

BUILDING PERMIT

§ 157.555 GENERAL REQUIREMENT.

No building or structure shall be constructed, erected, enlarged, structurally altered, extended, converted, or relocated unless a building permit has first been issued by the Community Development Administrator.

(Prior Code, 7 TCC 1-31(a)) Penalty, see § 157.999

§ 157.556 BASIS FOR ISSUANCE.

- (A) A building permit shall only be issued after the Community Development Administrator determines that the proposed development is in compliance with all requirements of this chapter and all other applicable regulations of the county, including, but not limited to, the Environmental Barriers Act (410 ILCS 15/1 et seq., now in effect or as hereinafter amended), the building and property maintenance code, subdivision, erosion control, and floodplain regulations.
- (B) In addition, a building permit shall only be issued for § 157.557(A), (B), (D), (E), (G), and (I) after the Community Development Administrator determines that the parcel of land involved was divided in compliance with the state's Plat Act, 765 ILCS 205/0.01 et seq., now in effect or as hereafter amended.

(Prior Code, 7 TCC 1-31(b))

§ 157.557 WHEN PERMIT REQUIRED.

A building permit shall be obtained from the Community Development Administrator by the owner, lessee, or other person having the right to possession, or his or her authorized agent, of any property or structure before commencing:

- (A) The construction, erection, or development of any building or structure, either by itself or in addition to another use, including buildings or structures to be used for agricultural purposes;
- (B) To move or relocate any building or structure or part thereof;
- (C) The expansion, change, or re-establishment of any non-conforming use, including the change from one use to another;
- (D) The construction of a swimming pool;
- (E) The reconstruction or structural alteration of any building or structure or part thereof;
- (F) The demolition of any building or structure, including buildings or structures to be used for agricultural purposes;
- (G) The alteration of the interior of any residential, institutional, commercial, industrial, or multi-family structure;
- (H) The interior alteration of any structure located in the floodplain;
- (I) The construction of a fence, other than ornamental (as defined in § 157.049) or agricultural fences;
- (J) Installation of new electrical service or equipment and repairs to or replacement of existing electrical systems;
- (K) Installation or alteration of any heating, ventilation, air conditioning, or other mechanical system; and/or
- (L) Installation or alteration of any plumbing system.

(Prior Code, 7 TCC 1-31(c))

§ 157.558 EXEMPTIONS.

No building permit shall be required for the following:

- (A) Routine maintenance or repair of buildings, structures, or equipment such as siding, veneering, repainting, or re-roofing;

- (B) The construction of a portable swimming pool if the capacity of such pool is under 24 inches in depth or has a surface area less than 125 square feet;
- (C) Any accessory structure that is less than 25 square feet. All such structures are required to meet the setback requirements for the district in which they are located, unless otherwise exempted by these regulations;
- (D) Fences used for agricultural purposes and operations; and
- (E) Ornamental fencing consisting of decorative posts, lattices, arbors, or trellises.

(Prior Code, 7 TCC 1-31(d))

§ 157.559 APPLICATION FOR BUILDING PERMIT.

- (A) An application for a building permit shall be filed in the office of the Community Development Administrator on forms prescribed by the Community Development Administrator, along with the fees for building permits, plan review, and inspections as prescribed in § 154.011, and other pertinent information.
- (B) Such application shall contain and be accompanied with the following:
 - (1) The name and address of the owner, the name and address of the applicant, and the name and address of the contractor if known;
 - (2) Property identification number and legal description of the property;
 - (3) The estimated cost;
 - (4) A description of the uses to be established or expanded;
 - (5) A site plan drawn to scale containing the following:
 - (a) Actual dimensions of the lot to be built upon;
 - (b) Size, shape, and location of the use to be established or the structure to be constructed;
 - (c) Size, shape, and location of all existing buildings and uses on the lot;
 - (d) Auto parking area; and
 - (e) Lot area to be used.
 - (6) An approved ingress and egress permit shall be obtained from the appropriate state, county, or township responsible for road jurisdiction when any such structure or use requires installation of a new ingress and egress;
 - (7) Water supply and sewage disposal facilities, including a true and correct copy of any permit required by the county's or state's Health Department approving such facilities;
 - (8) For all proposed commercial, industrial, and multi-family projects with three or more units, and institutional projects, three full sets of architecturally sealed building plans and specifications shall be submitted and approved by the Community Development Administrator prior to issuance of a building permit. One set of digital building plans and specifications may be required upon the Community Development Administrator's request;
 - (9) All plans for proposed commercial, industrial, multi-family, and institutional projects shall be submitted to, and approved in writing by, the appropriate fire protection district prior to issuance of a building permit in all fire protection districts that have adopted a fire protection code and that have advised the Community Development Administrator that a plan review is required;
 - (10) All plans for commercial, industrial, multi-family, and institutional projects shall also show:
 - (a) Ingress and egress;
 - (b) Off-street loading;

- (c) Exterior lighting; and
 - (d) Location of signage.
- (11) If the permit is for a single-family or two-family dwelling, additions to dwellings, or a residential accessory dwelling, three full sets of building plans and specifications with square footage listed.

(Prior Code, 7 TCC 1-31(e))

§ 157.560 ISSUANCE OF A BUILDING PERMIT.

A building permit shall be issued when the Community Development Administrator determines that an application for a building or structure conforms to the applicable regulations and standards of the chapter, and all required permits and approvals have been obtained, and all relevant fees have been paid.

(Prior Code, 7 TCC 1-31(f))

§ 157.561 DENIAL OF A BUILDING PERMIT.

The Community Development Administrator shall deny the application for a building or structure if the proposed construction or use does not meet the applicable provisions by this chapter.

(Prior Code, 7 TCC 1-31(g))

§ 157.562 FEES.

The applicant shall pay all costs associated with the application for a building permit pursuant to § 154.011 for all residential, commercial, industrial, institutional, and multi-family projects as defined therein. The fee shall be paid to the Community Development Department at the time of filing the application.

(Prior Code, 7 TCC 1-31(h))

§ 157.563 CONSPICUOUS POSTING.

The building permit posting card issued by the Community Development Administrator shall be conspicuously posted by the applicant on the property for which it was obtained in the manner prescribed by the Community Development Administrator. The building permit posting card shall remain posted until such time as a permanent certificate of occupancy pursuant to §§ 157.585 through 157.589 has been issued by the Community Development Administrator.

(Prior Code, 7 TCC 1-31(i))

§ 157.564 CHANGES TO APPROVED PERMITS.

- (A) After a building permit has been issued, no changes or deviations from the terms of the permit or the application and accompanying plans, specifications, and site plan shall be made without specific written approval of such changes or deviations by the Community Development Administrator.
- (B) An amendment to a building permit which requires payment of an additional fee, either because of an increase in the size of the buildings or a change in the scope of the work, shall not be approved until the applicant has paid the additional fees and the amendment has been reviewed and approved for compliance with the county's regulations.

(Prior Code, 7 TCC 1-31(j))

§ 157.565 EXPIRATION OF BUILDING PERMIT.

- (A) A building permit, with exception of a demolition permit, for which work approved by the permit has not commenced, as shown on the building permit, within 180 days after the date of issuance, shall expire and become null and void, unless an extension has been obtained in writing by the Community Development Administrator. The Community Development Administrator may grant only one extension for an additional 90-day period of time. Such extension shall be obtained by the applicant no later than ten working days following expiration.

- (B) The building permit shall immediately expire from the date of permit issuance if the work is not completed within a period of: two (2) years for a new principal structure, six (6) months for a swimming pool, and one (1) year for all other work as authorized by the building permit.
- (C)
 - (1) Building permits for the purpose of demolition of a single-family residential principal or accessory structure shall become null and void unless the work approved by the permit has commenced within 30 days after the date of issuance, as shown on the building permit, unless an extension has been obtained in writing by the Community Development Administrator.
 - (2) The Community Development Administrator may grant only one extension for an additional 30-day period of time. The permit shall immediately expire if the work is not completed within 90 days, unless an extension has been obtained in writing from the Community Development Administrator. The Administrator may only grant one extension for an additional 90-day period of time.
 - (3) No work authorized by any permit which has expired shall thereafter be performed until a new permit has been issued. The Community Development Administrator shall only grant one renewal of a demolition permit.
- (D)
 - (1) Building permits for the purpose of demolition of principal and accessory commercial, industrial, institutional, multi-family, or agricultural structures shall become null and void unless the work approved by the permit is commenced within ten days after the date of issuance, as shown on the building permit, unless an extension has been obtained in writing by the Community Development Administrator.
 - (2) The Community Development Administrator may grant only one extension for an additional ten-day period of time. The permit shall immediately expire if the work is not completed within 90 days, unless an extension has been obtained in writing from the Community Development Administrator. The Administrator may only grant one extension for an additional 90-day period of time.
 - (3) No work authorized by any permit that has expired shall thereafter be performed until a new permit has been issued. The Community Development Administrator shall only grant one renewal of a demolition permit.
- (E) Renewal of a building permit will require re-payment of the original fee.
- (F) There shall be a maximum of two permits issued for the same construction project for a single structure. Construction not completed by the expiration of the second permit shall be considered a violation of this section and the Community Development Administrator shall issue to the applicant a notice of violation and notice to appear before the County Hearing Officer.

(Prior Code, 7 TCC 1-31(k))

§ 157.566 REVOCATION OF BUILDING PERMIT.

- (A) The Community Development Administrator has the authority to revoke and require the return of any building permit in the following instances:
 - (1) Any material departure from the approved application, plans, or specifications;
 - (2) Refusal or failure to comply with the requirements of these regulations or any other applicable county regulations including, but not limited to, subdivision, erosion control, and floodplain regulations;
 - (3) False statements or misrepresentations made in securing such permit; and
 - (4) Refusal to comply with other applicable, state, county, or federal laws.
- (B) When a building permit has been determined revoked, the Community Development Administrator may notify the permit holder in writing stating the reasons for revocation.

(Prior Code, 7 TCC 1-31(l))

§ 157.567 STOP WORK ORDER.

- (A) When any building or structure is being constructed, either without a building permit or in violation of a properly issued building permit, the Community Development Administrator or his or her designee is hereby authorized to issue a stop work order on the premises where the violation is taking place.
- (B) The Community Development Administrator shall assess a fee for a stop work order as set forth in as prescribed in § 154.011.
- (1) The stop work order shall cite the violated section(s) of this chapter and shall be presented to the owner of the property, the owner's agent, or to the person doing the work.
 - (2) Compliance with the order shall be the responsibility of the owner of record, the current occupant, and the person performing the work upon the property.
 - (3) After a stop work order has been posted pursuant to this section by the Community Development Administrator or his or her duly authorized representative, it shall be unlawful for any person to remove or deface the posted stop work order. Removal of or defacement of the posted stop work order shall be punishable as a petty offense as set forth in 55 ILCS 5/5-12017.
 - (4) Any person who shall continue to work in, on or about the building or structure shall be considered as having violated this provision and shall be subject to the provisions of Article 36.

(Prior Code, 7 TCC 1-31(m)) Penalty, see § 157.999

§ 157.568 ENTRY AND INSPECTION OF LAND AND BUILDINGS.

The Community Development Administrator or their authorized representative(s) are hereby authorized in the performance of their function to enter upon any land in the unincorporated area of the county for the purpose of making inspections, examinations, or to place notices, signs, or placards to effectuate the purpose and provisions of this chapter. The above authorized persons shall be required to present credentials upon demand when entering upon any land or structure for the purpose of this section.

(Prior Code, 7 TCC 1-31(n))

§ 157.569 FEE FOR FAILURE TO OBTAIN BUILDING PERMIT PRIOR TO CONSTRUCTION.

Failure or refusal to obtain a building permit prior to the construction, erection, enlargement, alteration, extension, conversion, or relocation of any structure or use of land for which a permit is required shall result in a doubling of the fee required when application of the permit is made.

(Prior Code, 7 TCC 1-31(o))

§ 157.570 ENFORCEMENT.

Failure to obtain a permit after notification shall be deemed a violation of this chapter and punishable as provided in § 157.999(C) and (D).

(Prior Code, 7 TCC 1-31(p))