

BUILDING PERMIT APPLICATION

**Village of Rochester
#1 Community Drive
Rochester, IL 62563**

<u>For Office Use Only</u>
Date: _____
Street Address: _____
Permit No. _____
Zoning _____

Owner(s) Name(s) _____

Address _____ City _____ Zip _____

Phone _____ Fax _____ E-Mail _____

Mail permit to:

Applicant(s) Name(s) _____

Address _____ City _____ Zip _____

Phone _____ Fax _____ E-Mail _____

What is interest of applicant? ___ Owner ___ Contractor ___ Other _____

INSTRUCTIONS TO APPLICANTS

All information requested must be completed on this application. If you have questions please call 498-7192, extension 336

Application is hereby made for a BUILDING PERMIT AND ZONING CERTIFICATE PERMIT and a CERTIFICATE OF OCCUPANCY AS REQUIRED under the Building Code and/or Zoning Ordinance of the Village of Rochester for the erection, moving, or alteration, and use of buildings and premises. In making this application, the applicant represents all the following statements and any attached maps and drawings as a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representations or conditions.

RESPONBILITIES OF APPLICANTS

1. Applications for a Zoning Certificate must include submittal of a dimensioned plot plan showing area and dimensions of plot and showing location, size, and outline of existing and proposed structures. In addition, the plot plan should show a North arrow, identify fronting streets, and specify distances between the proposed structures and property lines. The plot plan shall identify all utility and drainage easements and include a drainage plan for the property.

For reference, the plot plan submitted should also include the existing utility structures that are adjacent to or on the plot. Examples of utility structures include but are not limited to sanitary and storm manholes, water valves, water meter pits, fire hydrants, natural gas valves, cable television pedestals, telephone pedestals, street lights and electrical transformers. The utility structures should be dimensioned as they relate to the property corners.

2. From the date of issuance of this building permit, the lot owner and his representative(s) shall be responsible for repairing any damage caused by his work to the public infrastructure that lies on or fronts his lot. The public infrastructure includes, but is not limited to the sanitary sewer system, storm water conveyance system, potable water distribution system, streetlights, curb and gutter, boulevard, sidewalk and other underground infrastructure.
3. From the date of issuance of this building permit, the lot owner and his representative(s) shall be responsible for constructing control measures that control runoff from the lot to such an extent possible that sediment is retained on-site. Temporary on-site control measures required shall be constructed and functional prior to initiating clearing, grading, and stripping, excavating or fill activities on the site. Disturbed areas shall be stabilized with permanent measures within seven (7) calendar days following the site grading. Appropriate permanent stabilization measures shall include seeding, mulching and sodding, with non-vegetative measures as a last resort.

INITIALS _____ DATE _____

4. No Certificate of Occupancy for the use of a premises for which a zoning or building permit has been issued shall be issued until construction has been completed, a final inspection made and the premises certified to be in compliance with the plans and specifications for which the zoning certificate or building permit was issued. No Certificate of Occupancy shall be issued to any applicant so long as that applicant is indebted to the Village of Rochester for any prior fees of any type.

INITIALS _____ DATE _____

5. It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, Building Code, or by other ordinances, codes, or regulations of the Village of Rochester.
6. The applicant agrees to notify the Building Inspector at the stages of construction stated on the permit (or agreed to with the inspector), if granted.
8. It is further understood that unless a substantial start on construction is made within ninety (90) days, and unless construction is completed within one (1) year from the date of issuance of this permit, this permit shall become null and void.

Violations of these requirements may result in a “stop work order” or citation being issued.

1. LOCATION OF PROPOSED CONSTRUCTION

Address of proposed construction _____

Give the legal description of property (description by township, plat, lot number, block number, and name of subdivision).

2. YARD INFORMATION

Is it a Corner Lot (Yes No) or an Interior Lot (Yes No)

Front Yard Setback _____ ft. Side Yard Setback(s) _____ ft. _____ ft.

*Side Street Yard Setback for Corner Lot _____ ft. Rear Yard Setback _____ ft.

*A corner lot has a front yard, a side street yard on the other street side, a side yard on the interior lot line side, and a rear yard. An interior lot has a front yard, two side yards, and a rear yard.

Construction is located in _____ Zoning District.

3. PROPOSED CONSTRUCTION

A () New Building; B () Alterations or additions to existing buildings; C () Other

4. USE OF EXISTING AND PROPOSED STRUCTURES (Circle selection)

Existing Use: Commercial Industrial Residential Agricultural Other

Proposed Use: Commercial Industrial Residential Agricultural Other

Details of Proposed Use and Construction: (Circle Selection Number).

<u>Ownership</u>	<u>Tenure</u>	<u>Type of Use</u>	
		Residential	Non-Residential
1. Private	1. Owner Occupied	1. One Family	5. Retail/commercial
2. Public	2. To Be Rented	2. Two Family	6. Office/Professional
(Fed., State, Local)	3. To Be Sold	3. Multi-Family	7. Church, School
		4. Other (Specify) _____	8. Hospital, Nursing Home
			9. Industrial: Warehousing/Manufacturing
			10. Other (Specify)

Cost of Construction \$ _____

5. PLANS AND SPECIFICATIONS

A. *Plans.* A plat drawn to scale* is attached and shows the following:

1. Actual shape and size of lot or property.
2. Location, ground area dimensions, and identification of use of all (existing and proposed) buildings, structures, driveways, parking areas, etc.
3. Dimensions of front, side and rear yards.
4. Visible existing infrastructure.

* A free hand dimensional sketch may be sufficient in some cases (see 10-12-2 paragraph 3 of the Rochester Zoning Ordinance).

B. *Specifications.* For each building, structure, or use (existing and proposed) identified on the plat, give the following information as applicable.

<p><u>Type of Frame</u></p> <ol style="list-style-type: none"> 1. Masonry 2. Structural Steel 3. Wood 4. Reinforced Concrete 5. Other _____ 	<p><u>Type of Heating Fuel</u></p> <ol style="list-style-type: none"> 1. Gas 2. Electricity 3. Other _____ (Specify) 	<p><u>Total Square Footage</u> _____</p> <p>Number of Stories _____ (Not incl. basement)</p> <p>Building Size: Width _____ Length _____ Building Height _____</p>
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<p><u>Basement</u></p> <ol style="list-style-type: none"> 1. Yes 2. No 	<p><u>Type of Sewage Disposal</u></p> <ol style="list-style-type: none"> 1. Public Sewer 2. Private System Permit # _____ 	<p>For Residential Buildings, No. of Bedrooms _____ No. of Bathrooms _____</p>
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<p><u>Patio/Deck</u></p> <ol style="list-style-type: none"> 1. Yes 2. No <p>Size _____ x _____</p>	<p><u>Type of Water Supply</u></p> <ol style="list-style-type: none"> 1. Public 2. Private Permit # _____ 	<p>Number of Off-Street Parking Spaces Enclosed ___ Outdoors ___</p>
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<p><u>Exterior Walls</u></p> <ol style="list-style-type: none"> 1. Brick Veneer 2. Stone Veneer 3. Wood Siding 4. Vinyl Siding 	<ol style="list-style-type: none"> 6. Concrete Block 7. Stucco 8. Metal 9. Other _____ 	<p><u>Shape of Roof</u></p> <ol style="list-style-type: none"> 1. Gable 2. Hip 3. Flat 	<p><u>Kind of Roof</u></p> <ol style="list-style-type: none"> 1. Asphalt Shingles 2. Wood Shingles 3. Metal 4. Built-up
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Roofing Contractor: _____ **License #:** _____

Area of Lot _____ % of Building to Lot Size _____
 Length of Lot across front yard _____
 Length of Lot across side yard _____
 Length of Lot across rear yard _____

C. *Survey.* A survey is attached: _____ (yes or no)

Remarks: _____

Contractors: (Name, Address, Telephone, License Number, Bond Amount)

General Contractor _____

Plumbing Contractor _____

License # _____

Electrical Contractor _____

Heating/AC Contractor _____

Concrete Contractor _____

Excavating Contractor _____

Remarks:

It is understood and agreed by this applicant that any error, misstatement, or misrepresentation of material fact, or expression of material fact, either with or without intention on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any material alteration or change in the accompanying plans, specifications, or structure made subsequent to the issuance of a permit in accordance with this application, without the approval of the Building inspector, shall constitute sufficient grounds for the revocation of such permit.

I acknowledge that I have read and agree to the above responsibilities and instructions.

Signature of Applicant or Owner

Date

Approval:

Zoning Administrator

Date

Village President

Date

Village Manager

Date

Remarks: _____

**APPLICATION FOR PERMISSION TO CONNECT A PROPERTY SEWER
TO THE VILLAGE OF ROCHESTER SEWAGE DISPOSAL SYSTEM**

The undersigned (hereinafter called Applicant) hereby requests of the Village of Rochester (hereinafter called Village) to connect the property sewer **located at:** _____ to the Village sewage disposal system, subject to the rules and regulations as set forth in Chapter IX of the revised ordinances of the Village. Applicant agrees to furnish such information as is required by the Village Superintendent of Public Works before work is started, and to make such installation only after receiving authority to make such installation and connection from the Village Superintendent of Public Works.

Applicant further agrees that the entire cost of making this connection, including street repairs necessary to return street to original condition, will be paid by applicant.

Furthermore, with this request, the Applicant acknowledges responsibility to obtain the Springfield Metro Sanitary District's authorization for the requested work and agrees that no installation or connection shall be initiated until the Springfield Metro Sanitary District has approved and permitted such work.

Signature _____

Address _____

Application permit fee of \$50.00 received: _____
(date)

**APPLICATION FOR PERMISSION TO CONNECT A PROPERTY
TO THE VILLAGE OF ROCHESTER WATER SYSTEM**

The undersigned (hereinafter called Applicant) hereby requests of the Village of Rochester (hereinafter called Village) to connect the property water meter **located at:**

_____ to the Village water system, subject to the rules and regulations as set forth in Chapter VIII of the revised ordinances of the Village of Rochester.

Applicant agrees to furnish such information as is required by the Village Superintendent of Public Works before work is started, and to make such installation only after receiving authority to make such installation and connection from the Village Superintendent of Public Works.

Applicant agrees to notify the Village Superintendent of Public Works seventy-two (72) hours before the time of such installation and connection to enable time to set the meter, etc.

Applicant further agrees that the entire cost of making this connection, including street repairs necessary to return street to original condition, will be paid by Applicant. If there are any additional costs incurred by the Village in the installation of a particular service, the Applicant agrees to make necessary reimbursement to the Village for these costs as set forth in Chapter VIII of the revised ordinances of the Village.

In areas where the meter pits have been installed by the developer, and the Applicant chooses to locate the driveway over the meter pit, the Applicant agrees that he will pay the additional cost to have the meter pit relocated. No meter pits will be allowed in driveways because of future maintenance concerns.

Application to connect to the water system:	\$400.00
Village installation of meter and setting of water pit:	<u>\$550.00</u>
(This is divided in two parts, the installation of the meter (\$200.00) and the setting of the pit and all related work (\$350.00)).	\$950.00

OR

Application to connect to the water system (5/8" meter):	\$400.00
Village installation of water meter only:	<u>\$200.00</u>
	\$600.00

Applicant Signature _____

Connection/installation fees received: \$ _____

RESIDENTIAL PERMIT FEES

Building Permit, New Building	50.00
Building Permit, Addition to or remodeling of existing building	30.00
Structural Permit, New Building	50.00
Structural Permit, Addition	30.00
Mechanical Permit, New Building	50.00
Mechanical Permit, Addition	30.00
Electrical Permit, New Building	50.00
Electrical Permit, Addition	30.00
Plumbing Permit, New Building	50.00
Plumbing Permit, Addition	30.00

RESIDENTIAL INSPECTION FEES (One & Two dwelling Units)

1. Plan Review	25.00
2. Footing & Foundation Inspection	25.00
3. Framing Inspection	25.00
4. Structural Final	25.00
5. Mechanical Rough-In	25.00
6. Mechanical Final	25.00
7. Electrical Rough-In	25.00
8. Electrical Final	25.00
9. Plumbing Rough-In	25.00
10. Plumbing Final	25.00

A normal building permit for a new house will cost \$500.00 with inspections.

A building permit/zoning certificate for an addition will depend on what the addition is & its use.

****IF THE BUILDING INSPECTOR MUST MAKE A SECOND TRIP FOR ANY INSPECTION OR STAKEOUT, AN ADDITIONAL FEE WILL BE CHARGED. MAKE SURE YOU ARE READY TO BE INSPECTED WHEN YOU APPLY FOR YOUR PERMIT OR CALL.**

Variance Fee	75.00
Street Opening Permit (Set by Village Engineer)	
Residential Sewer Permit Fee	50.00
(Additional sewer fee paid directly to SMSD: \$400.00)	
Public Health & Safety Fee	600.00
Customer Deposit Fee (\$100.00 Residential)	100.00
Water Connection Fee (5/8" meter)	400.00
Water Meter Installation Fee (including cost of 5/8" meter)	200.00
Water Pit Installation Fee (Waived if developer installs meter pit.)	350.00
Zoning Certificate/Permit Fee	30.00
Total fees: (water pit installed by developer)	<u>\$1,880.00</u>
Total fees: (including water pit installation)	<u>\$2,230.00</u>

Total fees for this application are: \$_____

INSTRUCTIONS FOR BUILDING PERMIT

1. Allow three (3) business days for the zoning inspection.
2. Normally, approved applications will be processed and mailed within seven (7) business days following the zoning inspection.
3. Place the permit in a conspicuous place on the property.
4. The inspections indicated on the face of the permit are required as a condition of the permit.
5. Call the building inspector when ready for inspections. Village ordinance allows the inspector three (3) business days after notification to complete the inspection.

For all building and zoning inspections call:

498-7192 extension 336

6. Changes in plans or specifications from the original application shall not be made without the written approval of the enforcing officer.

NOTIFY THE BUILDING INSPECTOR EARLY.

THE VILLAGE OFFICE WILL NOT MAKE APPOINTMENTS FOR THE BUILDING INSPECTOR NOR WILL THEY RELAY MESSAGES.