



City of Highland
Building and Zoning

Permit Number: _____

Application for Commercial Building Permit

Application Date: _____ Fee Amount: _____ Check/Cash/CC: _____

___ Primary Structure ___ Permanent Accessory Structure over 200 sq. ft. that cannot be moved

Improvement Type

Choose One: ___ New Construction ___ Addition ___ Remodel, Alteration, or Repair

Property Owner Information

Property /Jobsite Address (9-1-1 Approved): _____

Owner Name: _____

Owner Mailing Address: _____

Phone #: _____ Email: _____

Applicant Information

Name: _____ Business Name: _____

Mailing Address: _____

Phone #: _____ Email: _____

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			



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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	Type III	Type IV	Type V
A B	A B	A B	A B	A B

Structural Frame (Check all that apply)

___ Concrete ___ Masonry ___ Steel ___ Wood ___ Other: _____

Exterior Walls (Check all that apply)

___ Concrete ___ Masonry ___ Steel ___ Wood ___ Other: _____



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Are any structural assemblies fabricated off-site? ☐ Yes ☐ No

Electrical Information Current Amperage Proposed Amperage

Roofing Information

☐ Composite ☐ Mod Bit ☐ EPDM/TPO Rubber Roof ☐ Other:

Fire Information

Number of Fire Suppression Devices Number of Fire Alarm Devices

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler System
<input type="checkbox"/>	<input type="checkbox"/>	Alarm System
<input type="checkbox"/>	<input type="checkbox"/>	Knox Box
<input type="checkbox"/>	<input type="checkbox"/>	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.



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

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



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\$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.....	\$160.00*

***Subject to change**

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



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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



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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.



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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.



City of Highland
Building and Zoning

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

First Time City of Highland Utility Customer? ☐ Yes ☐ No (If Answered yes Please fill out Additional Form)

*** Will need Copy of Driver License (First Time City of Highland Customer) ***

Applicant Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Initial Utility Billing Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Service Address

Address: _____ City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Parcel ID Number: _____

Use of Subject Property: ☐ Residential ☐ Commercial ☐ Industrial

Associated with a Building Permit? ☐ Yes ☐ No Permit #: _____

Is the Property within Highland City Limits? ☐ Yes ☐ No



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Type of Connection(s) being requested

Water Service: ☐ Yes ☐ No

Service Size: _____

Temporary Service: ☐ Yes ☐ No

Meter Location: ☐ Inside ☐ Outside

Sanitary Sewer Service: ☐ Yes ☐ No

Private sewage lies _____ to _____ (cardinal directions)

Existing private sewage? ☐ Yes ☐ No

Electrical Service Residential: ☐ Yes ☐ No

Temporary Service: ☐ Yes ☐ No

Service Type: ☐ Aboveground ☐ Underground (possible upcharge)

Total AMPs: ☐ 120/240 Volt Single Phase Service up to 200-Amp

☐ 120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service

***** The City will run a maximum of 125 feet of service from the City's connection point. For any service runs greater than 125 feet, the owner is responsible for all costs incurred by the city for runs greater than 125 feet are borne by the property owner. For redundant services, the property owner is responsible for all costs*****

Actual Footage: _____

Electrical Service Commercial/ Industrial: ☐ Yes ☐ No

Temporary Service: ☐ Yes ☐ No

Service Type: ☐ Aboveground ☐ Underground (possible upcharge)

☐ All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt

☐ All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt

_____ Size of Service

_____ Conductor Size

_____ Number of Parallel Runs

Sump/Storm Sewer: ☐ Yes ☐ No

Construction of Driveway: ☐ Yes ☐ No

Declaration

I, the applicant, of the above legally described property on which the utility/service change is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for utility/service on said property. I have read and understand the aforementioned information. By virtue of my application, I do hereby declare that the appropriate City Officials responsible for the review of my application are given permission to visit and inspect the property proposed in order to ensure all City Ordinances are adhered to and all proposed improvements are installed correctly.

Applicant Signature: _____ **Date:** _____



City of Highland
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For Office Use Only

Water Size line: _____ Rate: \$ _____
Sanitary Sewer Use Type: _____ Rate: \$ _____
Electric AMP: _____ Rate: \$ _____
Payment Type Check/Cash/CC
Fee Total \$ _____
Date Paid: _____ Received by: _____

New Service Connection Fee Chart*

***All fees are subject to verification by the City of Highland**

Potable Water***

Type of Connection

In City Rate

Out of City Rate

	Inside Meter	Outside Meter	Inside Meter	Outside Meter
3/4 Inch Connection	\$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 service connections greater than 4 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.

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



City of Highland Building and Zoning

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)



City of Highland

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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 work: _____

Contact Information: _____

Received by: _____ Date Received: _____