



# Village of Rochester

Incorporated in 1869

## General Information for Residential Building Permit

- As of February 2020, the Village now uses the 2006 IRC/IRC
- All information requested on the application must be completed on the application. Incomplete or illegible applications could experience delays in processing. If requested information does not apply, please draw a line through it, or write N/A.
- The Village does **require** a drawing showing measurements and landmarks for proper pre-inspection of setbacks.
- Any change in plans or specifications from the original application shall not be made without written consent of the Code Officer.
- Plan accordingly. If you have a question, contact the Code Officer before purchasing supplies or scheduling contractors for your project to avoid possible delays.
- Building Application Permits require a minimum of 5 business days for approval.
- Place the permit placard in a conspicuous place on the property, for example, a window facing the street.
- **Call the Code Officer when ready for inspections at the appropriate times. Village Ordinance allows the Officer three (3) business days after notification to complete the inspection. Covering or concealing any work requiring inspection with permanent construction (concrete, sheetrock, paneling, brick, siding, etc) will not relieve the Owner/Contractor from securing required inspections. You may be required to remove construction to allow for inspection.**
- Proper fees are to be submitted before a permit will be issued. You can call to find out which fees your project might be subject to, or submit the application and the Village will calculate the fees, which can then be paid when permit placard is picked up.
- The village does not survey your property for property pins. Please be aware of your property lines.

***If you have questions please contact the Code Officer at:  
217.498.7192, extension 336 or [codeofficer@rochesteril.org](mailto:codeofficer@rochesteril.org)***

## RESPONSIBILITIES OF APPLICANTS

- Applications for a Building Permit 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.
- 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.
- 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 placement of sod, with non-vegetative measures as a last resort.
- 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.
- 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.
- The applicant agrees to notify the Code Officer at the stages of construction stated on the permit (or agreed to with the inspector), if granted.
- 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.

**Failure to follow any of these requirements may result in delay in processing of application, a “Stop Work Order”, or a citation being issued.**

***If you have questions please contact the Code Officer at:  
217.498.7192, extension 336 or [codeofficer@rochesteril.org](mailto:codeofficer@rochesteril.org)***

*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.*

**For Office Use Only**

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Please fill out the application as thoroughly as possible. Incomplete or illegible applications could experience delays in processing.**

**Property Information:**

Address: \_\_\_\_\_

Corner Lot: Yes / No      Tax ID Number: \_\_\_\_\_

**Applicant Information:**

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner / Contractor / Other (please explain) \_\_\_\_\_

Scope of work summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Approval Signatures

\_\_\_\_\_  
Code Enforcement Officer      Date

\_\_\_\_\_  
Village Manager      Date

\_\_\_\_\_  
Village President      Date

**Setback Information:**

Zone	RS	R1	R2	R3	R4	R5
Front	30ft	25ft	25ft	25ft	25ft	25ft
Rear	15ft	10ft	20ft	20ft	20ft	20ft
Interior	8ft	8ft	8ft	8ft	8ft	8ft
Corner Interior Side	8ft	8ft	8ft	8ft	8ft	8ft
Corner Street Side	30ft	25ft	25ft	25ft	25ft	25ft

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

**Ownership**

- 1. Private
- 2. Corporate
- 3. Public (government)

**Tenure**

- 1. Owner Occupied
- 2. To Be Rented
- 3. To Be Sold

**Type of Use**

- 1. One Family
- 2. Two Family
- 3. Multi-Family
- 4. Garage/Shed/Carport
- 5. Other (Specify) \_\_\_\_\_

Estimated cost of Construction \$ \_\_\_\_\_

**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.

Lot Size: Front \_\_\_\_\_ Back: \_\_\_\_\_

Side 1: \_\_\_\_\_ Side 2: \_\_\_\_\_

Property Square Footage: \_\_\_\_\_

Total Square Footage of existing structures on Property: \_\_\_\_\_

Square foot of additional construction: \_\_\_\_\_

Percentage Land Used: \_\_\_\_\_ Is Property on a floodplain: Y/N

Survey Attached: Y/N

Foundation: Basement / Crawlspace / Slab

Number of Stories: \_\_\_\_\_

Building size: Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Frame Type: Masonry / Structural Steel / Wood / Reinforced Concrete

Other (specify) \_\_\_\_\_

Exterior Type: Brick Veneer / Stone Veneer/Wood Siding/Vinyl Siding

Concrete Block/Stucco/Metal

Other: \_\_\_\_\_

Patio/Deck: Y/N

Roof Type: Gable/Hip/Flat

Roof Materials: Shingles (Asphalt-Wood)/Metal/Other \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Heating Type: Gas / Electric / Other \_\_\_\_\_

Number of off street parking spaces: Enclosed \_\_\_\_\_ Outdoor \_\_\_\_\_

Your Project may be subject to various inspections. Please make sure you plan for the Inspector to have at least 3 days notice of a needed inspection. Please see Fee Schedule for inspection fees.

These include, but are not limited to:

- Structural – rough and final
- Electrical – rough and final
- Mechanical – rough and final

**Plumbing inspection is done by the State Plumbing Inspector Ray Hall, available at 618.772.3203 to schedule plumbing inspections.**

## **Village of Rochester Water and Sewer Connections please use appropriate forms.**

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

General Contractor: \_\_\_\_\_

Roofing Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ License Number: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Heating/AC Contractor: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_

Excavating Contractor: \_\_\_\_\_

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