



**COUNTY OF TAZEVELL  
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**

The following checklist is aid in a thorough submittal process and shall be submitted with a Permit Application:

- Completed Communication Facility Permit Application to include a Site Plan of the lot showing the new structure(s), 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 Mechanical Permit Application for Electrical (if applicable).
- 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) or **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.
- 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)
- A non-refundable Fee (see below) is required at the time of filing the application. Cash or check only

**FEES Associated**

<b>Communication Facilities (Includes equipment buildings &amp; fencing)</b>	\$25.00 per vertical foot with a \$1,250.00 minimum fee
<b>Communication Facilities (Co-location)</b>	\$1,250.00* (may require electrical)
<b>Electrical Permits: (include electrical service upgrades and revisions)</b>	
- up to 1,500 square feet	\$55.00
<b>Erosion, Sediment Stormwater Permits:</b>	
- 5,000 to 21,780 square feet	\$250.00
- more than 21,780 square feet	\$75.00 per acre minimum \$450 and maximum \$3,000

**The following codes, with amendments, adopted by the County Tazewell Board are to be enforced solely for multi-family, commercial, industrial and institutional structures are as follows:**

- 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 (current edition)
- International Existing Building Code 2018
- NFPA 100, Life Safety Code



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**TELECOMMUNICATIONS CARRIER FACILITY BUILDING PERMIT APPLICATION**

PROPERTY OWNER NAME & ADDRESS

CONTRACTOR NAME & ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

SITE PARCEL ID NUMBER: \_\_\_\_\_

SITE 911 ADDRESS: \_\_\_\_\_

\*An address MUST be applied for prior to issuance of any Permit

ESTIMATED COST OF PROJECT CONSTRUCTION: \$ \_\_\_\_\_

Colocation/Attached Antenna: <input type="checkbox"/> Yes <input type="checkbox"/> No	New Tower: <input type="checkbox"/> Yes <input type="checkbox"/> No	If new Tower is it: Monopole <input type="checkbox"/> Lattice <input type="checkbox"/> Guyed <input type="checkbox"/>
Tower Height: _____ ft.	Fencing Height: _____ ft.	Tower Setbacks: Front: _____ Side: _____ Rear: _____
Accessory Building/Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No Note: such building shall be so designed to be compatible with the character of the area	Square Footage of Accessory Building:  x _____ = _____ ft.	Accessory Building/Equipment Setbacks: Front: _____ Side: _____ Rear: _____
What is the Horizontal Separation Distance of the new tower, in feet, to the nearest principal residential structure: _____ ft.	Will there be removal of trees greater than 3" dia. at 3 feet above ground level: <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the facility face an existing residential use in a Residential Zoning District: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, is the landscaping plan attached? <input type="checkbox"/> Yes <input type="checkbox"/> No

**All information contained herein and or any accompanying documents are true and correct  
If the scope of work is modified the Owner/Applicant shall contact the Community Development Department**

Signature: \_\_\_\_\_  
Contractor  Owner  Applicant

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

Received By \_\_\_\_\_

**OFFICE USE ONLY:**

SUBDIVISION: \_\_\_\_\_ LOT # \_\_\_\_\_ ZONING: \_\_\_\_\_ PARCEL SIZE: \_\_\_\_\_

ENTRANCE PERMIT:  REQUIRED  N/A

ENTERPRISE ZONE  YES-# \_\_\_\_\_

VARIANCE GRANTED:  YES - CASE NO. \_\_\_\_\_

SPECIAL USE GRANTED:  YES - CASE NO. \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

REVIEW APPROVAL DATE: \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_

DATE OF PERMIT ISSUANCE: \_\_\_\_\_



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## APPLICATION FOR A MECHANICAL PERMIT

Permit Type check all that apply:  Electrical (EL)  Plumbing (PL)  HVAC (HV)

Residential:  Commercial:

New  Existing  New  Existing

Single Family  Two Family  Phase 1  Phase 3

PROPERTY OWNER NAME & ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTRACTOR NAME & ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

APPLICANT NAME: \_\_\_\_\_

APPLICANT PHONE: \_\_\_\_\_

SITE PARCEL ID NUMBER: \_\_\_\_\_

SITE 911 ADDRESS: \_\_\_\_\_

\*An address MUST be applied for prior to issuance of any Permit

DESCRIBE WORK TO BE CONDUCTED: \_\_\_\_\_

### ELECTRICAL INFORMATION:

Temp Pole  Add New Wiring  Remodel  Service Replacement  Meter Replacement  HVAC

Number of Amps: \_\_\_\_\_

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

### PLUMBING INFORMATION:

(Fixtures include: toilets, interceptors, bath tubs, drinking fountains, urinals, floor drains, wash basins, water heaters, washers, sinks, rough-ins, showers, sewage ejectors. **NOT:** dishwashers, garbage disposals, water softeners)

Number of Fixtures \_\_\_\_\_ Fire Sprinklers: # of sprinkler heads: \_\_\_\_\_ Lawn Sprinklers: #of sprinkler heads \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ LIC# \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*Anyone other than the homeowner doing their own work must provide a copy of the State of Illinois Plumbing License\*\*

### HVAC INFORMATION:

Number of Heating Units: \_\_\_\_\_ Number of AC Units: \_\_\_\_\_ Number of GEO Thermal Units: \_\_\_\_\_

Commercial only: Square Feet of Heating \_\_\_\_\_ Square Feet of A/C \_\_\_\_\_

HVAC CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

The undersigned does hereby agree to install above noted work in compliance with the laws of the State of Illinois and with the code of Tazewell County. It is the responsibility of the permit holder/property owner to call and make arrangements for required inspections. **If a change in the contractor is needed, please inform the Department. Any changes to the scope of work may be subject to additional fees. All stand-alone permits will expire 180 days from the date of issuance.**

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

Contractor  Owner  Applicant

### OFFICE USE ONLY:

DATE OF PERMIT ISSUE: \_\_\_\_\_ BUILDING PERMIT # \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

## NOTIFICATION CRITERIA FOR COMMUNICATION FACILITIES

In accordance with 55 ILCS 5/5-12001.1 the applicant hereby acknowledges that Written Notice of its intent to construct the facility has been given to the following: (To be performed 30 days prior to Building Permit Issuance)

1. Written Notice to State Representative for the District in which the subject facility is located;
2. Written Notice to State Senator for the District in which the subject facility is located;
3. Written Notice to all County Board Members for the District in which the subject facility is located;
4. All property owners notified within 250' of the parcel for the tower.

Applicant further demonstrates compliance with the Notice requirements by submitting certified mail receipts or equivalent mail service receipts at the same time that the applicant submits the Building Permit Application.

Applicant/Authorized Agent	Title
Date	

\*\*\* The Written Notice to the State Representative, State Senator and County Board shall contain:

1. Name, address and telephone number of the Company responsible for construction of the facility;
2. Name, address, telephone number of the governmental entity authorize to issue the building permit;
3. The location of the proposed facility

\*\*\* The Written Notice to adjoining property owners shall contain:

1. Name, address and telephone number of the Company responsible for construction of the facility;
2. The name, address, telephone number of the governmental entity authorized to issue the building permit;
3. A site plan and site map of sufficient specificity to indicate both the location of the parcel where the facility is to be constructed and the location of all telecommunication facilities within the parcel and the Property Index Number and common address of the parcel where the facility is to be located.

**COMMUNICATION FACILITIES CHECK LIST – NEW TOWERS**

The applicant for Permit # \_\_\_\_\_ hereby demonstrates compliance with the following restrictions of the Tazewell County Zoning Code:

- (1) Setbacks: No portion of a facility’s supporting structure or equipment housing shall be less than 15 feet from the front lot line of the facility lot or less than 10 feet from any other lot line. If the tower is placed on a leased portion of a larger lot, owned by someone other than the owner of the tower, setbacks shall be measured from the boundaries of such leased portion of the lot;
- (2) Lighting: Except with respect to lighting required by the FCC or FAA, all lighting shall be shielded so that no glare extends substantially beyond the boundaries of a facility;
- (3) Septics and Easements: All recorded easements and any existing septic fields shall be indicated on the site plan;
- (4) Fencing: A fence of at least eight (8) feet in height shall be required around the perimeter of the facility;
- (5) Exterior Materials and Color: If a facility is to be located adjacent to a residentially zoned lot the building should be designed with exterior material and colors that are reasonably compatible with the residential character of the area.
- (7) The height of the facility is not in excess of 200 feet and is proposed to be located within one and one-half miles of the corporate limits of any municipality with a population of 25,000 or more residents, or the height of the facility is not in excess of 350 feet and proposed to be located more than one and one-half miles from the corporate limits of any municipality with a population of 25,000 or more residents.
- (8) The horizontal separation distance to the nearest residential dwelling is not less than the height of the supporting structure; except that if the supporting structure exceeds 99 feet in height, the horizontal separation distance to the nearest principal residential building shall be at least 100 feet or 80% of the height of the supporting structure, whichever is greater.

The applicant/owner also complies with all other requirements of 55 ILCS 5-12001.1. Authority to regulate certain specified facilities of a telecommunications carried and to regulate pursuant to subsections (a) through (6), AM broadcast towers and facilities.

In addition to:

“Thirty days prior to the issuance of a building permit for a facility necessitating the erection of a new tower, the permit applicant shall provide written notice of its intent to construct the facility to the State Representative and the State Senator of the district in which the subject facility is to be constructed and all county board members for the county board district in the county in which the subject facility is to be constructed. This notice shall include, but not be limited to, the following information: (i) the name, address and telephone number of the company responsible for the construction of the facility; (ii) the name, address and telephone number of the governmental entity authorized to issue the building permit; and (iii) the location of the proposed facility. The applicant shall demonstrate compliance with the notice requirements set forth in this item (10) by submitting certified mail receipts or equivalent mail service receipts at the same time that the applicant submits the permit application.”

Signed:

Date:

\_\_\_\_\_  
Applicant/Authorized Agent

\_\_\_\_\_  
Date