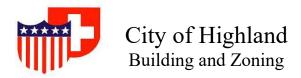


		Permit Number:				
Application for Commercial Building Permit						
Application Date:	Fee Amount:	Check/Cash/CC:				
Primary Structure Pe	ermanent Accessory Structure	over 200 sq. ft. that cannot be moved				
Improvement Type						
Choose One: New Construction	on Addition Remodel,	Alteration, or Repair				
<b>Property Owner Information</b>						
Applicant Information						
Name:	Business	Name:				
Mailing Address:						
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 \$

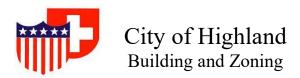
# **Proposed Use**

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**

Type I Type II				Тур	e II			Тур	e IV	,		Тур	e V	,							
	Α		В			Α		В		Α		В		Α		В		Α		В	

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



Are an	y stru	uctural assemblies fabricated off-site? Yes No					
Electri	cal In	formation Current Amperage Proposed Amperage					
Co	ompo forma	ormation site Mod Bit EPDM/TPO Rubber Roof Other: ation 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
- 2011 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:

pro	ofessional that include:
	General contractor's certificate of insurance required
	Plumbing and roofing licenses required
	Include property address on the plans
Ш	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

1. Two full size sets of building plans, signed and sealed by an Illinois licensed architect or design

2. Any access permits from IDOT, if required

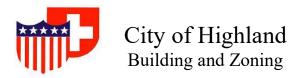
3. Drainage plan and calculations approved by IDOT if property drains to any IDOT right-of-way

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

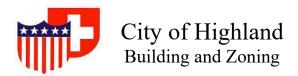
- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.
  - \*\* Does not apply to re-inspections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

#### **After Hour Inspection Fees**

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

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:

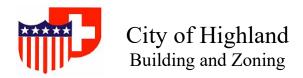
RuAnna M. Stumpf IDOT D8 Permits Unit Chief 1102 Eastport Plaza Drive Collinsville, IL 62234 618-346-3280 ruanna.stumpf@illinois.gov

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

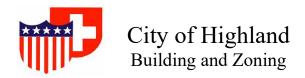


# Utilities Connection Application Public Works – Light and Power – Building and Zoning

*** Will need Copy of Driver I	License (First Time City of Highlar	d Customer) ***	
Applicant Information Name:		Phone:	
Address:	City:	State:	Zip:
Email Address:			
Initial Utility Billing Informati Name:	on	Phone:	
Address:	City:	State:	Zip:
Email Address:			
Service Address	City:		
Subdivision:		Lot #:	
Parcel ID Number:			
Use of Subject Property: □	Residential $\Box$ Commercial $\Box$	Industrial	
Associated with a Building Pe	ermit? 🗆 Yes 🗆 No Permit #:		
Is the Property within Highla	nd City Limits? ☐ Yes ☐ No		

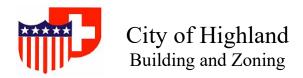


Type of Connection(s) being requested	
	Temporary Service: ☐ Yes ☐ No Meter Location: ☐ Inside ☐ Outside
	Existing private sewage?   Yes   No  to (cardinal directions)
Electrical Service Residential: ☐ Yes ☐ No Service Type: ☐ Aboveground ☐ U Total AMPs: ☐ 120/240 Volt Single ☐ 120/240 Volt Single	Jnderground (possible upcharge)
	vice from the City's connection point. For any service runs greater than urred by the city for runs greater than 125 feet are borne by the property er is responsible for all costs***
Service Type: ☐ Aboveground ☐ U☐ All secondary voltag	ge three phase services 120/240 volt, 120/208 volt, 277/480 volt three phase services, 7,620; 13,200 volt and 2400/4160 volt ervice or Size
Sump/Storm Sewer: ☐ Yes ☐ No	
<b>Construction of Driveway:</b> $\square$ Yes $\square$ No	
provided answers to the questions herein to permission by the property owner(s) of the approperty. I have read and understand the afordeclare that the appropriate City Officials results and inspect the property proposed in or improvements are installed correctly.	ed property on which the utility/service change is proposed, has hat are true to the best of my knowledge. I have been granted bove legally described property to apply for utility/service on said rementioned information. By virtue of my application, I do hereby sponsible for the review of my application are given permission to der to ensure all City Ordinances are adhered to and all proposed
Applicant Signature:	



# **For Office Use Only**

Water	Size line:		Rate: \$ Rate: \$		
Sanitary Sewer	Use Type:				
Electric	AMP:				
Payment Type					
Fee Total	\$				
Date Paid:			Received by: _		
		New Service Conr	nection Fee Chart*		
	*All fees	are subject to verifi	cation by the City of	Highland	
Potable Water***	•				
Type of Connection	n	In City Rate		Out of City Rate	
		<b>Inside Meter</b>	<b>Outside Meter</b>	<b>Inside Meter</b>	<b>Outside Meter</b>
3/4 Inch Connection	on	\$1,000	\$1,050	\$1,200	\$1,250
1 Inch Connection		\$1,050	\$1,110	\$1,250	\$1,310
1 & 1/2 Inch Connection		\$1,500	\$2,150	\$1,700	\$2,350
2 Inch Connection		\$2,700	\$3,400	\$2,900	\$3,600
3 Inch Connection		\$3,900	\$6,750	\$4,100	\$6,950
4 Inch Connection		\$5,200	\$8,050	\$5,400	\$8,250
** For water servic	e connections greate	er than 4 inch, the fee	shall be determined b	y the City Manager	or their designee.
The City will furnish	n and install the serv	ice pipe from the mair	to the property line,	the curb stop, box a	and meter.
Electric***					
, ,					\$375 \$575
, , , , , , , , , , , , , , , , , , , ,					
All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt					\$825
All primary voltage	e three phase servic	es, 7,620; 13,200 vol	t and 2400/4160 volt	Ī	\$1,000
Sanitary Sewer Co	nnection Fees				
•	dential	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.

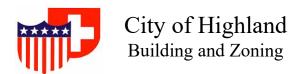
#### **Inspection Information**

**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 wor	k:		
Contact Information:			
Received by:		Date Received:	