

# COUNTY OF TAZEWELL DEPARTMENT OF COMMUNITY DEVELOPMENT

11 South 4<sup>th</sup> Street, Room 400, Pekin, Illinois 61554

Phone: (309) 477-2235 Fax: (309) 477-2358 Email: [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov)

Jaclynn Workman, Community Development Administrator

## SUBMITTAL REQUIREMENTS FOR COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTI-FAMILY

*Plans are reviewed for compliance with the following codes:*

*International Building Code 2018, International Property Maintenance Code 2018, NFPA 70: National Electrical Code 2017 Edition, State of Illinois Plumbing Code Part 890 Illinois Administrative Code, International Mechanical Code 2018, International Fire Code 2018, Illinois Accessibility Code, Illinois Energy Conservation Code-most current, International Existing Building Code 2018, NFPA 100 Life Safety Code*

- Completed commercial building permit application to include a Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, septic system, well and location of driveways, parking and landscaping areas. **Allow 14 business days for approval.**
- Completed Erosion & Sediment Control Permit (if project area is between 5,000 to 21,780 square feet) or an Erosion, Sediment and Stormwater Control Permit (if project area is greater than 21,780 square feet). Shall be approved prior to issuance of building permit.
- Completed Electrical, HVAC or Plumbing permit application, where applicable, to include the following:
  - Plumbing – a copy of the plumber's state license & registration
  - Electrical – license number
- Site Plan of the lot showing the new structure, setbacks from lot lines and between buildings, septic system, well and location of driveways, parking and landscaping areas.
- Scaled construction plans. **1 - Electronic set**, architecturally sealed construction plans, scaled at 100% emailed to [zoning@tazewell-il.gov](mailto:zoning@tazewell-il.gov). **1 complete set** of architecturally sealed construction plans. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed; and show in detail that it will conform to the provisions of applicable codes, relevant law, ordinances and rules and regulations, as determined by the building official. All plans shall include all structural, mechanical (electrical, plumbing, HVAC), accessibility and fire protection systems. Applicant is responsible for knowing the current adopted building codes.
- Copies of Comcheck report or equivalent indicating compliance with the most current edition of the Illinois Energy Conservation Code.
- An approved Septic permit from the Health Department or an inspection report/or approval letter when a septic permit is not required.
- An access permit or sign off is required from the appropriate road district (IDOT for State Highways, Tazewell County Highway Dept. for County Highways or Township Road Commissioner for Township Roads).
- Complete list of subcontractors – name, address, point of contact, phone number, email, etc.
- State Roofing License, where applicable.
- Fire Department approval from local fire district, where applicable. Applicant is responsible for submitting the required information to the fire district.

**Failure to initially provide all information necessary for review WILL delay the process. Construction and/or disturbance of soil prior to a Building Permit/Erosion Permit may result in fines and a Stop Work Order. Applications are accepted and permits issued between 8:00 a.m. and 4:30 p.m. Monday through Friday.**

**CALL TO MAKE AN APPOINTMENT PRIOR TO SUBMITTAL OF PLANS AT (309) 477-2235.**

### IMPORTANT NOTES:

- \* Call J.U.L.I.E. before you dig at 1-800-893-0123
- \* Every building permit shall become invalid if work authorized by the permit has not commenced within 180 days after its issuance, unless an extension is obtained in writing from the Community Development Administrator.
- \* When work for which a permit is required is started prior to obtaining a permit, the fee specified in the fee schedule shall be DOUBLED.

# INFORMATION FOR COMMERCIAL/INDUSTRIAL/INSTITUTIONAL/MULTI-FAMILY PERMIT

PROPERTY OWNER: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_ Email: \_\_\_\_\_  
IF OWNER MARK "SELF"  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

PRIMARY PROJECT CONTACT: \_\_\_\_\_ Email: \_\_\_\_\_  
IF OTHER THAN OWNER OR CONTRACTOR  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### SITE INFORMATION

Site Parcel Number \_\_\_\_\_ Site Address \_\_\_\_\_  
\*An address MUST be applied for prior to issuance of any Permit  
 Setback from Road(s): \_\_\_\_\_ Setback from Side(s): \_\_\_\_\_ & \_\_\_\_\_  
 Setback from Rear: \_\_\_\_\_ Height - Ground to Peak: \_\_\_\_\_

### PROJECT INFORMATION

Project Description/Building Use (Be Specific) \_\_\_\_\_  
 Estimated Cost of Construction: \$ \_\_\_\_\_

STRUCTURE DIMENSIONS:		TOTAL AREA:	# OF STORIES:	TOTAL HEIGHT: (ground to peak)
Principal Structure	_____ x _____	_____ sq ft	_____	_____ ft _____ in
Accessory Structure	_____ x _____	_____ sq ft	_____	_____ ft _____ in
Diameter (i.e. grain bin): _____			Existing Structures on Property: _____	
Existing Structure Floor Area: _____ sq. ft.			New Structure Floor Area: _____ sq. ft.	
Number of Units: _____	Number of Bathrooms: _____	Max number of employees: _____		

### MECHANICAL INFORMATION (where applicable)

ELECTRICAL:   Temp Pole   Add New Wiring   Remodel   Service/Meter Replacement   HVAC   # of Amps: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

PLUMBING:   Fixtures: # Existing \_\_\_\_\_ # Being Added \_\_\_\_\_ # Total \_\_\_\_\_   Lawn Sprinklers: #of Heads \_\_\_\_\_  
(Fixtures include: toilets, interceptors, bath tubs, drinking fountains, urinals, wash basins, water heaters, washers, sinks, rough-ins, showers, and sewage ejectors.)

PLUMBING CONTRACTOR: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ State License #: \_\_\_\_\_

HVAC:   Heat:   Electric   Gas   Geothermal   Wood   Solar   None   Other   Central Air   Yes   No  
 # of Heating Units to be added: \_\_\_\_\_ # of AC Units to be added: \_\_\_\_\_ # of GEO Thermal Units to be added: \_\_\_\_\_

HVAC CONTRACTOR: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

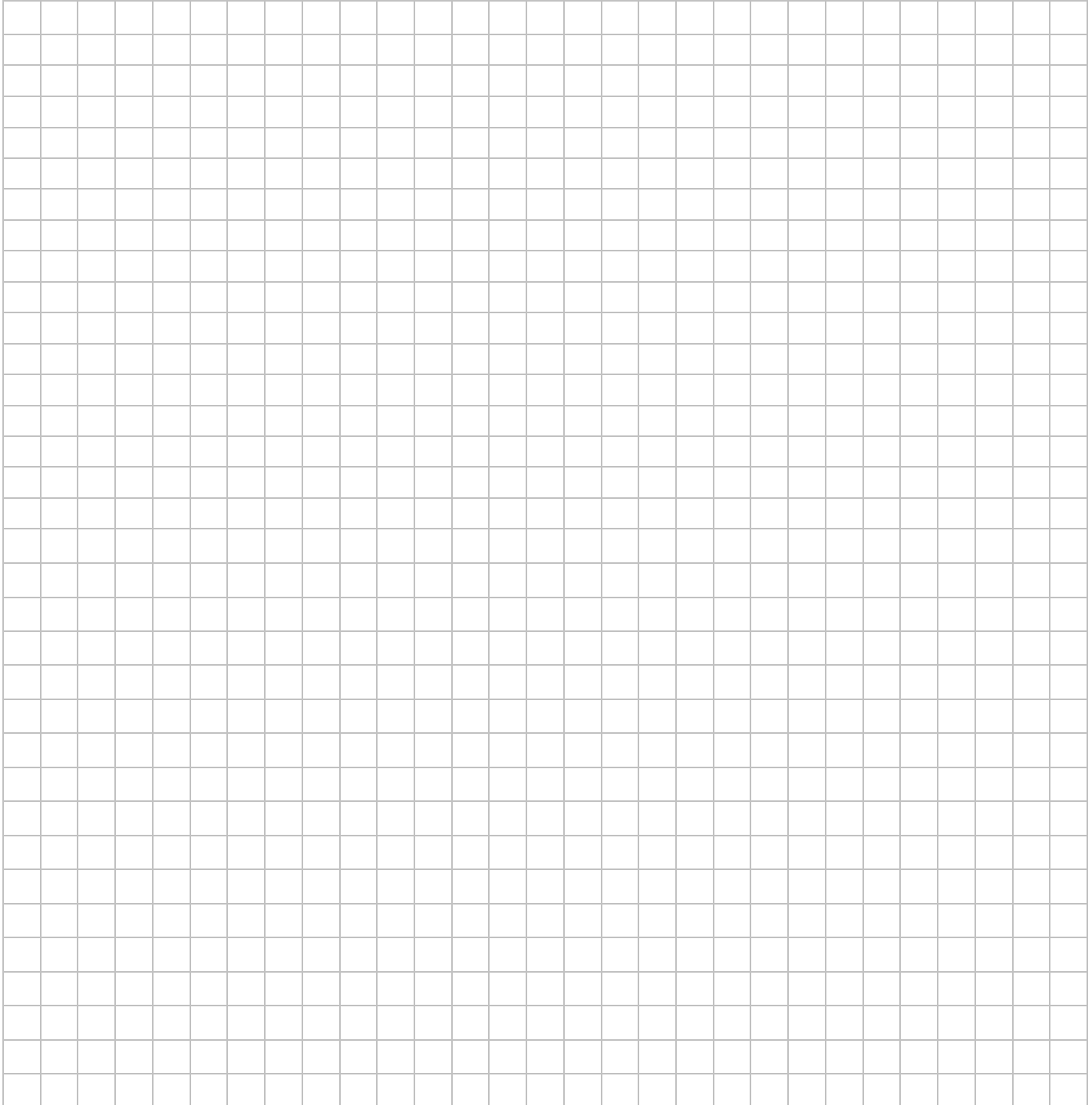
The authorized applicant/property owner's signature below hereby attests that all information contained in any accompanying documents are true and correct and if the scope of work is modified the owner/applicant shall contact the Community Development Department:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Received By \_\_\_\_\_  
Contractor    Owner    Applicant

**SITE PLAN**– Provide accurate information (**Show** all structures existing on parcel with dimensions (Including well and septic) **AND Identify** new structures with dimensions **AND Identify** all adjacent streets/roads)

IDENTIFY SETBACKS FROM ALL PROPERTY LINES AND FROM THE ROAD  
***ALL SETBACKS ARE MEASURED FROM THE OVERHANG TO THE PROPERTY LINE***

**NOTE:** Meeting the correct setbacks from the property line is the responsibility of the owner/applicant



# Important Notes:

**ALWAYS  
Call J.U.L.I.E.  
before you dig!  
1-800-893-0123**

- Every building permit shall become invalid if work authorized by the permit has not commenced within 180 days after its issuance - unless an extension is obtained in writing by the Community Development Administrator.
- When work for which a permit is required is started, prior to obtaining a permit, the fee specified in the fee schedule shall be **DOUBLED**.
- All building drawings shall be available for review by the Code Official at the building site.
- Please follow the checklist enclosed with the Commercial Packet to ensure that all items are provided at the time of submittal to allow for a timely review process.
- Remember to allow 24 hours advance notice to the Community Development Department for each inspection.



## **Tazewell County Department of Community Development**

11 S. Fourth Street  
4<sup>th</sup> Floor McKenzie Bld. Pekin, IL  
61554  
Phone: (309) 477-2235  
Fax: (309) 477-2358  
E-Mail: zoning@tazewell-il.gov

**Office Hours: 8:00 a.m. to 4:30 p.m.**

*Jaclynn Workman*

*Community Development Administrator*

Melissa Kreiter,  
Administrative Assistant

Mellissa Clemons  
Community Development Assistant

Glen Gullette, *Building Inspector &  
Code Enforcement*

## **Useful Links**



[www.tazewell-il.gov](http://www.tazewell-il.gov)



<http://www.energycodes.gov/#>  
(Com-Check & Res-Check Forms)



<http://publiccodes.cyberregs.com/>  
(Building Code Links)



## **Non-Residential Commercial - Industrial - Multi-Family Buildings**

The Enclosed Information Is To Help Aid In The Process Of Obtaining All Of The Proper Information Prior To The Issuance Of Any Permits for Non-Residential Commercial, Industrial and Multi-Family Structures

**Effective July 1, 2011 Tazewell County began enforcing adopted building codes. The Tazewell County Building and Property Maintenance Code is to provide minimum standards to safeguard life, limb, health, property and public welfare for citizens of Tazewell County.**

Effective September 1, 2021 the following codes, with amendments, adopted by the County Tazewell Board are to be enforced for multi-family, commercial, industrial and institutional structures are as follows:

- *Tazewell County Building & Property Maintenance Code*
- *International Building Code 2018*
- *International Property Maintenance Code 2018*
- *NFPA 70: National Electrical Code 2017 Edition*
- *State of Illinois Plumbing Code Part 890 Illinois Administrative Code*
- *International Mechanical Code 2018*
- *Illinois Energy Conservation Code -most current*
- *Illinois Accessibility Code*
- *International Existing Building Code 2018*
- *NFPA 100, Life Safety Code*



All building plans submitted shall be stamped and certified by a Registered Design Professional to be in compliance with the current adopted building codes.

Any projects involving Fire and Life Safety shall be submitted for review to this department for compliance. Please allow 14 working days for review upon submittal to this department.

It is the responsibility of the property owner to contact this department when the project is ready for inspection. It is also the responsibility of the property owner to provide this department with a **Certification of Inspection**, conducted by a **“Qualified Inspector”**

The property owner must notify the Community Development Department of the time that the property will be in a state which requires a Final Inspection, to include all Fire and Life Safety measures.

Please notify the Community Development Department during normal business hours, at least one (1) business day (twenty-four hours in advance of the time for each inspection). Upon receiving such notification, the Community Development Administrator shall arrange for the property to be inspected within a reasonable time period.

**ALL BUILDING DRAWINGS SHALL BE AVAILABLE FOR REVIEW AT THE BUILDING SITE**

**PLEASE FOLLOW THE CHECKLIST ENCLOSED WITH THE COMMERCIAL PACKET TO ENSURE THAT ALL ITEMS ARE PROVIDED AT THE TIME OF SUBMITTAL TO ALLOW FOR A TIMELY REVIEW PROCESS**

**REQUIRED INSPECTIONS:**

1. Electrical Temporary Pole Inspection: When the temporary pole is installed and ready for power to be connected to Ameren.
2. Pre-Footing Inspection: When trenches or holes are dug but before ANY concrete is poured.
3. Foundation Inspection: When walls are built and sealed and before ANY backfilling.
4. Foundation Insulation: When walls are insulated from the exterior or interior, but before ANY backfilling.
5. Plumbing Underground Inspection: Before underground pipes are covered.
6. Electrical Underground Inspection: Before underground conduit is covered.

7. Underslab Insulation Inspection: When all under slab insulation is in place but before ANY concrete is poured.
8. Plumbing Rough-in Inspection: When all lines are finished.
9. Electrical Rough-in Inspection: When all conduit is completed.
10. Building Frame Inspection: When all walls are built, but before ANY insulation is applied, ANY wall covering is applied, or ANY exterior siding is applied.
11. HVAC Minimum Efficiency Inspection: When all duct work is finished and units are installed, with documentation of the required equipment shown.
12. Building Envelop Seal Inspection: Before ANY exterior siding is applied.
13. Building Wall Insulation Inspection: When exterior walls have insulation installed.
14. Building Ceiling Insulation Inspection: When ceilings have insulation installed.
15. Plumbing Final Inspection: When all fixtures are installed and operational.
16. Electrical Final Inspection: When all electrical devices are installed and operational.
17. Building Final Inspection: When all work is finished, but before ANY occupancy may occur.
18. Occupancy Approval Inspection: When the building passes all construction inspections and ALL Life Safety issues have been passed, the structure will be approved for occupancy.

**\*\*\* Remember to allow 24 hours advance notice to the Community Development Department for each inspection. \*\*\*\***

## COMMERCIAL/INDUSTRIAL/MULTI-FAMILY

### Commercial New Construction to -includes Plan Review and Building Permit Fee:

120 to 400 square feet	\$700.00
401 to 1,000 square feet	\$775.00
1,001 to 2,000 square feet	\$825.00
2,001 to 3,000 square feet	\$900.00
3001 to 4,000 square feet	\$975.00
in excess of 4,000 square feet	\$50.00 Each Additional 1,000 Sq. Ft. or fraction thereof

### Commercial- Additions/Alterations -includes Plan Review and Building Permit:

120 to 400 square feet	\$550.00
401 to 1,000 square feet	\$625.00
1,001 to 2,000 square feet	\$675.00
2,001 to 3,000 square feet	\$750.00
3001 to 4,000 square feet	\$825.00
in excess of 4,000 square feet	\$50.00 Each Additional 1,000 Sq. Ft. or fraction thereof

### Electrical Permits:

up to 1,500 square feet	\$55.00
in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof

### Plumbing Permits:

Up to 16 fixtures (See "Fixtures" below)	\$55.00
Per additional fixture	\$15.00

### HVAC Permits:

#### Heating:

up to 1,500 S.F.	\$55.00
in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof

#### Cooling:

up to 1,500 S.F.	\$55.00
in excess of 1,500 square feet	\$45.00 per additional 1,500 square feet or fraction thereof

### Not for Profit:

	\$300.00 minimum or \$2.00 per \$1000 of estimated cost.
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### Signs:

	\$110.00
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### Billboard:

	\$300.00
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### Communication Facilities: (Includes equipment, buildings and fencing)

	\$25.00 per vertical foot / \$1250.00 Minimum
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### Co-locate, Communication Facilities:

	\$1,250.00
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### Small Cell Wireless Facility:

	\$650.00
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### Single Wireless Facility onto an Existing Structure (Co-Locate)

Each Additional Facility (per each application)	\$350.00
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### Wireless Facility Replacement or Installation of New Structure

	\$1,000.00
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### Small Wind Energy System:

	\$200.00
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### Wind Energy Conversion System:

	\$25.00 per foot of total height, including blades vertical.
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### Solar Energy Systems:

0-10 kilowatts (kW)	\$200.00
11-50 kilowatts (kW)	\$350.00
51-100 kilowatts (kW)	\$500.00
101-500 Kilowatts (kW)	\$1,000.00
501-1000 kilowatts (kW)	\$3,000.00
1001-2000 kilowatts (kW)	\$5,000.00

### Re-inspection Fee:

	\$75.00
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### Change-In-Use (No construction involved):

Commercial/Industrial	\$200.00
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### Temporary Compliance Certificate:

	\$75.00
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