

VILLAGE OF PECATONICA
BUILDING AND/OR INSPECTION AND/OR DEMOLITION PERMIT INSTRUCTIONS

Persons doing construction or demolition without a permit will be charged double the fee and/or cited for violation of Village Ordinances.

1. Obtain Permit Applications from the Village Hall.
2. All forms must be accompanied by one 8 ½" by 11" readable sketch of the lot (plan view) that includes buildings (both present and proposed), dimensions and distances from the lot lines. Be sure to indicate if it is a single story, two- story or tri-level. Calculate the square footage and enter it on the form where indicated.
3. Stake out the proposed location of the structure.
4. If the site is in the **Floodplain**, then an "**as built**" and/or "**no rise analysis**" certificates must be submitted with the application.
5. Return the Application to the Village Hall and the Building Enforcement Officer will be sent out to check the setbacks from the property line.
6. Note: Commercial and Industrial construction permits must be approved by the Full Village Board.
7. After the Building Enforcement Officer has approved the setbacks then your application will be given to the Inspection Officer.
8. The Inspection Officer will review your permit and set the applicable fees.
9. You will be called when the Permit is ready to be picked up and you will then pay the necessary fees to the Village of Pecatonica.
10. Dig the footings and then call the Inspection Officer at 979-6010 to set up a schedule for the necessary inspections applicable to your construction project.
11. Improvements must commence within 6 months and be completed within 2 years or the permit expires, (Demolitions must be completed in 30 days.) An extension can be obtained by permission and an additional fee.
12. Demolitions must be performed by a person holding a valid Village of Pecatonica Demolition License unless exempt according to Article Four, Chapter Seven, Section Seven of the Municipal Code Book.
13. A building permit is not required for re-roofing, siding, concrete or brick patios (excluding fireplaces and permanent grill/barbecue areas), awnings, fencing, and children's swing and play sets.
14. Required Permits shall include but not be limited to: remodeling, repairing, construction of dwellings, garages, sheds, in-ground and above-ground swimming pools, decks, etc.
15. The Basic Permit Fee is \$30.00 per 100 square feet plus the required inspection fees. (Based on "outside dimensions" rounded to the nearest 100 square feet.)
16. The Demolition Permit Fee is a flat fee of \$30.00.

VILLAGE OF PECATONICA

P.O. BOX 730
PECATONICA, IL 61063
Phone: 815-239-2310
Fax: 815-239-1060
Building Inspector: Dave Carlson 815-979-6010

Office Use Only
Permit # _____
Permit Fee: _____
Zoning District: _____
911 Address: _____

BUILDING, INSPECTION OR DEMOLITION PERMIT APPLICATION

Application is hereby made for a building and/or inspection and/or demolition permit involving premises described under item 6.

1. Date of Application _____
2. Applicant: _____ Telephone: _____
3. Applicant's Mailing Address: _____
4. Applicant's Interest in Property: _____
5. Owner of Record: _____
6. Location of Property: _____
7. Property Tax Number from Tax Bill: _____
8. Is property located in the flood plain: Yes No (if yes see instructions #4)
9. Proposed Use: _____
10. TYPE OF PROJECT:

<input type="checkbox"/> New Structure	<input type="checkbox"/> Addition/Alteration
<input type="checkbox"/> Repair/Replacement	<input type="checkbox"/> Remodeling/Repairing
<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Demolition
<input type="checkbox"/> Moving (relocation)	<input type="checkbox"/> Placing a pre-built structure on property

(If this is a new structure please give Lot # _____ Subdivision Name: _____)

11. Estimated Value when Completed: _____
12. Set Backs (measured in feet): Front _____ Back _____ Side _____ Side _____
13. Give total number of square feet in overall area of each floor and basement including breezeways, garages, porches, decks, etc.

Basement: _____ sq. ft. Garage: _____ sq. ft.

1st Floor: _____ sq. ft. Deck: _____ sq. ft.

2nd Floor: _____ sq. ft. Other: _____ sq. ft.

Total Square footage: _____ (round to the nearest 100 sq. ft.)

14. Contractors:

Electrical Contractor: _____ Telephone: _____

Plumbing Contractor: _____ Telephone: _____

Heating Contractor: _____ Telephone: _____

Concrete Contractor: _____ Telephone: _____

15. Water and/or Sewer: Fill out separate permit form.

16. Special Notes:

A drawing and/or blueprints must be turned in with the application. All measurements of the property, dimensions of existing and proposed structures and distances from all structures to property lines must be on the diagram.

All contractors must comply with the following:

1. Before beginning construction the site must be staked out and the Building Enforcement Officer notified so it can be checked for accuracy.
2. Burning is not allowed on the premises, a dumpster must be provided at each site as well as a port-a-pot.
3. All mud must be cleaned off the streets daily by the contractor.
4. The construction site must be kept neat and paper items contained.

CONSTRUCTION WILL STOP IF THE ABOVE ITEMS HAVE BEEN VIOLATED.

The applicant's signature below indicates the information contained in this application and on any accompanying documents is true and correct to the best of their knowledge.

In consideration of this application and attached forms being made a part thereof, and the issuance of a permit, I state that all work will be performed in accordance with all existing State Laws, Village of Pecatonica Ordinances, Specification Manual and the Subdivision Ordinance (if Applicable).

The applicant states that he/she is the owner or authorized agent for which the foregoing work is proposed to be done.

In addition, if a permit for work described in this application is issued, I certify that the code official or the code officials authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce a provision of the code(s) applicable to such permit.

I have read and understand all documents and requirements and agree to comply with same.

Applicant's Signature: _____ Date: _____

Cost of the Building Permit (\$30.00 per 100 sq. feet) \$ _____

Cost of the Inspection Fee (from fee schedule) \$ _____

Total Amount Due: \$ _____

Rear Yard Set Back _____ feet



Side Yard Set
Back _____ feet

Side Yard Set
Back _____ feet

Front Yard Set Back _____ feet

Address: _____