterior building materials to be used
	Foundation/footing plan notes and details. Boring/soil compaction tests may be required
	Floor plan details and notes
	Structural drawings, details and notes, wall sections
	Electric/lighting plan, details and notes
	Ceiling plan
	Mechanical plan, details and notes
	Plumbing plan (reviewed and approved by the Dept. of Public Health)
	Roof plan, details and notes
	Door, window and finish schedule
	Sprinkler plan
	Landscape plan
	Project Specification Manual – one copy

2. Any access permits from IDOT, if required

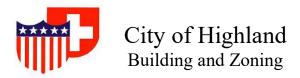
3. Drainage plan and calculations approved by IDOT if property drains to any IDOT right-of-way

NOTE: Please allow 15 working days for plan review before permit will be approved and issued.

Building Permit Fine Schedule

\$50.00 Fine**

Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee
doubles each time the inspector has to return to the site for the same inspection. For example: First
time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00,
and so forth.



\$50.00 Fine for each item

• Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

\$500.00 Fine for each item

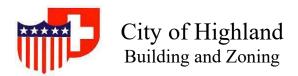
- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.
 - ** Does not apply to re-inspections of corrected work.
 - ***Applies to all Inspections.

After Hour Inspection Fees

Monday - Friday	\$126.00*
Saturday	
Holidays & Sundays	
*Subject to	•

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives 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.

Building permit fees are non-refundable Signature of Applicant/Owner Date Phone Responsible Person in Charge of Work Title Phone



New Construction, Permanent Accessory Structures, Additions, Remodels, Alterations and Repairs	

Include the following information:

- 1. North Arrow
- 2. Dimensions of lot
- 3. Footprint of structure & distance from property lines
- 4. Any new plumbing/electrical locations.
- 5. Scope of work (walls, doors, windows being added or removed, electrical panel upgrade, re-roofing, etc.)
- 6. Room dimensions
- 7. Location and names of streets
- 8. Location of all utilities
- 9. Erosion control placement



Please be advised that as part of the 2012 I-Code adoption there was a local amendment to the commercial building code regarding construction site maintenance:

117.1 Dumpsters

- 1. Each building construction site shall have on-site dumpster(s) of sufficient capacity to contain the construction debris generated by the construction activity on said site.
- 2. All construction debris from each building construction site, shall be placed in the construction site dumpster(s), by the end of each work day.
- 3. Every construction site dumpster, having been filled, shall be removed from the construction site and where appropriate, replaced with another empty dumpster until such time as construction debris is no longer generated on the site.

117.2 Rocked Driveways

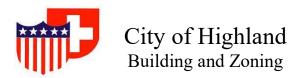
- 1. Each commercial construction site or subdivision construction site entrance shall have its driveway or roadway (as delineated on the building permit application site plan) rocked with CA3 (3 inch minimum) to a minimum depth of 6 inches. This subsection may not be required if the permanent paved driveway or entry road is in place and can be used by all construction equipment or delivery vehicles.
- 2. Rock drives or roadways must be constructed and maintained on stable soil in order to maintain the desired intent or the rock shall be replaced and/or soil stabilization may be required, as directed by the Code Official.
- 3. All deliveries of building materials, of all kinds, shall be made using the rocked road or driveway, without exception.

117.3 Sanitary Facilities

1. Each building construction site shall provide sanitary facilities (including toileting and hand washing facilities) for the convenience of all workers and shall be discharged into a sanitary sewer or if the facility is portable, it shall be an enclosed, chemically-treated tank tight unit. All non-sewered units shall be pumped regularly to assure adequate working and sanitary facilities.

117.4 Responsibility

2. It shall be the responsibility of the permit holder and any individual or company acting under the direction of the permit holder to ensure compliance of all provisions of Section 117.



Required Inspections

Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time.

- Building Site
- Pier
- Stem Wall
- Footing
- Foundation Wall Pre-pour
- Plumbing Underground
- Electrical Underground
- Concrete Slab
- Plumbing Rough-In
- Electrical Rough-In
- Rough Framing
- Roof
- Electric Service Panel/Meter Base
- Insulation
- Drywall
- Fire Suppression Device Test
- Fire Alarm Acceptance Test
- Final Electrical
- Final Plumbing
- Final Fire
- Final Building

IDOT Notification

The State of Illinois requires applicants to notify them of any proposed construction adjacent to the State Right of Way. If your project is adjacent to State Right of Way, please send plans to:

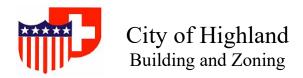
RuAnna M. Stumpf IDOT D8 Permits Unit Chief 1102 Eastport Plaza Drive Collinsville, IL 62234 618-346-3280 ruanna.stumpf@illinois.gov

Approval from IDOT must be submitted to the City before a building permit is issued.

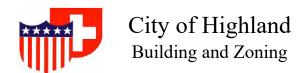


Utilities Connection Application Public Works – Light and Power – Building and Zoning

Applicant Information Name:		Phone:	
Address:			
Email Address:			
Initial Utility Billing Information Name:			
Address:	City:	State:	Zip:
Email Address:			
Service Address Address:	City:	State:	Zip:
Subdivision:		Lot #:	
Parcel ID Number:			
Use of Subject Property: □ Res	idential Commercial	☐ Industrial	
Associated with a Building Perm	i t? □ Yes □ No Permit#	:	
Is the Property within Highland	City Limits? ☐ Yes ☐ No		



Type of Connection(s) being requested	
Water Service: ☐ Yes ☐ No To Service Size: No	emporary Service: Yes No Ieter Location: Inside Outside
	Existing private sewage? Yes No to (cardinal directions)
Electrical Service Residential: ☐ Yes ☐ No Service Type: ☐ Aboveground ☐ Un Total AMPs: ☐ 120/240 Volt Single Pl ☐ 120/240 Volt Single Pl	derground (possible upcharge)
	te from the City's connection point. For any service runs greater than ed by the city for runs greater than 125 feet are borne by the property s responsible for all costs***
Service Type: ☐ Aboveground ☐ Un☐ All secondary voltage	three phase services 120/240 volt, 120/208 volt, 277/480 volt ree phase services, 7,620; 13,200 volt and 2400/4160 volt vice Size
Sump/Storm Sewer: ☐ Yes ☐ No	Taraner Nans
Construction of Driveway: ☐ Yes ☐ No	
provided answers to the questions herein that permission by the property owner(s) of the about property. I have read and understand the afore declare that the appropriate City Officials responsit and inspect the property proposed in order improvements are installed correctly.	property on which the utility/service change is proposed, has it are true to the best of my knowledge. I have been granted ove legally described property to apply for utility/service on said mentioned information. By virtue of my application, I do hereby onsible for the review of my application are given permission to er to ensure all City Ordinances are adhered to and all proposed
Applicant Signature:	



For Office Use Only

Water	Size line:	Rate: \$
Sanitary Sewer	Use Type:	Rate: \$
Electric	AMP:	Rate: \$
Payment Type	Check/Cash/CC	
Fee Total \$	Received by:	
Date Paid:		
	New Service Connection Fe	
*All	fees are subject to verification by	the City of Highland
Potable Water***		
Type of Connection		
Inside City Limits		
Standard Excavation	Location of Meter	
	Inside Setting	Outside Setting
¾ inch water connectio	n \$1,700	\$2,100
1 inch water connection	n \$1,900	\$2,500
1½ inch water connection	on \$3,100	\$5,700
2 inch water connection	n \$4,200	\$7,000
Directional Bore	Location of Meter	
	Inside Setting	Outside Setting

\$4,100

\$4,600

\$7,300

\$8,700

¾ inch water connection

1 inch water connection

1½ inch water connection

2 inch water connection

\$3,700

\$4,000

\$4,500

\$5,600



Outside City Limits		
Standard Excavation	Location of Meter	
	Inside Setting	Outside Setting
¾ inch water connection	\$1,900	\$2,300
1 inch water connection	\$2,100	\$2,700
1½ inch water connection	\$3,300	\$5,900
2 inch water connection	\$4,400	\$7,200
Directional Bore	Location of Meter	
Directional Bore	Location of Meter Inside Setting	Outside Setting
Directional Bore % inch water connection		Outside Setting \$4,300
	Inside Setting	_
¾ inch water connection	Inside Setting \$3,900	\$4,300
¾ inch water connection 1 inch water connection	Inside Setting \$3,900 \$4,200	\$4,300 \$4,800

^{**} For water service connections greater than 2 inch, the fee shall be determined by the City Manager or their designee.

The City will furnish and install the service pipe from the main to the property line, the curb stop, box and meter which is supplied but not installed.

Electric***

120/240 Volt Single Phase Service up to 200-Amp	\$375
120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service	\$575
All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt	\$825
All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt	\$1,000

Sanitary Sewer Connection Fees

Residential	Commercial	Industrial		
\$2,551	\$2,551	\$3,912		



General Information

Water Service – The City shall provide water service to the property line from a point nearest to the water main according to City Ordinances. All material installed by the City in accordance with this contract shall remain the property of the City. All work to be done by a State of Illinois licensed plumber.

Sewer Service – All work will be done by a licensed plumber or under the supervision and subject to the approval of the Water & Sewer Distribution Division or an authorized sewer inspector, and in all respects in full compliance with the terms and provisions of the following Ordinance of the City of Highland. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Water & Sewer Distribution Division. Pipe laying and backfill shall be performed in accordance with ASTM specification (C-12) except that no backfill shall be placed until the work has been inspected. In the event that backfill is placed prior to inspection, the same shall be removed immediately at the contractor's expense. The applicant for the permit shall notify the Public Works Department when the sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Water & Sewer Distribution Division.

Electrical Service – The applicant agrees that the City has the right to specify the location of where the electrical meter base is to be located and to specify the total amount of service conductor to be utilized for the project. The applicant agrees that should they desire to locate the electrical meter base in a different location than where the city requires, the applicant will be responsible for all the cost differences associated with their location versus the City's required location. All material installed by the City in accordance with this contract shall remain the property of the City. All electrical work requires a release from the electrical inspector prior to requesting connection to the City of Highland electrical services for the above location.

Sump/Storm Sewer – All material installed by the contractor/owner shall be in accordance with City regulations.

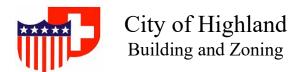
Inspection Information

Water/ Sewer Service – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Electrical Service – Contractor must notify Light and Power to submit a work order request for electrical hook-up. The department shall have at least 72 hours after work order submittal to add the project into the department job schedule. Timely completion of electrical hook-up will be dependent upon department work load, employee availability, ground conditions and weather conditions. (618-654-7511)

Sump/Storm Sewer – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Construction of Driveways – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)



Utility Inspection Sheet

The following utilities have been properly installed & inspected by the appropriate entity for the City of Highland.

Utility	Signature of Department Representative	Date	
Water			Approve/ Fail
Sewer			Approve/ Fail
Electric			Approve/ Fail
Residential Property:	Commercial Property:	Accessory Structure: _	
Address of Inspection:			
Permit #			
Contractor in charge of the worl	k:		
Contact Information:			
Received by:		Date Received:	

APPLICATION FOR CITY OF HIGHLAND UTILITIES

TODAY'S DATE:	
APPLICANT(S) NAME:	PHONE:
	PHONE:
LOCATION OF SERVICE:	MOVE IN DATE:
MAILING ADDRESS:	EMAIL
(if different)	
DRIVER'S LICENSE NO.	DRIVER'S LICENSE NO
SOCIAL SECURITY NO	SOCIAL SECURITY NO
DATE OF BIRTH	DATE OF BIRTH
	LAND UTILITY CUSTOMER? YES NO (circle one)
PREVIOUS UTILITY SUPPLIER: _	
EMPLOYED BY:	
name DI FASE LIST ANY OTHER PERSON(S) TI	address phone HAT ARE AUTHORIZED TO OBTAIN INFORMATION ON
• •	Name
To the best of my knowledge, the above infor-	mation is correct.
SIGNED	SIGNED
TO BE COMPLETED BY OFFICE	
APPLICATION RECEIVED BY	ACCOUNT NUMBER:
UTILITY DEPOSI	T REQUIRED? YES NO (circle one)
CREDIT LETTER RECEIVED :	
DATE DEPOSIT RECEIVED:	\$
VERIFY NO BAD DEBT:	VERIFY COPY OF DRIVER'S LICENSE:
COMMENTS:	

Attn:

NON-DOMESTIC WASTEWATER SURVEY

1

This form is required to be completed for all new non-domestic dischargers or upon request for current users of the sanitary sewer system. You will be contacted if it is not returned within a reasonable timeframe. Approval of any/all construction activities are contingent on receipt of this form (as applicable). Once this form is reviewed, additional information may be requested, and any specific wastewater requirements will be further communicated. Please direct any questions you have regarding this form to the contact indicated above.

contact indicated		N. 1							
FACILITY CON	TACT INFORMATION	ON:							
This business is:	Existing	New	Relocatin	g within the (City	Expand	ing at Curre	ent Locatio	on
Company Legal Name: Operating I			Name:						
Physical Address	: (Street)			(City)		(St	ate)	(Zip)	
Mailing Address: (If different from above	· · · ·			(City)		,	tate)	(Zip)	
	Name:				nne.				
Facility Contact:	Name				лю				
,	Title:			E-m	nail:				
GENERAL INF	ORMATION (Select	type of facility	y; select all	that apply o	or fill in "ot	her" if no	t specifica	lly listed)):
Retail	Food E	stablishment		Auto Shop/D	etail		Dental/Ortho	dontics	
Manufacturing	Photo F	Processing		Transportation	on		Medical/Vete	rinary/Lab	
Fuel Dispensi	ng Equipm	nent Cleaning		Salvage Ope	erations		Car Wash		
Laundry	Paper I	Manufacturing		Paint Manufa	acturing		Tannery		
Other (Specify	y):								
	ne manufacturing, pro			d by your fac	cility:				
Please list in ge	neral the raw material	s or products	used in an	y manufactu	uring proce	sses con	ducted at y	our facili	ty:
N4100			(5						
NAICS Code(s) ¹	NAICS Code Enter 6-digit (Example #332813)	Description: buffing, polis equipment.)							
NAICS Code Primary	#								
NAICS Code									
Secondary	#								
NAICS Code Third	#								
FACILITY OPE	RATIONAL INFORM								
Number of People	,	ys of Operatio		М	TUE	W	ТН	F	SA
On-Site Each Day	: Ho	urs of Operation	on:						

¹ North America Industry Classification System code which replaces the Standard Industrial Classification (SIC) system. Refer to https://www.census.gov/naics/. List Primary code first followed by any additional codes.

NON-DOMESTIC WASTEWATER SURVEY

RAW MATERIALS, CH chemicals used or stored chemicals used on-site. Li needed).	at the facility eith	er as a raw material, r	naterial	used in m	nanufad	cturing,	waste genera	ted, or other
General Description How		v Used/Generated	Used/Generated Qua			nits os, etc)	Type of Storage (drums, etc.)	Storage Location (bldg. #)
RAW INCOMING WAT	ER SOURCE(s	s), INFORMATION,	AND L	ISAGE:				
Utility		Private V	Vell				Hauled Wate	r
Utility/Municipal Water S	Supply Name(s):							
Water Service Account I	Number(s):			Total Mo	onthly	Water	Usage:	
	Size (in.):	Meter #:		e (in.):		Meter		Size (in.):
WASTEWATER GENE	RATION (Pleas	se check each box to	speci	fy the typ	es of v	vastew	ater generate	d at your facility):
Bathrooms	Showers	Kitchen/Break roo					(See Below)	Softeners
Complete this section if wattypes of wastewater or characteristics.				t could en	ter a flo	oor dra		
Cooling Water	Fertilizers or Pesticide	es Photo Finishing / X-I	Rays	Boiler Bl			Other:	
Equipment Cleaning	Medical Wastes	Laundry Wastewate	er	Chiller Bl Solvents		n	Other:	
Food Prep and Cleanup	Chemicals	Brewery / Beverage				unds	Other:	
Dental Equipment Oils and/or Grease Radioactive Wastes Rinse Waters Other:								
Does your manufacturing, sinks or any other outlets				catch basii	ns, sun	nps,	No	Yes
Does your facility generate	e hazardous was	ite?					No	Yes
WASTEWATER TREA	TMENT:							
Does your facility conduct	t any wastewater	treatment (including r	on-disc	harged w	astewa	ater)?	No	Yes
If Yes, Describe:								
Mark applicable wastewat		<u>r. </u>						
Separator	Filtration/ Sedimentation	pH Adjustment		Grease	Interce	ptor	Other:	
CERTIFICATION:								
"I certify under penalty of law system designed to assure th persons who manage the sys my knowledge and belief, true the possibility of fine and impl	nat qualified personr stem, or those perso e, accurate, and cor	nel properly gather and e ons directly responsible fo mplete. I am aware that th	valuate t or gather	heinformati ing the infor	on subr mation,	nitted. B the info	ased on my inquirmation submitte	uiry of the person or ed is, to the best of
Authorized Signature:				Printed	Name:			
Title:				Date: _				

For WWTP Internal Use Only: Date Reviewed:

| Reviewed/No Further Action:

| Reviewed/Initiate Additional Information