



City of Highland  
Building and Zoning

**Application for Portable Shed over 200 sq. ft., Gazebo, Deck and Carport Permit**

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Check/Cash/CC: \_\_\_\_\_

Residential  Commercial

Portable Shed over 200 sq. ft.  Gazebo  Deck  Carport

**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.

**Construction Information** – Accessory Structure Setbacks: Rear 5 ft.; Side 5ft. for residential, district requirements for commercial and industrial; From principal building 10 ft.; From other accessory structure 5 ft.; Limit of 1 storage building per lot in single & two-family zoning (Section 90-74)

Primary Structure Setback	Right Setback	Deck Area (sq. ft.)/Unit
Any Accessory Structure Setback	Building Height	Deck Height in feet/Unit
Rear Setback (prop. Line)	Lot Area	
Left Setback	Footprint of Structure (sq. ft.)	
Est. Start Date	Est. Finish Date	Est. Job Value \$



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**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.)

**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.**

**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
- 2011 National Electric Code
- 2012 National Fire Protection Association Safety Code
- City of Highland Floodplain Ordinance



## City of Highland Building and Zoning

- 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:**

- 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
- Electric/lighting drawings, details and notes
- Plumbing drawings, details and notes
- Roof plan, details and notes
- Carport Specifications

**NOTE: Please allow 10 working days for residential plan reviews and 15 working days for commercial plan reviews before permit will be approved and issued.**

### **Regulations**

- Permit must be posted on job site
- J.U.L.I.E locates
- Dumpster questions may be directed to City Hall at 618-654-7115
- Call Public Works for water, sewer and sump pump line connection inspections prior to backfilling 618-654-6823
- Call State of Illinois for plumbing inspections on one- and two-family new construction 618-971-2232 and 618-514-7577
- 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**

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**Signature of Applicant/Owner**

**Date**

**Phone**

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**Responsible Person in Charge of Work**

**Title**

**Phone**



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**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.



## 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 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.



## City of Highland Building and Zoning

### Information

#### Portable Sheds over 200 sq. ft. and Gazebos

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

#### Decks

- All decks more than 30 inches off the ground must have a securely attached handrail between 34 - 38 inches in height with spindles no more than 4 inches apart.
- Footing must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the footing holes must be made prior to pour.
- All decks must comply with section 507 of the 2012 International Residential Code.
- Covered decks require a different permit.
- A final inspection is required upon completion.

#### Carpports

- Must comply with the property setback requirements and cannot be enclosed.
- Piers for the support holes must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the pier holes must be made prior to pour.
- If a concrete floor is desired, it is required to be at least 4 inches thick.
- Shingles are allowed on roofs with a slope greater than 2:12.
- A final inspection is required upon completion.



## City of Highland Building and Zoning

### **Required Inspections**

Please call the Building and Zoning office at 618-654-7115 at least twenty four (24) hours prior to requested inspection time.

### **Portable Sheds over 200 sq. ft., Gazebos, Decks and Carports**

- Building Site
- Pier
- 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
- Final Electrical
- Final Plumbing
- Final Building





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**Site Plan for Portable Sheds over 200 sq. ft., Gazebos, Decks and Carports**

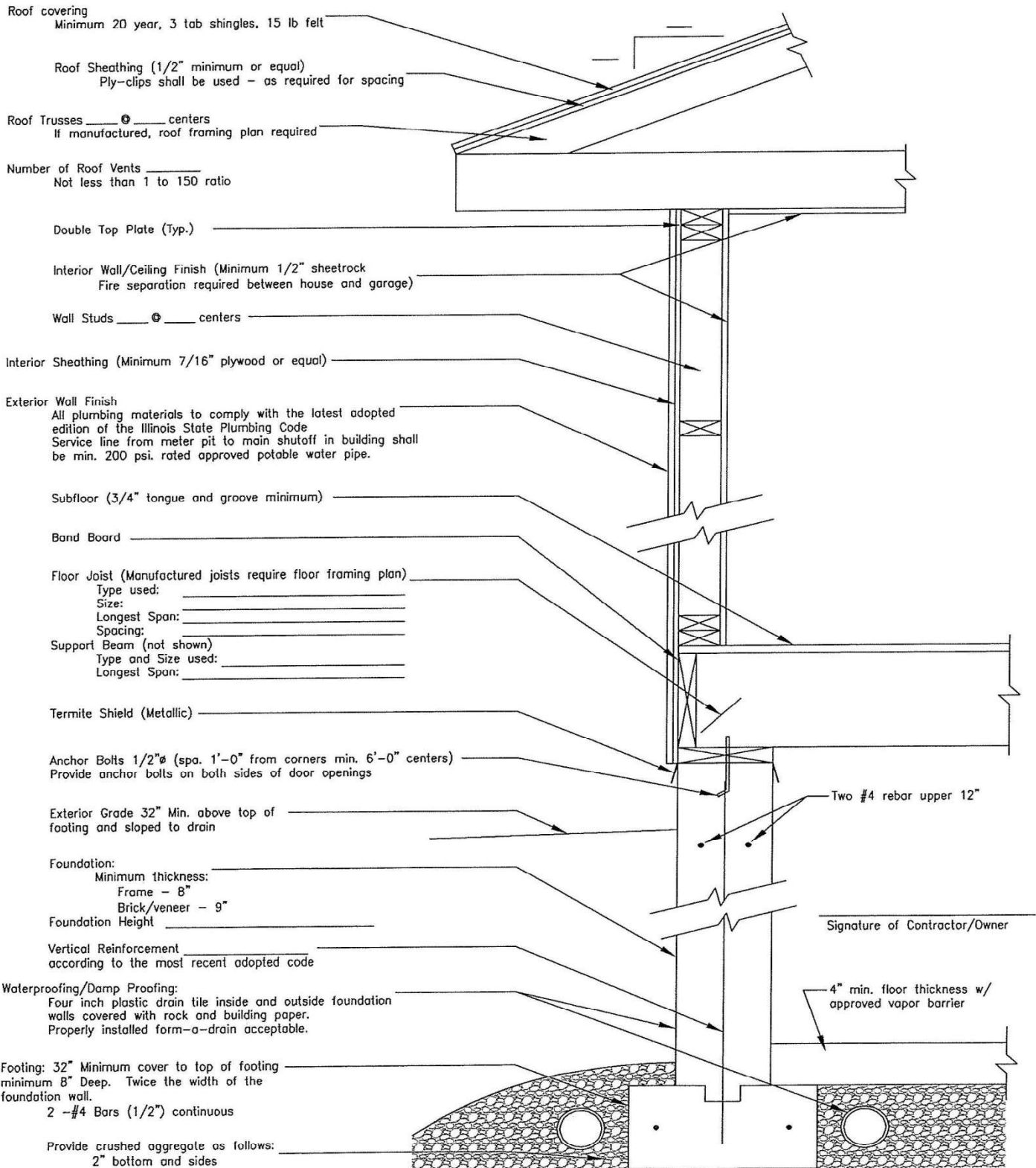
A large empty rectangular box intended for the site plan drawing.

**Include the following information:**

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

## Portable Sheds over 200 sq. ft., Gazebos, Decks and Carports Specification Sheet

Fill in the missing information or write "OK" on each line and sign at the bottom.





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

**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

**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 Is there existing private sewage?  Yes  No

Private sewage lies \_\_\_\_\_ to \_\_\_\_\_ (cardinal directions)

**Electrical Service:**  Yes  No Temporary Service:  Yes  No

Service Type:  Above ground  Underground

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

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

**Sump/Storm Sewer:**  Yes  No

**Construction of Driveway:**  Yes  No

2610 Plaza Drive – P.O. Box 218, Highland, IL 62249-0218

Phone (618) 654-7115 [highlandzoning@highlandil.gov](mailto:highlandzoning@highlandil.gov)



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**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: \_\_\_\_\_

**For Office Use Only**

**Water** Size line: \_\_\_\_\_ Rate: \$ \_\_\_\_\_  
**Sanitary Sewer** Use Type: \_\_\_\_\_ Rate: \$ \_\_\_\_\_  
**Electric** AMP: \_\_\_\_\_ Rate: \$ \_\_\_\_\_  
**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

\*\*\* 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.

**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. The undersigned hereby agrees to honor all present and future City Ordinances governing water service in the City.

**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. The undersigned hereby applies to connect a private sewer with the public sewer of the City of Highland, Illinois, and to make all necessary excavations in the street, easement, alley, or right-of-way.

**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. The undersigned hereby agrees to honor all present and future City Ordinances governing electrical service provided by the City.

**Sump/Storm Sewer** – All material installed by the contractor/owner shall be in accordance with City regulations. The undersigned hereby agrees to honor all present and future City Ordinance governing sump/storm sewers in the City.

### Inspection Information

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

**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)