

MONROE COUNTY ZONING OFFICE

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

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 please 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

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

Address: _____

Email: _____ Phone: _____

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 _____

CONTRACTORS

1. _____

Email: _____ Phone: _____

2. _____

Email: _____ Phone: _____

ROOFING CONTRACTOR: _____

PLUMBING CONTRACTOR: _____

ELECTRICIAN*: _____

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

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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

NOTE: If structure was built without a permit being obtained, the fee for permit will be \$6.00 per \$1,000 of value plus all applicable inspection fees.

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. I am aware that there might be a sight, smell, or sound of agriculture business in agriculture zoned districts. (§40-2-7)

Applicant _____ Date: _____, 20__

Owner(s) _____ Date: _____, 20__
(If Other Than Applicant)

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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