

City of Litchfield, IL

New Construction Application for Plan Examination and Building Permit

Building & Zoning Dept.

120 E. Ryder Street

Litchfield, Illinois 62056

Phone - 217-324-8140

email - gbaker@cityoflitchfieldil.com

Date _____ Phone(Bus) _____ (Cell) _____ (Home) _____

E-Mail _____

Applicant _____

Address of Applicant _____

Zoned (check one) Residential Commercial Industrial

On Commercial or Residential projects, please indicate the following number of:

Full time jobs retained _____ Part time jobs retained _____

Full time jobs created _____ Part time jobs created _____

Temporary construction jobs created _____

Please indicate approximate beginning date _____ completion date _____

Description: (check one) New Construction Addition Interior Remodeling

Exterior Remodeling Mobile/Modular Home Installation Demolition Fence

Roofing _____

Permit Fee determined by Building Department.

For new construction or commercial change of occupancy, there must be a Certificate of Occupancy issued by the Building & Zoning Department,

No. of stories _____

Are you aware of any asbestos present? Yes No

If yes, will asbestos be disturbed? Yes No

Are you aware of any lead paint? Yes No

If yes, will lead paint be disturbed? Yes No

Name of owner if other than applicant _____

Location of construction _____

Located between _____ St. and _____ St.

Or, corner of: _____ St. and _____ St.

Zoned _____ Legally described as lot(s) _____ In Block _____

Of _____ Addition in: North South Litchfield Township

Parcel No. _____ Parcel Pin No. _____

Estimated cost: include all permit fees, labor, and materials, but exclude property values \$ _____

Total percentage of lot coverage including new construction and existing structures _____ %

Any Federal, State, County Licenses or Certificates required for this project? Yes No

If yes, give type, number and expiration date _____

Names of all Contractors with necessary contact information

Include Contractor License No. if applicable

General Contractor _____ Phone _____
Address _____
Architect?Engineer _____ Phone _____
Address _____
Plumbing _____ Phone _____
Address _____
Mechanical _____ Phone _____
Address _____
Electrical _____ Phone _____
Address _____
Roofing _____ Phone _____
Address _____
Other _____ Phone _____
Address _____
Other _____ Phone _____
Address _____

Enterprise Zone () TIF District ()

Please complete this section only if application is made by an agent:

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as hi authorized agent.

Signature of agent _____
Address _____

Current Building Codes

- | | |
|--|---|
| 2015 International Property Maintenance Code | 2015 International Building Code |
| 2015 International Residential Code | 2015 International Mechanical Code |
| 2015 International Existing Building Code | 2015 International Energy Conservation Code |
| 2015 Life Safety Code (NFPA) 101 | 2015 National Electric Code |
| Latest issue Illinois Plumbing Code | Illinois Accessibility Code |
| Americans with Disability Act | |

Montgomery County Structural Improvement Assessment Office Work Sheet Instructions

Check the appropriate circle: On Worksheet

- Improvement to an existing structure only and a new 911 address is not needed
- New structure that will require a new 911 address
(includes: houses, barns, sheds, etc.)

Enter Property owner name and address, improvement information, an estimated starting date and a cost estimate. The property number and legal description is available from the Supervisor of Assessments Office. Notification number will be assigned by the Supervisor of Assessments upon completion.

Return worksheet to the Supervisor of Assessments Office. Please call if you have any questions. Property owners can complete the worksheet by phone if they prefer.

Montgomery County

Supervisor of Assessments

1 Courthouse Square Room 201

Hillsboro, IL. 62049

Phone: 217-532-9595

Fax: 217-532-9599

Email: assessor@montgomeryco.com

Notification of Building Construction/Improvement and New 911 Address Assignment - Montgomery County, Illinois

All persons shall be required to provide notice of building construction/improvements to real property in Montgomery County. The term "Building construction /improvements" includes but not limited to all houses, garages, barns, sheds, storage units, of any kind, commercial buildings, etc. Failure to file a Notification of Building Construction/Improvement prior to construction shall constitute an offense punishable by fine up to \$500.00 each day in which work proceeds and each day following completion of the structure shall constitute a separate offense.

Check One:

- Improvements to an existing structure only and a new 911 address is needed
- New structure that will require a new 911 address (includes: houses, barns, sheds, etc.).

Property No. _____ Notification No.: _____

Name of Property Owner: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Road Name Driveway: _____

Phone No. _____

Alternate No: _____

Type of Construction: Commercial _____ Home _____ Out Building _____ Other: _____

Estimated Start Date: _____

Cost Estimate: _____

Legal Description: * _____ Sec: _____ Twp.: _____ Range: _____

Township Name: _____

Legal Description: _____

Lot/Land Size: _____

Tax Group Code No: _____

*Your legal description can be obtained from your Township or Multi Township Assessor or Supervisor of Assessments office

This acknowledges satisfies the Montgomery County Notification Process.

All other city, township, subdivision and state ordinances must be followed.

City of Litchfield, Illinois

Phone (217) 324-5253

120 East Ryder
www.cityoflitchfieldil.com

gbaker@cityoflitchfieldil.com

Items required prior to building permit request

- 1) Specification page completed
- 2) Detailed sketch showing property dimensions
- 3) Include structure placement and dimensions
- 4) Required set-backs from property lines
- 5) Survey stakes or other proof of property lines
- 6) Show dimensions between structures if more than one
- 7) Energy evaluation report on line @REScheck-Web.com
- 8) It is the owners responsibility to notify "JULIE" locate at 800-892-0123 to have all utilities marked prior to any excavation
- 9) Proof of Comprehensive General Liability insurance from the General Contractor

New construction permits will be valid for 180 days from issue.
If additional time is required to complete a project, extensions of 60 day intervals may be granted, at the discretion of the Building Inspector, of reasonable progress on the project

Building Permit Checklist

(minimum requirements by applicant)

Residential (new residence and additions)

- Zoning approval form
- Application for Plan Examination and Building Permit
- Site Plan (1"=20'-0")
- Foundation Plan (1/8"=1'-0")
- Floor Plan (1/8"=1'-0")
- Exterior Elevations (1/8"=1'-0")
- Typical Wall Section (3/4"=1'-0") from footing up to truss or rafters

NOTE: All drawings to be drawn no smaller than the scale indicated and must show all pertinent dimensions and notes required for construction. Paper size to be no larger than 30"x42" (Submit one set of drawings)

Residential (remodel) remodel is defined as any structural, mechanical, plumbing, or electrical change

- Application for Plan Examination and Building Permit
- Floor Plan (1/8"=1'-0")

Deck, Fences and Pools

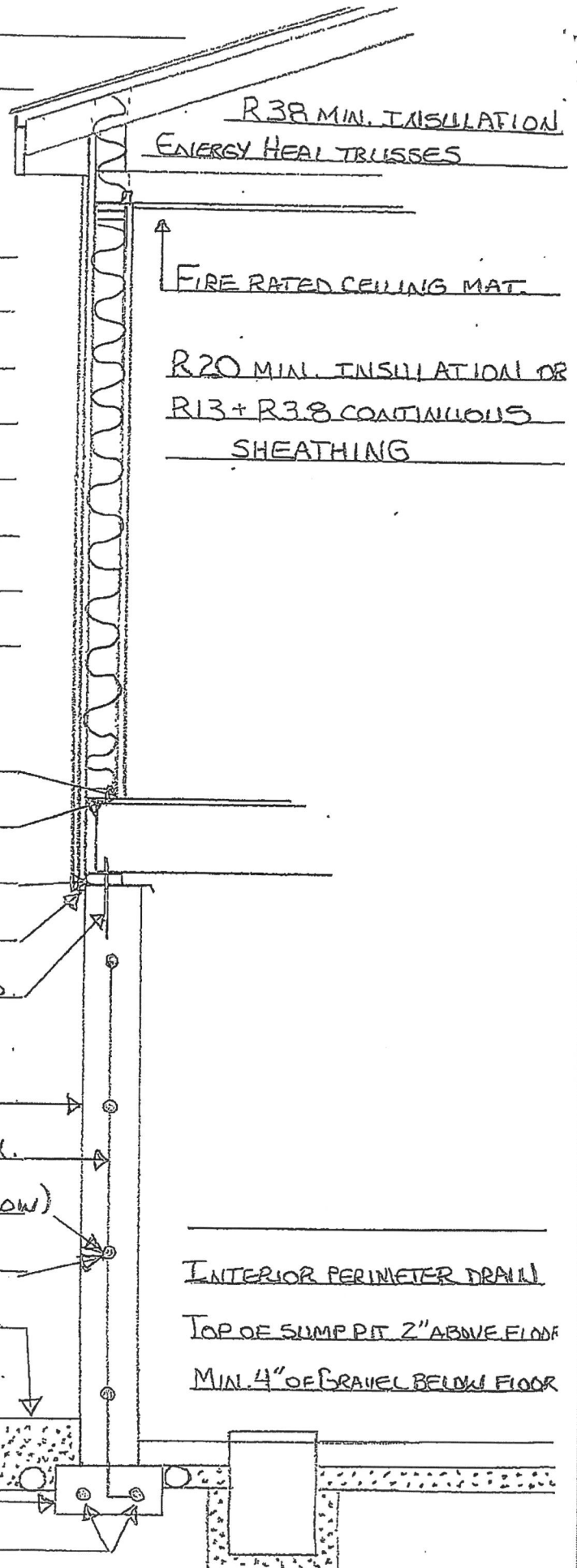
- Zoning approval form
- Application for Plan Examination and Building Permit
- Site Plan (1"=20'-0")

Commercial and Industrial

- Zoning approval form
- Application for Plan Examination and Building Permit
- Site Plan (1"=20'-0")
- Landscaps Plan (1"=20'-0")
- Foundation Plan (1/8"=1'-0")
- Floor Plan (1/8"=1'-0")
- Exterior Elevations (1/8"=1'-0")
- Typical Building Sections (1/8"=1'-0")
- Typical Wall Sections (3/4"=1'-0")
- Interior Elevations of ADA compliant restrooms, break rooms, kitchens, reception/cashier counters
- Structural Calculations using appropriate wind, snow, and seismic loads imposed on structure
- Plumbing, Mechanical, and Electrical Plans (Same scale as floor plans)

NOTE: All drawings to be drawn no smaller than the scale indicated and must show all pertinent dimensions and notes required for construction. Paper size to be no larger than 30"x42" (Submit one set of drawings signed and sealed by an Illinois licensed design professional with license expiration date and date sealed.)

- FINISH ROOF COVERING
- ROOF FEEL / 1 ROW ICE & WATER SHEILD
- ROOF SHEATHING THICKNESS
- TRUSSES ON " CTR.
- HURRICANE CLIPS
- DOUBLE TOP PLATE
- 2" x " ON " CTR. STUDS
- TYPE OF INSULATION MAT. / R VALUE
- TYPE OF EXTERIOR SHEATHING / R VALUE
- HOUSE WRAP
- BRAND OF WINDOWS / U FACTOR
- EXTERIOR WALL FINISH



R38 MIN. INSULATION
ENERGY HEAD TRUSSES

FIRE RATED CEILING MAT.

R20 MIN. INSULATION OR
R13 + R3.8 CONTINUOUS
SHEATHING

SEAL BOTTOM PLATE @ SUBFLOOR

3/4" TONGUE AND GROOVE SUBFLOOR

PRESSURE TREATED SILL PLATE

METAL TERMITE SHIELD

1/2" ANCHOR BOLTS @ 6' CTR. / 24" FROM CORNERS.
MAX.

FOUNDATION WATER PROOFING

VERTICAL REINFORCING STEEL @ 36" CTR. MAX.

HORIZONTAL REINFORCING STEEL (SEE BELOW)

12" FROM TOP OF WALL / 24" CTR. BELOW

MIN. 6" OF GRAVEL OVER PERIMETER DRAIN TILE

MIN. 16" WIDE x 8" THICK FOOTING

MIN. (2) CONTINUOUS REINFORCING

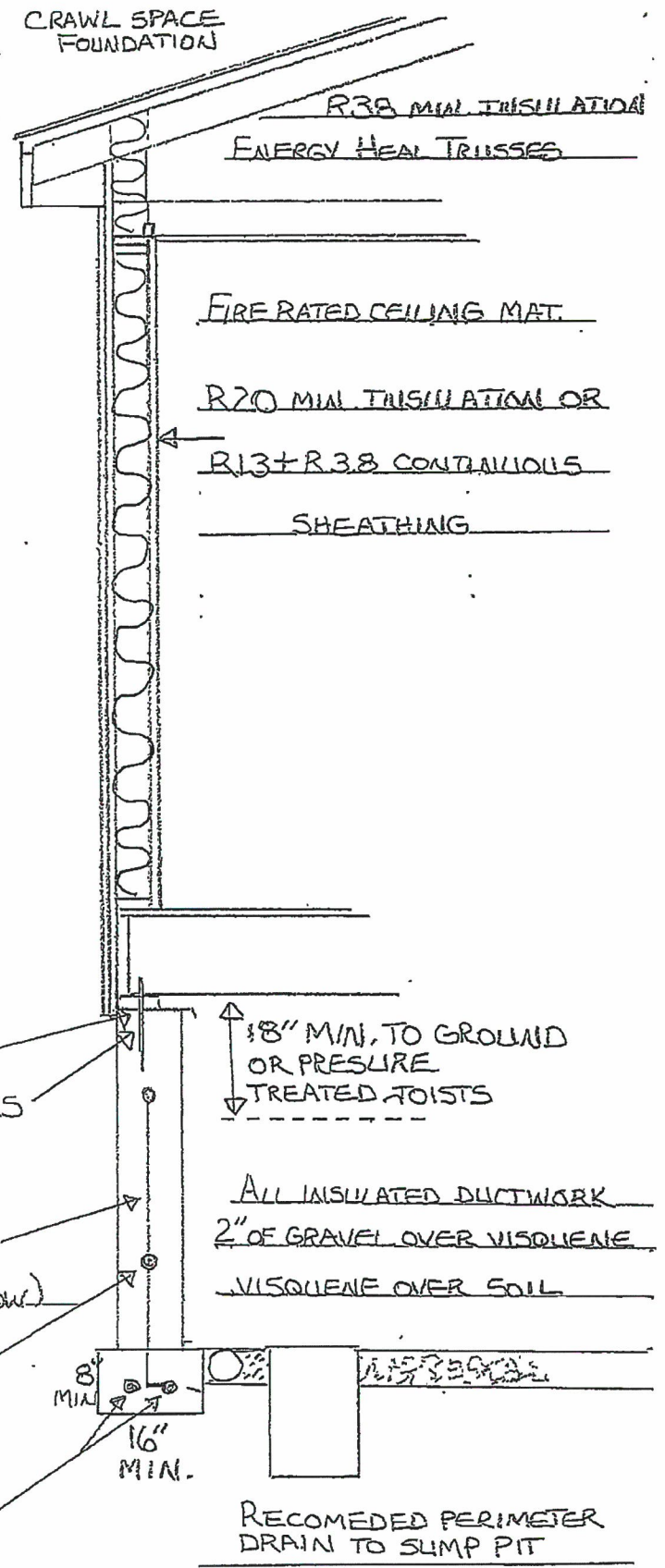
STEEL IN FOOTINGS

INTERIOR PERIMETER DRAIN

TOP OF SUMP PIT 2" ABOVE FLOOR

MIN. 4" OF GRAVEL BELOW FLOOR

- FINISH ROOF COVERING
- ROOF FELT / 1 ROW ICE WATER SHEILD
- ROOF SHEATHING THICKNESS
- TRUSSES ON " CTR.
- HURRICANE CLIPS
- DOUBLE TO PLATE
- 2" x " ON " CTR. STUDS
- TYPE OF INSULATION MATERIAL / R VALUE
- TYPE OF EXTERIOR SHEATHING / R VALUE
- HOUSE WRAP
- BRAND OF WINDOWS / U FACTOR
- EXTERIOR WALL FINISH
- SEAL BOTTOM PLATE @ SUBFLOOR
- 3/4" TONGUE & GROOVE SUBFLOOR / GULLED
- PRESSURE TREATED SILL PLATE
- METAL TERMITE SHEILD
- 1/2" ANCHOR BOLTS @ 6' CTR. / 24" FROM CORNERS MAX.
- FOUNDATIONAL VENTS MAX. 36" FROM CORNERS
- VERTICAL REINFORCING STEEL @ 36" CTR. MAX.
- HORIZONTAL REINFORCING STEEL (SEE BELOW)
- 12" FROM TOP OF WALL / 24" CTR. BELOW
- MIN. 16" WIDE x 8" THICK FOOTING
- MIN. (2) CONTINUOUS REINFORCING STEEL IN FOOTING



RECOMENDED PERIMETER DRAIN TO SUMP PIT

City of Litchfield, Illinois

Building & Zoning Dept.

Phone (217) 324-8140

120 East Ryder
www.cityoflitchfieldil.com

qbaker@cityoflitchfieldil.com

Electrical check list

Check for proper grounding

GFI locations

All 20 Amp circuits/ #12 wire

Laundry- Min. 1

Baths- Min. 1

Kitchen- Min. 2

Whirlpool- 1 only

Tub heater-1 only

Garage- Min. 1

Basement- Min. 1 within 6 ft. of Elec. panel and within 6 ft. of HVAC

All exterior receptacles

Dedicated circuits

All 20 Amp circuits/ #12 wire

Furnace

Water heater

Sub pump

Sewage ejector pump

Whirlpool

Tub heater

Smoke detectors

Alarm panels

Microwave oven

Refrigerators

Freezers

(2) Min. @ Kitchen counters

Baths

Arc fault locations

All Bed rooms required

All stairways consisting of 6 or more risers must have a light switch at both levels to light stairs

Breaker panels must be labeled

Check breaker panel to match wire to breaker amperage

Breaker panel must have 36" unobstructed working area at sides and in front

Interconnected, battery backup smoke detectors inside all bed rooms

Combination smoke/ CO detectors within 6 ft. outside of bedroom doors

Combination smoke/ CO detector in basement

Water heater

Pressure expansion tank to be installed at cold side as close as possible to water heater
Pressure relief valve extended to 6" from floor
Drip leg on gas line
Dedicated fuel shut off valve
Water shut off valve on Cold side before expansion tank

HVAC

Correct wire size and circuit breaker per manufacturer specifications
Service disconnect at AC unit
Dedicated electrical circuits
Drip leg on gas line
Dedicated fuel shut off valve

Laundry

Dedicated 20 Amp. GFI circuit
Fuel shut off valve above floor (gas fired dryer)
Proper sized wire and breaker (elec. dryer)
4" dryer vent within 35 ft. of exterior exhaust

Baths

Dedicated 20 Amp. GFI circuit
No electrical within 36" of tub or shower
Must have exhaust fan or operable window

Windows

All bed rooms must have at least one window that has a min. clear opening of 22" high x 20" wide and a sill height of not more than 44" for egress

Doors

Exterior door shall be min. 36"x 6'8"
Exterior egress doors shall be operable from the interior without the use of a key
Exterior egress doors shall have a min. 3ft. x 3ft. unobstructed floor or landing on both sides

Stairs

All stairs over 30" in height shall have fall protection and a hand rail on one side
All stairs shall have a max. 7 3/4" rise and min. 10" tread depth
All treads and risers shall be uniform in size to within 3/8"
Stairways must be a min. 36" wide