

MONROE COUNTY ZONING OFFICE

100 South Main Street
Waterloo, IL 62298
618-939-8681 Ext. 260
zoning@monroecountyil.gov

PROCEDURES FOR NEW CONSTRUCTION

1. Applicant must provide a recorded copy of deed to the property where proposed structure is being built.
2. Obtain a Building Permit Application.
3. Obtain an Application for Highway Entrance Permit. This can be downloaded from the County's website (monroecountyil.gov). Go to the Highway Department's page, click on the Permits and Forms tab.
4. Obtain a 911 Address Request Form from the Zoning Office or download it from the County's website (monroecountyil.gov). Go to 911 Department page and click on address form.
5. Contact Monroe County Health Department (618-939-3871 Ext. 213) to apply for Permit to Install a Sewage Disposal System and also water supply for site. The Health Department is located at 1315 Jamie Lane, Waterloo, IL 62298
6. If dwelling is to be located in a Subdivision, written approval must be obtained from the developer or Home Owner's Association for plan and site location. This needs to be submitted with your application to the Zoning Office.
7. If structure is to be located in SFHA (Floodplain) or within the contour line of a sinkhole or in Karst area, additional regulations may apply.
8. A complete set of plans must be submitted to be reviewed by the Monroe County Building Inspector. Site plans submitted will be reviewed by Zoning Administrator.
9. Complete the Building Permit Application for and submit to the Zoning Office along with approved permit for septic and water facilities. A copy of the recorded deed to property, approved Highway Entrance Permit and 911 address for property. A site plan drawn to scale showing the location of all easements, drainage facilities, property lines, proposed structure, and all existing structures. Site plan must also indicate any sinkholes, creeks, flood plain (SFHA) areas, etc. Plans for structure must show outside dimensions, room dimensions, windows, doors, porches, decks, attached garage, etc. Plans must also include front, back and side elevations of structure.
10. Before a Building Permit will be issued all documents will be reviewed. Permit fees and inspection fees must be paid.
11. All structures must comply with the Monroe County's Codes. Inspections will be conducted by the Building Inspector, Plumbing Inspector and Electrical Inspector.

AT LEAST 48 HOURS NOTICE MUST BE GIVEN WHEN STRUCTURE IS READY FOR INSPECTION

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BUILDING PERMIT FEES

- Building Permit Fee – Based on value of proposed structure.
((\$3.00 per thousand dollar value)
- Minimum Building Permit Fee - \$9.00
- Building Inspection Fee: \$65.00 per inspection
- Plumbing Inspection Fee: \$65.00 per inspection
- Electrical Inspection Fee: \$65.00 per inspection

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CONSTRUCTION CHECK LIST

- It is the responsibility of the contractor or homeowner to contact the Monroe County Inspector when ready for inspections.
 - **Note:** OSB, flake board, chip board, or any type of particleboard is not permitted for roofs. Plywood must be ½" or greater.
-

- 1st Inspection – Before footings are poured.
- 2nd Inspection – Before foundation is poured. Drain tile must be inside and outside of basement.
- 3rd Inspection – Before house is insulated and drywall is up. Rough frame and electrical inspection will be done. Exterior of home should be sided and weather-tight. The structure will also be inspected for the following items: No OSB, flake board or any type of particle board is permitted on roofs.

Studs - Interior and exterior 16" on center

Floor joists – 16" on center with the exception of some floor trusses

Roof trusses – No more than 24" on center

Retaining Walls must meet guard rail codes. (See attached drawing)

All framed chimneys must be lined with 5/8" fire rated dry wall on sides and ceilings at every floor.

The structure must have at least one 3' exterior door.

Windows – Sleeping rooms must have a minimum net clear opening of 5.7 square feet / 820 square inches.

Bedroom windows in basement – Must have a minimum net clear opening of 5

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square feet / 720 square inches.

Passive Radon system installed (Effective June 1, 2013 – Public Act 097-0953)

- 4th Inspection – **FINAL INSPECTION BEFORE OCCUPYING**

Test all electrical outlets and switches

Test smoke and carbon monoxide detectors

Make sure everything is completed and in working order

Exterior of structure must be complete. Gutters and downspouts must be buried at least five feet from foundation.

Yard must be graded with sufficient slope away from foundation. Yard seeded to prevent erosion to comply with Monroe County Ordinance 40-3-24.

House numbers must be clearly visible in accordance with 9-1-1 regulations (Sec. 33-6-1)

NOTE: - ON NEW HOME CONSTRUCTION THERE ARE A TOTAL OF TEN INSPECTIONS.

Chris Voelker, Building Inspector – 618-974-7047

Randy Rudloff, Plumbing Inspector -618-410-4908

Mark Cowell, Electrical Inspector - 618-779-4904

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APPLICATION FOR BUILDING PERMIT

(For office use only)

Permit Number: _____ Date filed: _____ 20 ____

Perm. Parcel No. _____ Zoning District _____ Road District _____

INSTRUCTIONS TO APPLICANTS: Before beginning any construction, a Certificate of Zoning Compliance (Building Permit) must be obtained from the Zoning Administrator. Application for permits must be made by the owner of the property on which the construction is to take place or his duly-authorized agent. A legal description of the property and a site plan of the proposed construction must be included with this application.

If the proposed construction meets the zoning requirements, a permit will be issued. If the Zoning Administrator determines that it does not comply with requirements of the zoning ordinance, the applicant may request an interpretation of the regulations by the Zoning Board of Appeals (if you disagree with the Zoning Administrator) or you may request a variance or zoning amendment depending on the circumstances.

All information requested below must be provided before any permits will be issued. To prevent delay and to expedite your application, provide ALL requested information. Applicants are encouraged to visit the Office of the Zoning Administrator for any assistance needed in completing this form. If possible, please call 939-8681 ext. 260 for an appointment.

Date: _____, 20____

1. NAME OF APPLICANT(S) _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Email Address: _____

2. PROPERTY INTEREST OF APPLICANT *(Please check one):*

Owner Contract Purchaser Lessee Contractor

MONROE COUNTY ZONING OFFICE

3. NAME OF OWNER (If other than applicant): _____

Address: _____

4. LOCATION OF PROPOSED CONSTRUCTION

Address: _____

5. EXISTING USE OF PROPERTY (Please check one)

- Agriculture
- Commercial (type) _____
- Industrial (type) _____
- Vacant lot
- Residential

6. PROPOSED USE OF CONSTRUCTION (Please check one)

- Commercial (type) _____
- Industrial (type) _____
- Agricultural
- Residential
- Recreational
- Other _____

NAME AND ADDRESS OF CONTRACTORS

ROOFING CONTRACTOR: _____

PLUMBING CONTRACTOR: _____

ELECTRICIAN*: _____

***ELECTRICIAN MUST BE REGISTERED WITH MONROE COUNTY**

MONROE COUNTY ZONING OFFICE

7. PLANS AND SPECIFICATIONS

TYPE OF STRUCTURE	SQUARE FEET	VALUE OF STRUCTURE

Note: 1. Building Permit fee is based on the value of structure being built. (\$3.00 per \$1000 of value).
 Inspections - \$65.00 each (# of inspections determined by the building inspector).

2. New home construction has a required 10 inspections.
- Structural Inspections: Footing, Foundation, Rough-In and Final
 - Plumbing Inspections: Below Grade, Above Grade and Final
 - Electrical inspections: Service, Rough-In and Final

8. UTILITIES

- | | | |
|----------------------------------|----------------------------------|-------------|
| a. Water | b. Sewage Facilities | c. Electric |
| <input type="checkbox"/> Public | <input type="checkbox"/> Public | _____ |
| <input type="checkbox"/> Private | <input type="checkbox"/> Private | |

Application is hereby made for an Initial Certificate of Zoning Compliance (Building Permit), as required under the Zoning Ordinance of Monroe County, for the erection, relocation or alteration, and use of buildings and premises. In making this application the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit issued **may be revoked without notice on any breach of representation of conditions.**

It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by other ordinances, codes or regulations of Monroe County. I consent to the entry in or upon the premises described in this application by an authorized official of Monroe County for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Applicant _____ Date: _____, 20__

Owner(s) _____ Date: _____, 20__

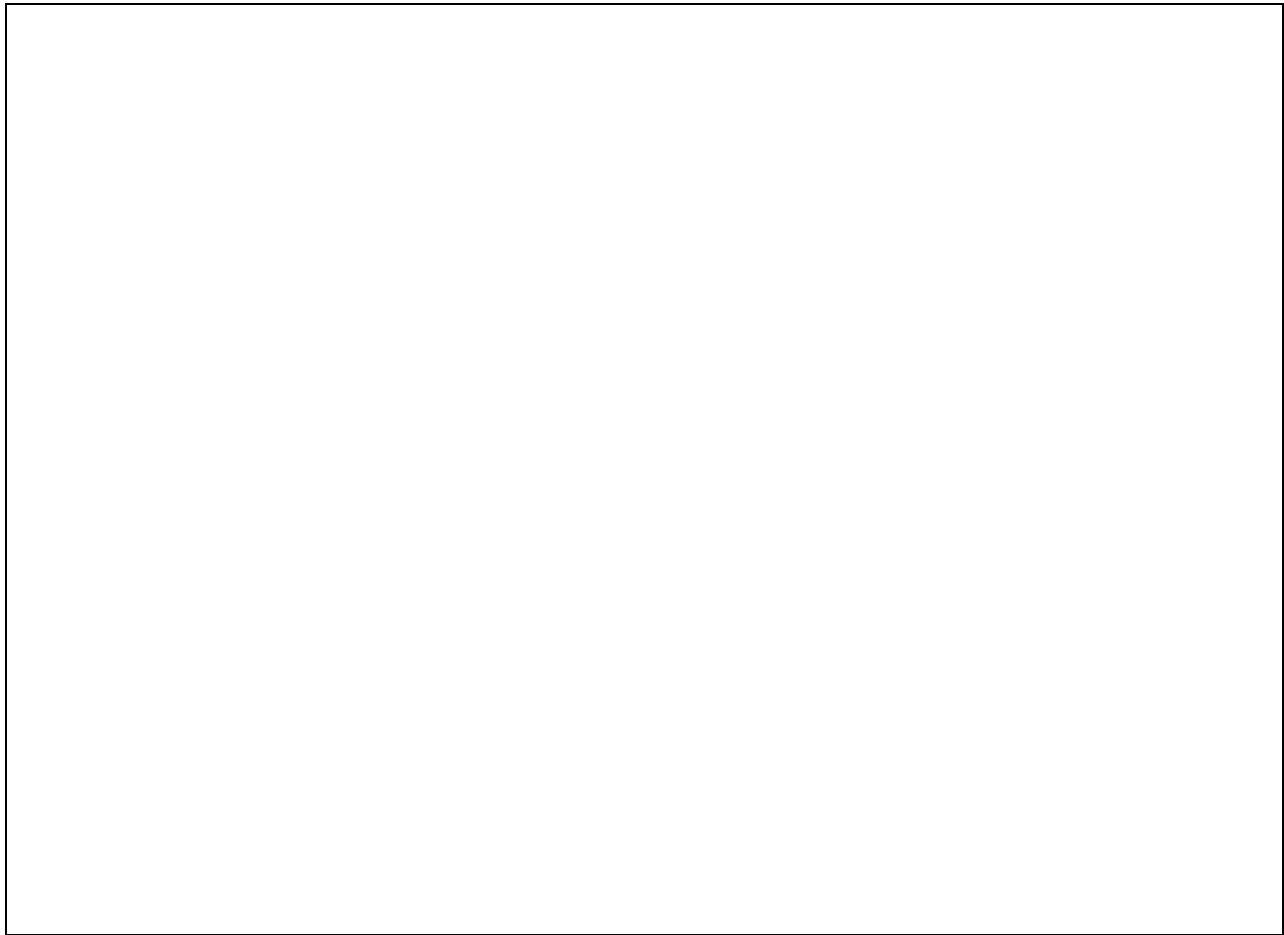
(If Other Than Applicant)

MONROE COUNTY ZONING OFFICE

SITE PLAN

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information: *(The Zoning Office can provide a map of the parcel)*

- ❖ Indicate existing and proposed structures.
- ❖ Location and dimensions of: Lot, buildings, driveway, and off-street parking and loading spaces.
- ❖ Distance between: Buildings and front, side, and rear lot lines; principal buildings and accessory building.
- ❖ Location of signs, easements, underground utilities, septic tanks, tile fields, water wells, screening, landscaping, erosion control features, sink holes, creeks, rivers, Flood Plain (SFHA), etc.
- ❖ Any additional information as may be reasonably required by the Zoning Administrator and applicable sections of the Zoning Ordinance.



Public Road or Private Road



ADDRESS REQUEST FORM MONROE COUNTY 911

100 South Main Street
Waterloo, IL 62298
618-939-8681 Ext. 259
618-939-8868 (Fax)
911@monroecountyil.gov

To receive a new address for property in Monroe County, please fill in the appropriate information and return this form by email, fax or mail. You will be notified by mail of the new address.

PROPERTY OWNERS INFORMATION	
Name:	
Current Address:	
City, State, Zip:	
Phone Number:	

INFORMATION OF PERSON SUBMITTING FORM IF DIFFERENT THAN ABOVE	
Name:	
Current Address:	
City, State, Zip:	
Phone Number:	

Include a hand drawn sketch of the property indicating the location of the structure as well as where the driveway intersects with the road. It does not need to be drawn to scale. Also, please include the address of the closest property or road intersection as well as the distance from that driveway or road intersection to your driveway. If you have any questions, please do not hesitate to contact our office.

_____, 20____
(Applicant signature) (Date)

FOR OFFICE USE ONLY

Parcel Number: _____

New Address: _____

Notified: _____ ESN# _____

MONROE COUNTY HIGHWAY DEPARTMENT
HIGHWAY ENTRANCE PERMIT

APPLICANT:

LOCATION:

Name _____

Road _____

Mailing Address _____

Address/Lot/Parcel _____

Phone: _____

A. DESCRIPTION: Provide location sketch showing site of entrance and any special features.
(i.e. lot lines, side roads, neighboring drives, etc.)

B. INSTALLATION BY: _____

C. THIS PERMIT SUBJECT TO THE CONDITIONS AND RESTRICTIONS PRINTED ON REVERSE SIDE OF THIS SHEET. (PAGE 2) APPLICANT HAS REVIEWED AND INITIALED.

D. SIGNATURE OF APPLICANT: _____ DATE: _____

COUNTY ENGINEER:

RECEIVED: _____

E. SPECIAL CONDITIONS:

- 1) Size of Culvert _____
- 2) Entrance Location Approval _____
- 3) _____
- 4) _____
- 5) _____

ROAD AUTHORITY: _____

F. APPROVAL SIGNATURE: _____ DATE: _____

G. INSTALLATION APPROVED: _____ DATE: _____

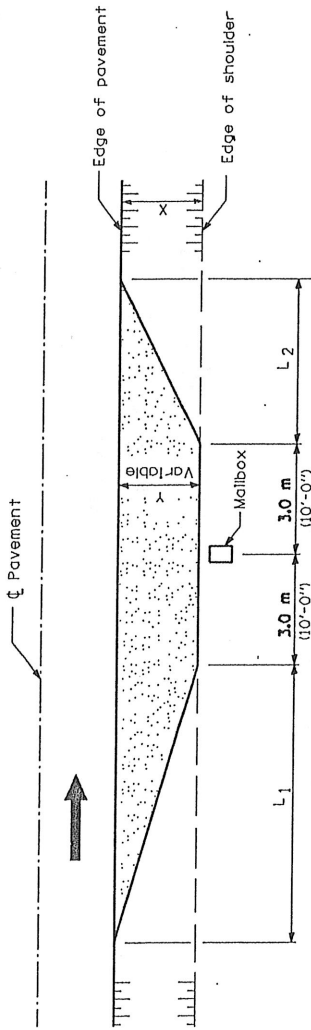
H. FEES PAID: _____ DATE: _____

CONDITIONS AND RESTRICTIONS
FOR HIGHWAY ENTRANCE PERMITS

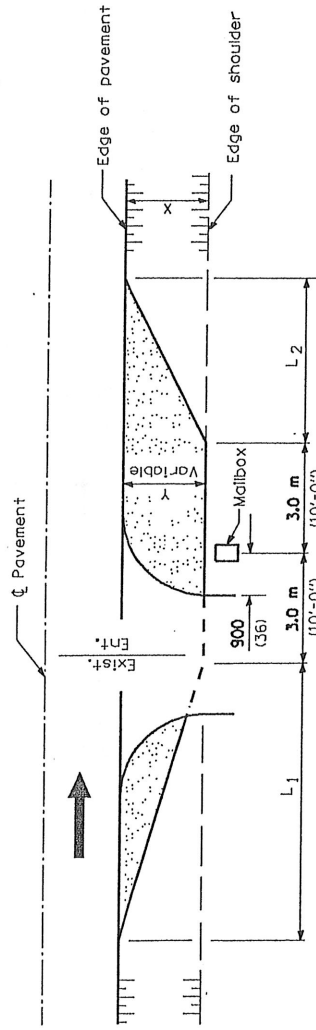
- A. The culvert pipe shall be either a new reinforced concrete culvert pipe, or a new corrugated metal pipe. If more than one corrugated metal pipe is used, band connectors shall be used to connect the individual pieces together. CPE (Corrugated Polyethylene) or PVC (Polyvinyl Chloride) pipe by special approval only. The entrance shall have a side slope of at least 1 vertical to 3 horizontal from the driveway grade to the ditch line. **Under no conditions will headwalls be permitted.** (See **Attached Entrance Standard Drawing**)
- B. The entrance shall be constructed by excavating the earth to a minimum depth as detailed on Page 4 "Entrance Standard" and placing the required amount of material. Top soil must be removed prior to drive installation. The surface shall slope down from the pavement edge to the back edge of the shoulder line at not less than 3/16 inch per foot but not more than 1 inch per foot. Nowhere shall the grade exceed 6% on right-of-way.
- C. **Mailbox placement and supports** within the road right-of-way shall be in accordance with the attached Standard B.L.R. 24-1 "MAILBOX TURNOUT FOR LOCAL ROADS" with supports meeting U.S. Postal Service Guidelines which provide that the maximum post size is 4-inch by 4-inch or 4 ½-inch diameter wood or 2-inch diameter standard steel or aluminum pipe posts.
- D. The Applicant represents all parties in interest and shall furnish material, do all work, pay all costs, and shall in a reasonable length of time restore the damaged portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding necessary.
- E. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. Traffic controls and work site protection shall be in accordance with the applicable requirements of Chapter 6 (Traffic Controls for Highway Construction and Maintenance Operations) of the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways.
- F. The Applicant, his successors or assigns, agrees to hold harmless the County of Monroe and/or Road District and their duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
- G. The County/Road District reserves the right to make such changes, additions, repairs and relocations within its statutory limits to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary to permit the relocation, reconstruction, widening or maintaining of the highway and/or provide proper protection to life and property on or adjacent to the right-of-way.
- H. This permit is effective only insofar as the County/Road District have jurisdiction and does not presume to release the Applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.
- I. **At all times during construction, the permittee shall be responsible for maintaining the highway surface in a safe and sightly manner. Any mud or debris which might be tracked or spilled onto the highway surface shall be immediately removed.** The Applicant, his successors or assigns shall maintain that portion of the drive on right-of-way in a manner satisfactory to County/Road District.
- J. All construction methods and materials shall comply with the applicable provisions of the State of Illinois "Standard Specifications for Road and Bridge Construction".
- K. The re-installation of any concrete or hot mix asphalt drive, which shall be removed in order to replace a rusted, collapsed, infiltrated or generally obsolete culvert shall remain the responsibility of the owner, applicant, his successors or assigns.
- L. Special approval by the Road Authority is needed for concrete drive aprons adjacent to an oil and chip roadway.
- M. Road Authority approval of installation and payment of fees will be required prior to issuance of an occupancy permit.

Applicant's Initials

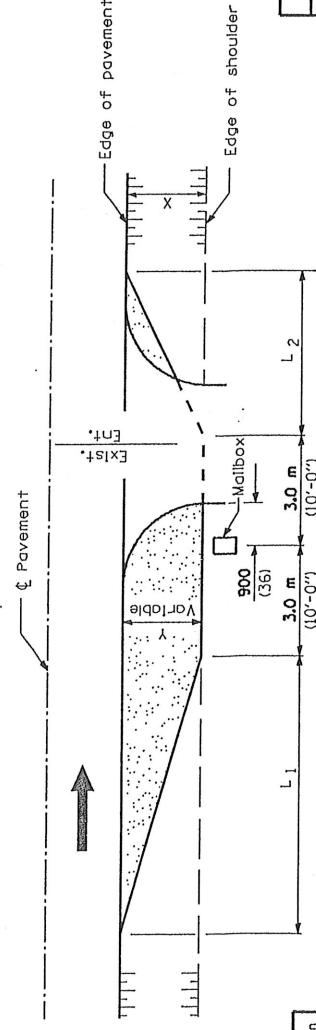
BOX SUPPORTS
(Maximum Size)
Wood Posts - 4"x4" or 4 1/2" dia.
Steel or Aluminum Posts - 2" dia.
Standard Pipe



TYPICAL APPLICATION



MAILBOX ON FAR SIDE OF ENTRANCE



MAILBOX ON NEAR SIDE OF ENTRANCE

		DIMENSIONS - m (ft.)					
Width of Shoulder (X)	3.6 (12)	3.0 (10)	2.4 (8)	1.8 (6)	1.5 (5)	1.2 (4)	
Width of Turnout (Y)	2.4 (8)	2.4 (8)	1.8 (6)	1.2 (4)	1.2 (4)	1.2 (4)	
L1	9.0 (30)	9.0 (30)	6.9 (23)	4.5 (15)	4.5 (15)	4.5 (15)	
L2	6.0 (20)	6.0 (20)	4.5 (15)	3.0 (10)	3.0 (10)	3.0 (10)	

Note: Dimensions for Township and District Roads may vary from the above dimensions.

GENERAL NOTES

Mailboxes shall be mounted such that the face of the mailbox is 150 mm (6") to 300 mm (12") and the post a minimum of 600 mm (24") from the edge of the turnout sur-facing.

All dimensions are in millimeters (inches) unless otherwise shown.

DATE	REVISIONS
1-1-99	Add width of shoulder X.
1-1-97	New BLR Standard.

MAILBOX TURNOUT FOR LOCAL ROADS

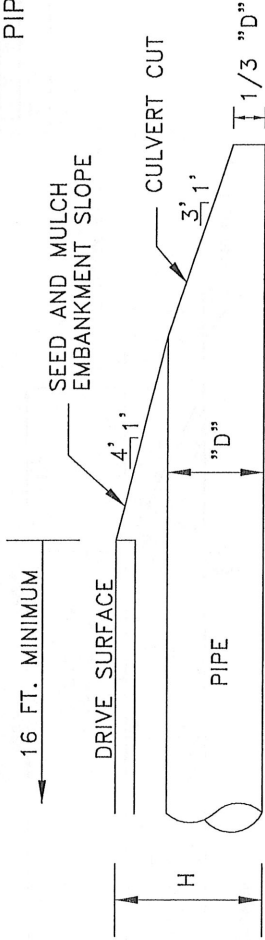
STANDARD B.L.R. 24-1

Illinois Department of Transportation
 APPROVED: *James J. Jansky, Jr.* 1999
 ENGINEER OF LOCAL ROADS AND STREETS
 APPROVED: *Bill Swartz* 1999
 ENGINEER OF DESIGN AND ENVIRONMENT
 ISSUED 1-1-97

EXAMPLE: PIPE LENGTH FOR H = 2.5FT.

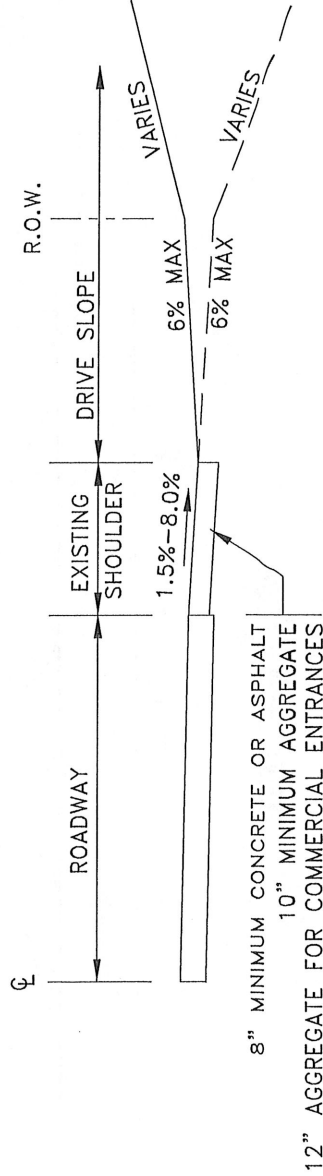
L = 16+2(4x2.5) = 36 FT. MINIMUM

NOTE: USE EMBANKMENT SLOPE 4:1 FOR PIPE LENGTH DETERMINATION



CULVERT END SECTION

(NOT TO SCALE)



DRIVEWAY SECTION

NON-CURB AND GUTTER

(NOT TO SCALE)

- COUNTY WILL ADVISE AS TO PAVEMENT WIDTH AND SHOULDER WIDTH & SLOPE.
- DRIVEWAY SURFACE TO SLOPE DOWN FROM THE PAVEMENT EDGE TO THE BACK OF THE SHOULDER LINE.
- CONCRETE ENTRANCES ADJACENT TO OIL & CHIP ROADWAYS BY SPECIAL APPROVAL ONLY

MONROE COUNTY HIGHWAY DEPARTMENT
ENTRANCE STANDARD

Passive Radon Control System for New Construction

Architectural Drawings of:

- 1) Passive radon control system**
- 2) Crawlspace radon control system**
- 3) Additional fan for active system**

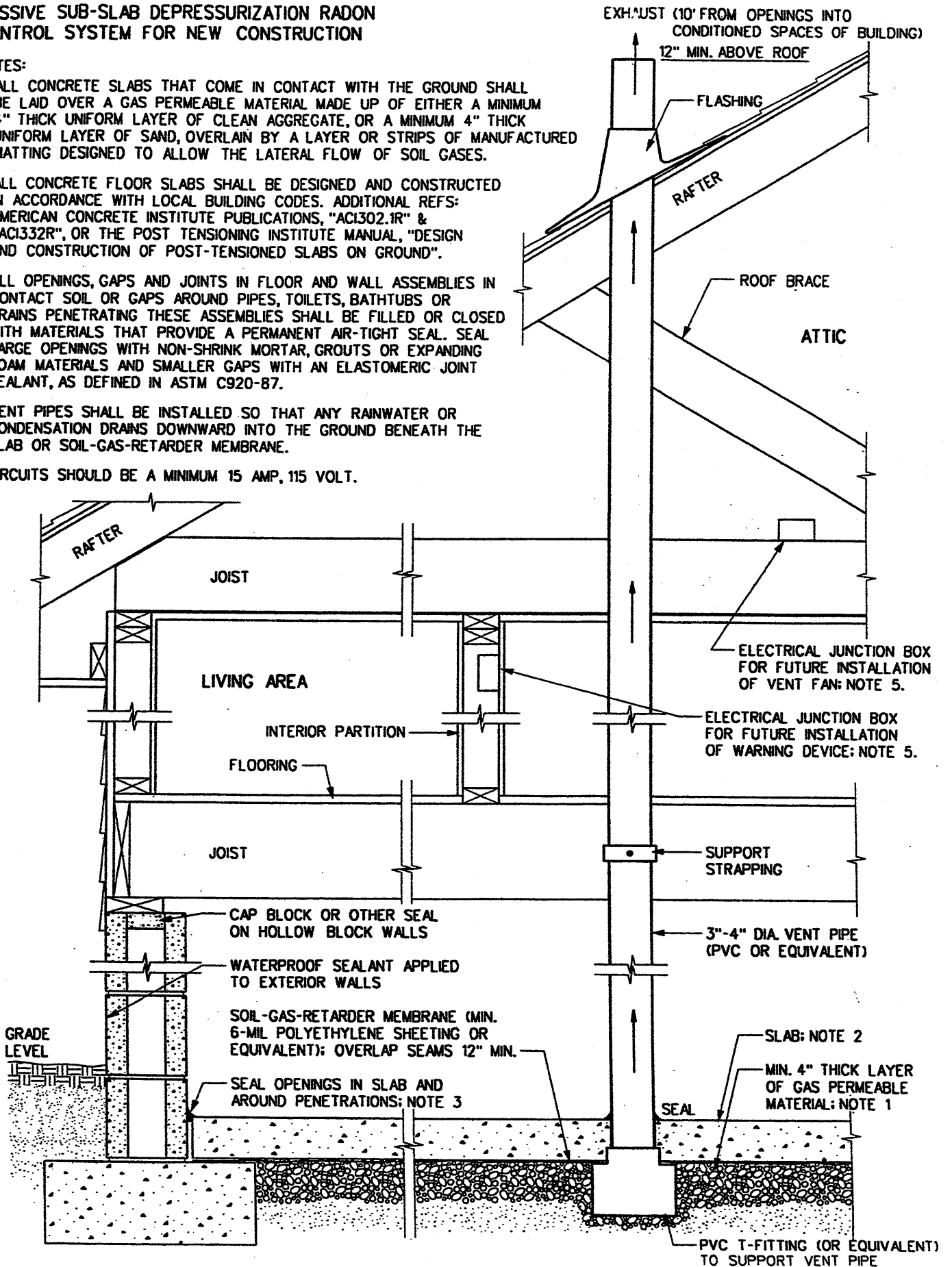
for one and two -family dwellings

**These architectural drawings are intended for use by architects, home builders, designers, radon mitigators and others interested in the installation of passive radon control systems in one and two -family dwellings. For more information on radon and radon-resistant new construction call 1-800-55RADON or see the EPA web page:
www.epa.gov/iaq**

PASSIVE SUB-SLAB DEPRESSURIZATION RADON CONTROL SYSTEM FOR NEW CONSTRUCTION

NOTES:

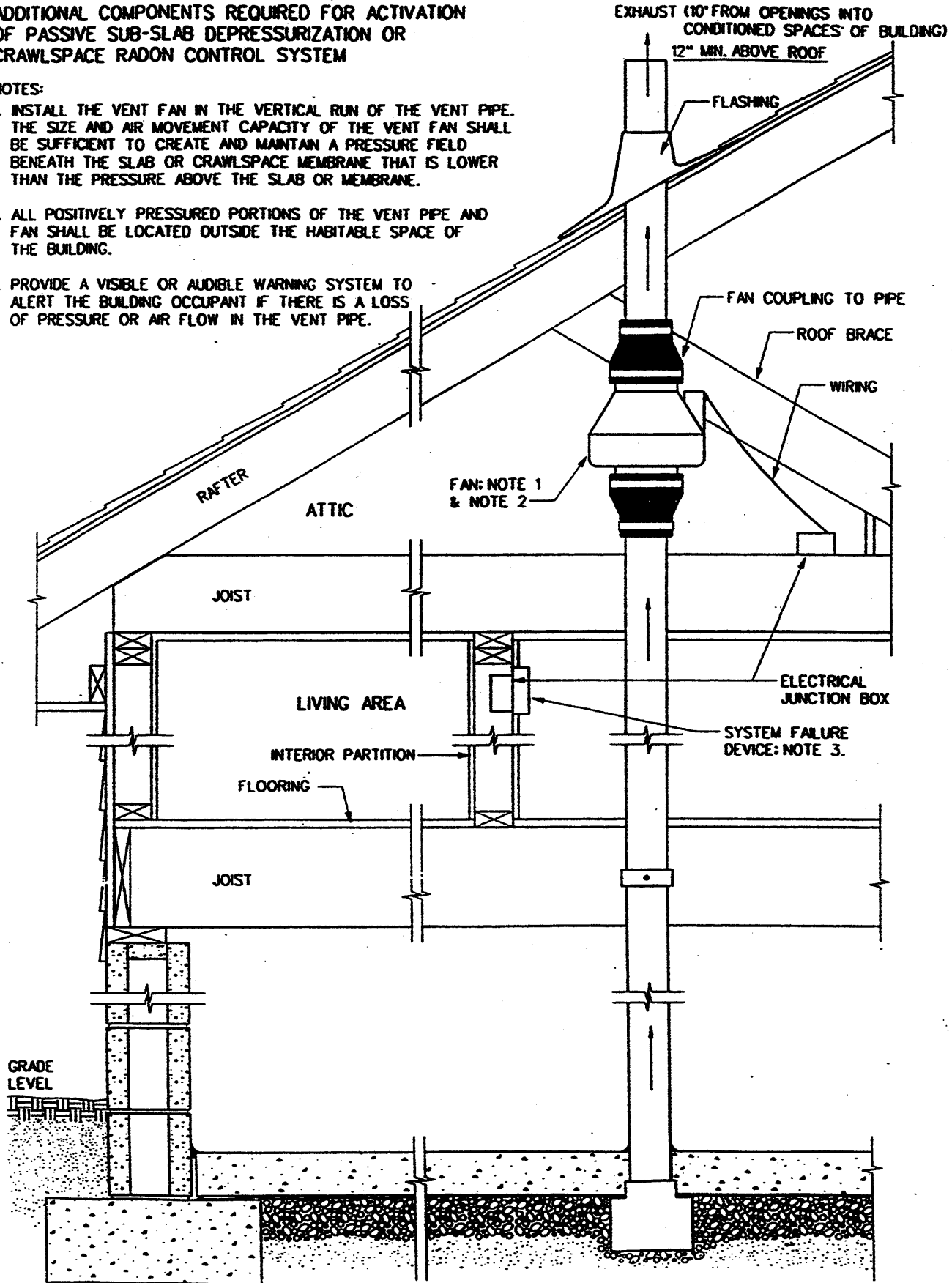
1. ALL CONCRETE SLABS THAT COME IN CONTACT WITH THE GROUND SHALL BE LAID OVER A GAS PERMEABLE MATERIAL MADE UP OF EITHER A MINIMUM 4" THICK UNIFORM LAYER OF CLEAN AGGREGATE, OR A MINIMUM 4" THICK UNIFORM LAYER OF SAND, OVERLAIN BY A LAYER OR STRIPS OF MANUFACTURED MATTING DESIGNED TO ALLOW THE LATERAL FLOW OF SOIL GASES.
2. ALL CONCRETE FLOOR SLABS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH LOCAL BUILDING CODES. ADDITIONAL REFS: AMERICAN CONCRETE INSTITUTE PUBLICATIONS, "ACI302.1R" & "ACI332R", OR THE POST TENSIONING INSTITUTE MANUAL, "DESIGN AND CONSTRUCTION OF POST-TENSIONED SLABS ON GROUND".
3. ALL OPENINGS, GAPS AND JOINTS IN FLOOR AND WALL ASSEMBLIES IN CONTACT SOIL OR GAPS AROUND PIPES, TOILETS, BATHTUBS OR DRAINS PENETRATING THESE ASSEMBLIES SHALL BE FILLED OR CLOSED WITH MATERIALS THAT PROVIDE A PERMANENT AIR-TIGHT SEAL. SEAL LARGE OPENINGS WITH NON-SHRINK MORTAR, GROUTS OR EXPANDING FOAM MATERIALS AND SMALLER GAPS WITH AN ELASTOMERIC JOINT SEALANT, AS DEFINED IN ASTM C920-87.
4. VENT PIPES SHALL BE INSTALLED SO THAT ANY RAINWATER OR CONDENSATION DRAINS DOWNWARD INTO THE GROUND BENEATH THE SLAB OR SOIL-GAS-RETARDER MEMBRANE.
5. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.



**ADDITIONAL COMPONENTS REQUIRED FOR ACTIVATION
OF PASSIVE SUB-SLAB DEPRESSURIZATION OR
CRAWLSPACE RADON CONTROL SYSTEM**

NOTES:

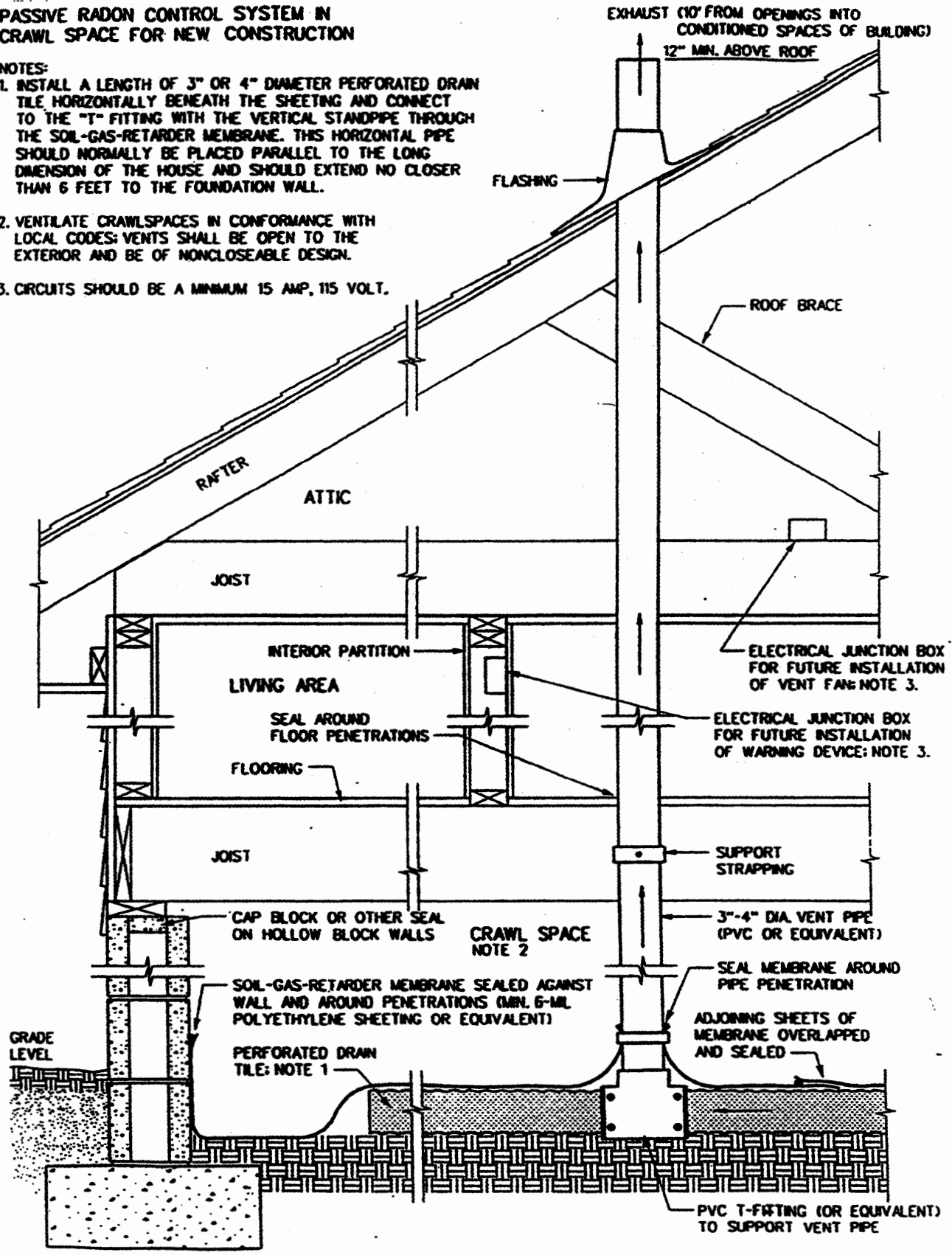
1. INSTALL THE VENT FAN IN THE VERTICAL RUN OF THE VENT PIPE. THE SIZE AND AIR MOVEMENT CAPACITY OF THE VENT FAN SHALL BE SUFFICIENT TO CREATE AND MAINTAIN A PRESSURE FIELD BENEATH THE SLAB OR CRAWLSPACE MEMBRANE THAT IS LOWER THAN THE PRESSURE ABOVE THE SLAB OR MEMBRANE.
2. ALL POSITIVELY PRESSURED PORTIONS OF THE VENT PIPE AND FAN SHALL BE LOCATED OUTSIDE THE HABITABLE SPACE OF THE BUILDING.
3. PROVIDE A VISIBLE OR AUDIBLE WARNING SYSTEM TO ALERT THE BUILDING OCCUPANT IF THERE IS A LOSS OF PRESSURE OR AIR FLOW IN THE VENT PIPE.



PASSIVE RADON CONTROL SYSTEM IN CRAWL SPACE FOR NEW CONSTRUCTION

NOTES:

1. INSTALL A LENGTH OF 3" OR 4" DIAMETER PERFORATED DRAIN TILE HORIZONTALLY BENEATH THE SHEETING AND CONNECT TO THE "T" FITTING WITH THE VERTICAL STANDPIPE THROUGH THE SOIL-GAS-RETARDER MEMBRANE. THIS HORIZONTAL PIPE SHOULD NORMALLY BE PLACED PARALLEL TO THE LONG DIMENSION OF THE HOUSE AND SHOULD EXTEND NO CLOSER THAN 6 FEET TO THE FOUNDATION WALL.
2. VENTILATE CRAWLSPACES IN CONFORMANCE WITH LOCAL CODES; VENTS SHALL BE OPEN TO THE EXTERIOR AND BE OF NONCLOSEABLE DESIGN.
3. CIRCUITS SHOULD BE A MINIMUM 15 AMP, 115 VOLT.



GRADE LEVEL

CRAWL SPACE
NOTE 2

SOIL-GAS-RETARDER MEMBRANE SEALED AGAINST WALL AND AROUND PENETRATIONS (MIN. 6-MIL POLYETHYLENE SHEETING OR EQUIVALENT)

PERFORATED DRAIN TILE: NOTE 1

PVC T-FITTING (OR EQUIVALENT) TO SUPPORT VENT PIPE

3"-4" DIA. VENT PIPE (PVC OR EQUIVALENT)

SUPPORT STRAPPING

ELECTRICAL JUNCTION BOX FOR FUTURE INSTALLATION OF WARNING DEVICE: NOTE 3.

ELECTRICAL JUNCTION BOX FOR FUTURE INSTALLATION OF VENT FAN: NOTE 3.

FLOORING

SEAL AROUND FLOOR PENETRATIONS

LIVING AREA

INTERIOR PARTITION

JOIST

ATTIC

RAFTER

FLASHING

ROOF BRACE

EXHAUST (10' FROM OPENINGS INTO CONDITIONED SPACES OF BUILDING)
12" MIN. ABOVE ROOF