



City of Highland
Building and Zoning

Permit Number: _____

Application for Residential New Single/Multi-Family Home Building Permit

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

Improvement Type

Choose One: ___ One- and Two-Family New Construction ___ Multi-Family (3-4) New Construction

Property Owner Information

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

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			
Other			



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Construction Information

Street Frontage	# of Units	# Basement Egress Windows/Unit
Front Setback (prop. line)	# of Stories	# of Fireplaces/Unit
Rear Setback (prop. line)	# of Bedrooms/Unit	Deck Area (sq. ft.)/Unit
Left Setback	# of Bathrooms/Unit	Deck Height in feet/Unit
Right Setback	# of Egress Windows/Unit	Est. Start Date
Building Height	Footprint of Structure (sq. ft.)	Est. Finish Date
Lot Area (sq. ft.)	% of Lot Coverage	Est. Job Value \$

Type and Size of New Home

Single-Family Two-Family Three-Family Four-Family

Property Address and Unit # _____

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two-Story	N/A						

Property Address and Unit # _____

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two-Story	N/A						



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Property Address and Unit # _____

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two-Story	N/A						

Property Address and Unit # _____

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two-Story	N/A						

Structural Frame (Check all that apply)

Concrete Masonry Steel Wood Other: _____

Exterior Walls (Check all that apply)

Concrete Masonry Steel Wood Other: _____

Are any structural assemblies fabricated off-site?

Floor Roof Walls Other: _____

Electrical Information

_____ Current Amperage _____ Proposed Amperage _____ Total Amps _____ # of Arc-Fault Circuits
 _____ # of GFCI Circuits _____ # of Small Appliance Circuits _____ # of Major Appliance (Dedicated) Circuits

Roofing Information

_____ Pitch _____ Venting _____ Felt Material _____ Shingles

_____ Primary Structure _____ Garage (If it is a conditioned space, then ice and water is required.)

Metal Roof, Mod Bit or EPDM/TPO Rubber Roof: _____ (If it is not a shingle roof, then all material specifications are required with the roofing permit application.)



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The City of Highland has adopted the 2012 International Building and Residential Codes. Any roof construction, repair, or replacement must be brought up to code. In regard to roof covering and assemblies, the City of Highland requires ice and water shield that shall be used in lieu of normal underlayment and extend from the lowest edge of all roof surfaces to a point at least twenty four (24) inches inside the exterior wall line of the building per Section R905.2.7.1. Exception to this is a detached accessory structure that contains no conditioned floor area. All roofs are also required to have ice and water shield in the valleys, drip edge molding, gutters, and downspouts. Storm water shall not be discharged in a manner as to create a public nuisance.

Fire Information

_____ Number of Fire Suppression Devices _____ Number of Fire Alarm Devices

Yes	No	
		Sprinkler System
		Alarm System
		Knox Box

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
- Most current International and Illinois Energy Conservation 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.



City of Highland Building and Zoning

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

Primary Structure New Construction: 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 elevations, setbacks from building to property lines, utilities entering building and underground, site details, etc.
- 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
- Truss drawings
- Fire certificate for floor joist
- Electric/lighting drawings, details and notes
- Plumbing drawings, details and notes
- Roof plan, details and notes
- Sprinkler plan (NOTE: A waiver is available for one- and two-family homes)

NOTE: Please allow 10 working days for plan review before permit will be approved and issued.

Regulations

- Permit must be posted on job site
- J.U.L.I.E locates
- Properly installed and maintained erosion control is required
- Dumpster questions may be directed to City Hall at 618-654-9891
- Call Public Works for water, sewer and sump pump line connection inspections prior to backfilling 618-654-6823
- Repair to damaged curbs/gutters
- Job site must be clean and free of debris; burning of construction waste is not allowed
- Failure to call for inspections will result in fines

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



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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.....	\$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



City of Highland Building and Zoning

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

115.1 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.

115.2 Rocked Driveways

1. Each residential building construction site shall have its driveway (as delineated on the building permit application site plan) rocked with CA 6 to minimum depth of 3 inches.
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.

115.3 Sanitary Facilities

1. If a residential construction site provides 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.

115.4 Responsibility

1. 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 115.



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One- and Two- Family New Construction - Certification of Roofing Installation

Note: In consideration for waiving roofing inspections, this form must be filled out completely, signed before a Notary Public, and submitted to Building and Zoning for approval before permit will be issued.

Site Address: _____

I certify that the roofing installation located at the above address conforms to the requirements of the 2012 International Residential Code.

Should Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor be found to have violated City Code and/or breached this agreement, the undersigned shall be liable for any or all of the following:

1. Sec. 1-13. - Violations; general penalty.
 - (a) Any person violating any of the city ordinances or failing to comply with any of the mandatory requirements of the city ordinances shall be guilty of an ordinance violation. Except when a different punishment is prescribed by any city ordinance, any person convicted of an ordinance violation under the city ordinances shall be punished by a fine of not less than \$50.00 and not more than \$750.00.
2. Breach of Contract – Any civil remedy available to City for breach of this agreement.
3. Attorneys’ Fees and Costs – the undersigned shall be responsible for payment of all court costs and attorneys’ fees expended by City to enforce the agreement and collect damages for breach of the agreement.

Sign in person before a Notary Public:

Signature of Contractor Date

Name of Company (if applicable)

Address of Individual/Company Phone

Subscribed and sworn to me before this _____ day of _____, 20_____.

Notary Seal

Notary Public



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**One- and Two- Family New Construction - Certification of International Energy Conservation Code
Adopted by the State Of Illinois**

Note: In consideration for waiving the International Energy Conservation Code adopted by the State of Illinois, this form must be filled out completely, signed before a Notary Public, and submitted to Building and Zoning for approval before permit will be issued.

Site Address: _____

I certify that I am aware of the building requirements of the most recent version of the International Energy Conservation Code adopted by the State of Illinois and will have on record for the above address required documentation and testing reports in the following areas: Insulation ratings, glass and door U-factor ratings, heating and cooling equipment efficiency, building air leakage testing, duct tightness testing, REScheck/REMrate/COMcheck results.

Should Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor be found to have violated City Code and/or breached this agreement, the undersigned shall be liable for any or all of the following:

- 4. Sec. 1-13. - Violations; general penalty.
 - (b) Any person violating any of the city ordinances or failing to comply with any of the mandatory requirements of the city ordinances shall be guilty of an ordinance violation. Except when a different punishment is prescribed by any city ordinance, any person convicted of an ordinance violation under the city ordinances shall be punished by a fine of not less than \$50.00 and not more than \$750.00.
- 5. Breach of Contract – Any civil remedy available to City for breach of this agreement.
- 6. Attorneys’ Fees and Costs – the undersigned shall be responsible for payment of all court costs and attorneys’ fees expended by City to enforce the agreement and collect damages for breach of the agreement.

Sign in person before a Notary Public:

Signature of Contractor Date

Name of Company (if applicable)

Address of Individual/Company Phone

Subscribed and sworn to me before this _____ day of _____, 20_____.

Notary Seal

Notary Public



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One- and Two- Family New Construction - Residential Fire Sprinkler Waiver Option

The 2012 International Residential Code requires automatic fire sprinklers in new residential construction. A residential automatic fire sprinkler system is one of many ways to protect your home and family from a residential fire. The automatic fire sprinkler requirement may be opted out of via this waiver. The City of Highland does not advocate for or against their installation. The purpose of this document is to ensure you have been provided sufficient information to make an educated decision when determining whether to invest in, or waive, this safety feature for your new home.

1. Was the option of installing a fire sprinkler system offered to you by the builder or builder's representative? Yes No
2. Were you given a printed informational sheet about residential sprinklers? Yes No
3. Were you given cost estimates for installation of residential sprinklers? Yes No
4. Did you choose to purchase a residential sprinkler system for your new home? Yes No

Proposed Construction Address

Subdivision/PIN #

Purchaser Name

Purchaser Signature

Date

Builder/Contractor Signature

Date

This document shall be filed with the Building Permit Application submitted to the City of Highland, Department of Economic and Community Development, Building and Zoning Division.

Additional information on residential fire sprinkler systems may be obtained at www.homefiresprinkler.org.



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One- and Two-Family New Construction - Non-Compliance of the 2012 International Codes

I am aware that I am in non-compliance of the 2012 International Residential Code. By not

following the International Code, I am releasing the City of Highland Building and Zoning Department of all liability and will accept all responsibility and liability should the structure fail as a result of not complying with the code.

Job Site Address: _____

Permit Number: _____

Non-Compliance: R302.5.1 Opening protection. Man door from garage to home not equipped with a
self-closing device.

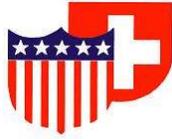
Reason: _____

Contractor/Sub-Contractor/Owner: _____

Address: _____

Phone: _____

Signature: _____ **Date:** _____



City of Highland Building and Zoning

Required Inspections

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

One- and Two Family New Construction Inspections

- Building Site and Dug Footing
 - Building site meets setback requirements
 - Forms and rebar in place; no standing water, slop mud, wooden grade stakes, or frozen ground; drainage has continuous membrane (“socked”) over perforated pipe: UFER grounding present
- Garage Footing
- Garage Foundation Pre-pour
- Underground Plumbing
- Concrete Slab
- Pre-Pour Foundation Wall Forms and Poured Footing
 - No mud or standing water on footing; steel rebar, window opening, beam pockets, and brick ledge in place
 - Level, dowel pins, or keyway present
- Rough Electric and Framing and Plumbing
 - All wire staples, including communication cable; All circuits marked with a breaker number; all dedicated circuits labeled
 - All framing and nailers complete; house wrap; fire stopping in place
 - All plumbing in compliance with current plumbing code
- Drywall
 - Before mudding for both house and garage; Drywall nailed or screwed per fastener schedule; moisture-resistant board required in all wet areas
- Electrical Panel/Meter Base
 - Meter at correct height; minimum of schedule 80 conduit; neutral marked; ground wire marked and grounded; circuits clearly labeled
- Sidewalk and Driveway
 - Performed by Public Works to check City Right-of-Way
 - **To schedule, contact Public Works at 618-654-6823 and give 24-hour notice**
- Final Building and Electric and Plumbing
 - All construction completed before home is occupied; final grading of lot done; address displayed on structure; Certificate of Occupancy required prior to occupancy
 - All devices set and powered, panel box marked; GFCI/AFCI properly wired
 - All plumbing fixtures set and operable prior to final inspection



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Site Plan New Construction

A large, empty rectangular box with a black border, intended for the site plan drawing.

Include the following information:

1. North Arrow
2. Dimensions of lot
3. Footprint of structure & distance from property lines
6. Location and names of streets
7. Location of all utilities
8. Erosion control placement



City of Highland Building and Zoning

Required Inspections

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

Multi-Family (3-4) and Other New Construction Required Inspections

- Building Site
- Pier
- Footing
- Garage Footing
- Garage Foundation Pre-pour
- 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



City of Highland
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**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 Temporary Service: Yes No
Service Size: _____ Meter Location: Inside Outside

Sanitary Sewer Service: Yes No Existing private sewage? Yes No
Private sewage lies _____ to _____ (cardinal directions)

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: _____



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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 \$ _____ Received by: _____

Date Paid: _____

New Service Connection Fee Chart*

***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 connection	\$1,700	\$2,100
1 inch water connection	\$1,900	\$2,500
1½ inch water connection	\$3,100	\$5,700
2 inch water connection	\$4,200	\$7,000

Directional Bore	Location of Meter	
	Inside Setting	Outside Setting
¾ inch water connection	\$3,700	\$4,100
1 inch water connection	\$4,000	\$4,600
1½ inch water connection	\$4,500	\$7,300
2 inch water connection	\$5,600	\$8,700



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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

	Inside Setting	Outside Setting
¾ inch water connection	\$3,900	\$4,300
1 inch water connection	\$4,200	\$4,800
1½ inch water connection	\$4,700	\$7,500
2 inch water connection	\$5,800	\$8,900

**** 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



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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)



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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: _____

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 _____

DO YOU RENT OR OWN ? IF RENT, LANDLORD'S NAME: _____

ARE YOU CURRENTLY A CITY OF HIGHLAND UTILITY CUSTOMER? YES NO (circle one)

IF YES - DATES OF SERVICE: FROM _____ TO _____

LOCATION OF SERVICE: _____

IF NO - PREVIOUS ADDRESS: _____

PREVIOUS UTILITY SUPPLIER: _____

EMPLOYED BY: _____

name address phone

PLEASE LIST ANY OTHER PERSON(S) THAT ARE AUTHORIZED TO OBTAIN INFORMATION ON ACCOUNT. Name _____ Name _____

To the best of my knowledge, the above information is correct.

SIGNED _____ SIGNED _____

TO BE COMPLETED BY OFFICE

APPLICATION RECEIVED BY _____ ACCOUNT NUMBER: _____

UTILITY DEPOSIT REQUIRED? YES NO (circle one)

CREDIT LETTER RECEIVED : _____

DATE DEPOSIT RECEIVED: _____ \$ _____

VERIFY NO BAD DEBT: _____ VERIFY COPY OF DRIVER'S LICENSE: _____

COMMENTS:

PROPERTY
(765 ILCS 1085/) Electric Vehicle Charging Act.

(765 ILCS 1085/1)

Sec. 1. Short title. This Act may be cited as the Electric Vehicle Charging Act.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/5)

Sec. 5. Legislative intent. Electric vehicles are an important tool to fight the climate crisis, tackle air pollution, and provide safe, clean, and affordable personal transportation. The State should encourage urgent and widespread adoption of electric vehicles. Since most current electric vehicle owners are single-family homeowners who charge at home, providing access to home charging for those in multi-unit dwellings is crucial to wider electric vehicle adoption. This includes small multifamily residences and condominium unit owners and renters, regardless of parking space ownership and regardless of income. Therefore, a significant portion of parking spaces in new and renovated residential developments shall be capable of electric vehicle charging. Additionally, renters and condominium unit owners shall be able to install charging equipment for electric vehicles under reasonable conditions.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/10)

Sec. 10. Applicability.

(a) For the purposes of Sections 20 and 25, this Act applies to newly constructed single-family homes and multifamily residential buildings that have parking spaces and are constructed after the effective date of this Act.

(b) For the purposes of Sections 30 and 35, this Act applies to unit owners, tenants, landlords, and associations of both newly constructed and existing single-family homes and multifamily residential buildings that have parking spaces.

(Source: P.A. 103-53, eff. 1-1-24; 103-572, eff. 1-1-24.)

(765 ILCS 1085/15)

Sec. 15. Definitions. As used in this Act:

"Affordable housing development" means (i) any housing that is subsidized by the federal or State government or (ii) any housing in which at least 20% of the dwelling units are subject to covenants or restrictions that require that the dwelling units to be sold or rented at prices that preserve them as affordable housing for a period of at least 10 years.

"Association" has the meaning set forth in subsection (o) of Section 2 of the Condominium Property Act or Section 1-5 of the Common Interest Community Association Act, as applicable.

"Electric vehicle" means a vehicle that is exclusively powered by and refueled by electricity, plugs in to charge, and is licensed to drive on public roadways. "Electric vehicle" does not include electric mopeds, electric off-highway vehicles, hybrid electric vehicles, or extended-range electric vehicles that are equipped, fully or partially, with conventional fueled propulsion or auxiliary engines.

"Electric vehicle charging system" means a device that is:

(1) used to provide electricity to an electric vehicle;

(2) designed to ensure that a safe connection has been made between the electric grid and the electric vehicle; and

(3) able to communicate with the vehicle's control system so that electricity flows at an appropriate voltage and current level. An electric vehicle charging system may be wall mounted or pedestal style, may provide multiple cords to connect with electric vehicles, and shall:

- (i) be certified by Underwriters Laboratories or have been granted an equivalent certification; and
- (ii) comply with the current version of Article 625 of the National Electrical Code.

"Electric vehicle supply equipment" or "EVSE" means a conductor, including an ungrounded, grounded, and equipment grounding conductor, and electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, and apparatuses installed specifically for the purpose of transferring energy between the premises wiring and the electric vehicle.

"EV-capable" means parking spaces that have the electrical panel capacity and conduit installed during construction to support future implementation of electric vehicle charging with 208-volt or 240-volt or greater, 40-ampere or greater circuits. Each EV-capable space shall feature a continuous raceway or cable assembly installed between an enclosure or outlet located within 3 feet of the EV-capable space and a suitable panelboard or other onsite electrical distribution equipment. The electrical distribution equipment to which the raceway or cable assembly connects shall have sufficient dedicated space and spare electrical capacity for a 2-pole circuit breaker or set of fuses. Reserved capacity shall be no less than 40A 208/240V for each EV-capable space unless EV-capable spaces will be controlled by an energy management system providing load management in accordance with NFPA 70, shall have a minimum capacity of 4.1 kilovolt-ampere per space, or have a minimum capacity of 2.7 kilovolt-ampere per space when all of the parking spaces are designed to be EV-capable spaces, EV-ready spaces, or EVSE-installed spaces. The electrical enclosure or outlet and the electrical distribution equipment directory shall be marked "For future electric vehicle supply equipment (EVSE)." This strategy ensures the reduction of up-front costs for electric vehicle charging station installation by providing the electrical elements that are difficult to install during a retrofit. Anticipating the use of dual-head EVSE, the same circuit may be used to support charging in adjacent EV-capable spaces. For purposes of this Act, "EV capable" shall not be construed to require a developer or builder to install or run wire or cable from the electrical panel through the conduit or raceway to the terminus of the conduit.

"EV-ready" means parking spaces that are provided with a branch circuit and either an outlet, junction box, or receptacle that will support an installed EVSE. Each branch circuit serving EV-ready spaces shall terminate at an outlet or enclosure, located within 3 feet of each EV-ready space it serves. The panelboard or other electrical distribution equipment directory shall designate the branch circuit as "For electric vehicle supply equipment (EVSE)" and the outlet or enclosure shall be marked "For electric vehicle supply equipment (EVSE)." The capacity of each branch circuit serving multiple EV-ready spaces designed to be controlled by an energy management system providing load management in accordance with NFPA 70, shall have a minimum capacity of 4.1 kilovolt-ampere per space, or have a minimum capacity of 2.7 kilovolt-ampere per space when all of the parking spaces are designed to be EV-capable spaces, EV-ready spaces, or EVSE spaces.

"EVSE-installed" means electric vehicle supply equipment that is fully installed from the electrical panel to the parking

space.

"Large multifamily residence" means a single residential building that accommodates 5 families or more.

"Level 1" means a 120-volt 20-ampere minimum branch circuit.

"Level 2" means a 208-volt to 240-volt 40-ampere branch circuit.

"New" means newly constructed.

"Reasonable restriction" means a restriction that does not significantly increase the cost of the electric vehicle charging station or electric vehicle charging system or significantly decrease its efficiency or specified performance.

"Single-family residence" means a detached single-family residence on a single lot.

"Small multifamily residence" means a single residential building that accommodates 2 to 4 families.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/20)

Sec. 20. EV-capable parking space requirement. A new single-family residence or a small multifamily residence shall have at least one EV-capable parking space for each residential unit that has dedicated parking, unless any subsequently adopted building code requires additional EV-capable parking spaces, EV-ready parking spaces, or installed EVSE. A new single-family residence or small multifamily residence that qualifies as an affordable housing development shall have one EV-capable parking space for each code-required parking space if the owner is issued a building permit 24 months after the effective date of this Act. Where code-required parking exceeds one parking space per dwelling unit, only one parking space per dwelling unit is required to be EV-capable.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/25)

Sec. 25. Residential requirements.

(a) All building permits issued 90 days after the effective date of this Act shall require a new, large multifamily residential building or a large multifamily residential building being renovated by a developer converting the property to an association to have 100% of its total parking spaces EV-capable. However, nothing in this Act shall be construed to require that in the case of a developer converting the property to an association, no EV-capable or EV-ready mandate shall apply if it would necessitate the developer having to excavate an existing surface lot or other parking facility in order to retro-fit the parking lot or facility with the necessary conduit and wiring.

(b) The following requirements and timelines shall apply for affordable housing. A new construction single-family residence or small multifamily residence that qualifies as an affordable housing development under the same project ownership and is located on a campus with centralized parking areas is subject to the requirements and timelines below.

All building permits issued 24 months after the effective date of this Act shall require a new construction large multifamily residence that qualifies as an affordable housing development to have the following, unless additional requirements are required under a subsequently adopted building code:

(1) For permits issued 24 months after the effective date of this Act, a minimum of 40% EV-capable parking spaces.

(2) For permits issued 5 years after the effective date of this Act, a minimum of 50% EV-capable parking spaces.

(3) For permits issued 10 years after the effective date of this Act, a minimum of 70% EV-capable parking spaces.

(d) An accessible parking space is not required by this Section if no accessible parking spaces are required by the local zoning code.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/30)

Sec. 30. Electric vehicle charging system policy for unit owners.

(a) Any covenant, restriction, or condition contained in any deed, contract, security interest, or other instrument affecting the transfer or sale of any interest in a condominium or common interest community, and any provision of a governing document that effectively prohibits or unreasonably restricts the installation or use of an electric vehicle charging system within a unit owner's unit or a designated parking space, including, but not limited to, a deeded parking space, a parking space in a unit owner's exclusive use common area, or a parking space that is specifically designated for use by a particular unit owner, or is in conflict with this Section, is void and unenforceable.

(b) This Section does not apply to provisions that impose a reasonable restriction on an electric vehicle charging system. Any electric vehicle charging system installed by a unit owner pursuant to this Section is the property of that unit owner and in no case will be deemed a part of the common elements or common area.

(c) An electric vehicle charging system shall meet applicable health and safety standards and requirements imposed by State and local authorities and all other applicable zoning, land use, or other ordinances or land use permits.

(d) If approval is required for the installation or use of an electric vehicle charging system, the association shall process and approve the application in the same manner as an application for approval of an alteration, modification, or improvement to common elements or common areas or an architectural modification to the property, and the association shall not unreasonably delay the approval or denial of the application. The approval or denial of an application shall be in writing. If an application is not denied in writing within 60 days from the date of the receipt of the application, the application shall be deemed approved unless the delay is the result of a reasonable request for additional information.

(e) If the electric vehicle charging system is to be placed in a common area or exclusive use common area, as designated by the condominium or common interest community association, the following applies:

(1) The unit owner shall first obtain prior written approval from the association to install the electric vehicle charging system and the association shall approve the installation if the unit owner agrees, in writing, to:

(A) comply with the association's architectural standards or other reasonable conditions and restrictions for the installation of the electric vehicle charging system;

(B) engage a licensed and insured electrical contractor to install the electric vehicle charging system. The electrical contractor shall name the association, its officers, directors, and agents as additional insured and shall provide a certificate of insurance to the association evidencing such additional insured status;

(C) within 14 days after approval, provide a certificate of insurance that names the association, its officers, directors, and agents as an additional insured party under the unit owner's insurance policy as required under paragraph (3);

(D) pay for both the costs associated with the installation of and the electricity usage associated with the electric vehicle charging system; and

(E) be responsible for damage to the common elements or common areas or other units resulting from the installation, use, and removal of the electric vehicle charging system.

(2) The unit owner, and each successive unit owner of the electric vehicle charging system, is responsible for:

(A) costs for damage to the electric vehicle charging system, common area, exclusive use common area, or separate interests resulting from the installation, maintenance, repair, removal, or replacement of the electric vehicle charging system;

(B) costs for the maintenance, repair, and replacement of the electric vehicle charging system until it has been removed, and for the restoration of the common area after removal;

(C) costs of electricity associated with the charging system, which shall be based on:

(i) an embedded submetering device; or

(ii) a reasonable calculation of cost, based on the average miles driven, efficiency of the electric vehicle calculated by the United States Environmental Protection Agency, and the cost of electricity for the common area; and

(D) disclosing to a prospective buyer the existence of any electric vehicle charging system of the unit owner and the related responsibilities of the unit owner under this Section.

(3) The purpose of the costs under paragraph (2) is for the reasonable reimbursement of electricity usage and shall not be set to deliberately exceed the reasonable reimbursement.

(4) The unit owner of the electric vehicle charging system, whether the electric vehicle charging system is located within the common area or exclusive use common area, shall, at all times, maintain a liability coverage policy. The unit owner that submitted the application to install the electric vehicle charging system shall provide the association with the corresponding certificate of insurance within 14 days after approval of the application. The unit owner, and each successive unit owner, shall provide the association with the certificate of insurance annually thereafter.

(5) A unit owner is not required to maintain a homeowner liability coverage policy for an existing National Electrical Manufacturers Association standard alternating current power plug.

(f) Except as provided in subsection (g), the installation of an electric vehicle charging system for the exclusive use of a unit owner in a common area that is not an exclusive use common area may be authorized by the association, subject to applicable law, only if installation in the unit owner's designated parking space is impossible or unreasonably expensive. In such an event, the association shall enter into a license agreement with the unit owner for the use of the space in a common area, and the unit owner shall comply with all of the requirements in subsection (e).

(g) An association may install an electric vehicle charging system in the common area for the use of all unit owners and members of the association. The association shall develop appropriate terms of use for the electric vehicle charging system.

(h) An association that willfully violates this Section shall be liable to the unit owner for actual damages and shall pay a civil penalty to the unit owner not to exceed \$500.

(i) In any action by a unit owner requesting to have an electric vehicle charging system installed and seeking to enforce compliance with this Section, the court shall award reasonable attorney's fees to a prevailing party.

(Source: P.A. 103-53, eff. 1-1-24.)

(765 ILCS 1085/35)

Sec. 35. Electric vehicle charging system policy for renters.

(a) Notwithstanding any provision in the lease to the contrary and subject to subsection (b):

(1) a tenant may install, at the tenant's expense for the tenant's own use, a level 1 receptacle or outlet, a level 2 receptacle or outlet, or a level 2 electric vehicle charging system on or in the leased premises;

(2) a landlord shall not assess or charge a tenant any fee for the placement or use of an electric vehicle charging system, except that:

(A) the landlord may:

(i) require reimbursement for the actual cost of electricity provided by the landlord that was used by the electric vehicle charging system;

(ii) charge a reasonable fee for access. If the electric vehicle charging system is part of a network for which a network fee is charged, the landlord's reimbursement may include the amount of the network fee. Nothing in this subparagraph requires a landlord to impose upon a tenant a fee or charge other than the rental payments specified in the lease; or

(iii) charge a security deposit to cover costs to restore the property to its original condition if the tenant removes the electric vehicle charging system.

(B) the landlord may require reimbursement for the cost of the installation of the electric vehicle charging system, including any additions or upgrades to existing wiring directly attributable to the requirements of the electric vehicle charging system, if the landlord places or causes the electric vehicle charging system to be placed at the request of the tenant; and

(C) if the tenant desires to place an electric vehicle charging system in an area accessible to other tenants, the landlord may assess or charge the tenant a reasonable fee to reserve a specific parking space in which to install the electric vehicle charging system.

(b) A landlord may require a tenant to comply with:

(1) bona fide safety requirements consistent with an applicable building code or recognized safety standard for the protection of persons and property;

(2) a requirement that the electric vehicle charging system be registered with the landlord within 30 days after installation; or

(3) reasonable aesthetic provisions that govern the

dimensions, placement, or external appearance of an electric vehicle charging system.

(c) A tenant may place an electric vehicle charging system if:

(1) the electric vehicle charging system is in compliance with all applicable requirements adopted by a landlord under subsection (b); and

(2) the tenant agrees, in writing, to:

(A) comply with the landlord's design specifications for the installation of an electric vehicle charging system;

(B) engage the services of a duly licensed and registered electrical contractor familiar with the installation and code requirements of an electric vehicle charging system; and

(C) provide, within 14 days after receiving the landlord's consent for the installation, a certificate of insurance naming the landlord as an additional insured party on the tenant's renter's insurance policy for any claim related to the installation, maintenance, or use of the electric vehicle charging system or, at the landlord's option, reimbursement to the landlord for the actual cost of any increased insurance premium amount attributable to the electric vehicle charging system, notwithstanding any provision to the contrary in the lease. The tenant shall provide reimbursement for an increased insurance premium amount within 14 days after the tenant receives the landlord's invoice for the amount attributable to the electric vehicle charging system.

(d) If the landlord consents to a tenant's installation of an electric vehicle charging system on property accessible to other tenants, including a parking space, carport, or garage stall, then, unless otherwise specified in a written agreement with the landlord:

(1) The tenant, and each successive tenant with exclusive rights to the area where the electric vehicle charging system is installed, is responsible for costs for damages to the electric vehicle charging system and to any other property of the landlord or another tenant resulting from the installation, maintenance, repair, removal, or replacement of the electric vehicle charging system.

(A) Costs under this paragraph shall be based on:

(i) an embedded submetering device; or

(ii) a reasonable calculation of cost, based on the average miles driven, efficiency of the electric vehicle calculated by the United States Environmental Protection Agency, and the cost of electricity for the common area.

(B) The purpose of the costs under this paragraph is for reasonable reimbursement of electricity usage and shall not be set to deliberately exceed that reasonable reimbursement.

(2) Each successive tenant with exclusive rights to the area where the electric vehicle charging system is installed shall assume responsibility for the repair, maintenance, removal, and replacement of the electric vehicle charging system until the electric vehicle charging system is removed.

(3) The tenant, and each successive tenant with exclusive rights to the area where the electric vehicle charging system is installed, shall, at all times, have and maintain an insurance policy covering the obligations of the

tenant under this subsection and shall name the landlord as an additional insured party under the policy.

(4) The tenant, and each successive tenant with exclusive rights to the area where the electric vehicle charging system is installed, is responsible for removing the system if reasonably necessary or convenient for the repair, maintenance, or replacement of any property of the landlord, whether or not leased to another tenant.

(e) An electric vehicle charging system installed at the tenant's cost is the property of the tenant. Upon termination of the lease, if the electric vehicle charging system is removable, the tenant may either remove it or sell it to the landlord or another tenant for an agreed price. Nothing in this subsection requires the landlord or another tenant to purchase the electric vehicle charging system.

(f) A landlord that willfully violates this Section shall be liable to the tenant for actual damages, and shall pay a civil penalty to the tenant in an amount not to exceed \$1,000.

(g) In any action by a tenant requesting to have an electric vehicle charging system installed and seeking to enforce compliance with this Section, the court shall award reasonable attorney's fees to a prevailing plaintiff.

(h) A tenant whose landlord is an owner in an association and who desires to install an electric vehicle charging station must obtain approval to do so through the tenant's landlord or owner and in accordance with those provisions of this Act applicable to associations.

(Source: P.A. 103-53, eff. 1-1-24.)

ELECTRIC VEHICLE CHARGING REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION



Public Act (P.A.) 103-0053, also known as the Electric Vehicle (EV) Charging Act, requires newly constructed single-family homes and multifamily residential buildings with dedicated parking to install EV-capable parking spaces. The Act is effective January 1, 2024, and applies to home rule and non-home rule communities. P.A. 103-0572 provides additional clarification that the Act applies to both newly constructed single-family homes and multifamily residential buildings that have parking spaces constructed after the effective date of the Act.

RESIDENTIAL EV CHARGING REQUIREMENTS

Any new single-family residence or small multifamily residence must have at least one EV-capable parking space for every residential unit that has dedicated parking. A small multifamily residence is defined as a building that accommodates two to four families.

Building permits must require newly constructed large multifamily residential buildings and existing large multifamily residential buildings, that are being converted to an association, to have 100% of their total parking spaces EV-capable, unless they qualify as affordable housing developments. The Act does not apply if a developer converting a large multifamily property to an association must excavate an existing surface lot or other parking facility in order to retro-fit the lot with the necessary conduit and wiring. A large multifamily residence is defined as a single residential building that accommodates five or more families.

The Act requires building permits issued beginning January 1, 2026, to require any new construction of large multifamily residences that qualify as affordable housing developments to have specified EV-capable parking spaces as follows:

- A minimum of 40% EV-capable parking spaces beginning January 1, 2026;
- A minimum of 50% EV-capable parking spaces beginning January 1, 2029; and,
- A minimum of 70% EV-capable parking spaces beginning January 1, 2034.

The Act does not prohibit locally adopted building codes from requiring additional EV-capable parking spaces.

ASSOCIATION OWNERS AND RENTERS

The Act permits unit owners of associations, condominiums or common interest communities to install EV-capable parking for their deeded parking space,



a parking space in the unit owner's exclusive-use common area or a parking space that is specifically designated for use by that particular unit owner. P.A. 103-0572 clarifies that this applies to unit owners of associations and condominiums of both newly constructed and existing single-family homes and multifamily residential buildings that have parking spaces. If an association requires approval for the installation or use of an EV charging system, the association must process and approve the application in the same manner as other modifications to the property. If an application is not denied in writing within 60 days of the date of receipt of the application, it shall be deemed approved.

P.A. 103-0572 clarifies that tenants of both newly constructed and existing single-family homes and multifamily developments may install, at the tenant's expense, an EV-capable charging system on or in the leased premises. These provisions refer to parking contained within the property itself and not street parking.

A landlord shall not assess or charge a tenant any fee for the placement or use of an electric charging system. A landlord may require reimbursement for the cost of electricity, charge a reasonable fee for access and charge a security deposit to cover the costs to restore the property to its original condition if the tenant removes the EV charging system.

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