



COUNTY OF TAZEWELL DEPARTMENT OF COMMUNITY DEVELOPMENT

11 South 4th Street, Room 400, Pekin, Illinois 61554

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

Jaclynn Workman, Community Development Administrator

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PERMITS

Plans are reviewed for compliance with the following codes:

Tazewell County Zoning Code, current State of Illinois Plumbing Code Part 890, 2018 International Residential Code, 2017 National Electrical Code, 2018 International Mechanical Code and Illinois Energy Conservation Code-most current edition.

****New Homes and Room Additions – 48 Hour Review Period**

*The 48 hours review period does not ensure that you will receive your permit within 48 hours, but that the Department will contact you regarding the status of permit and with any questions within this period.

- A valid 911 address assigned by the Community Development Office, if not already assigned.
*Owners of improved property shall post that property's address number(s), as assigned by Tazewell County, on a principal building or structure, at or near the main entrance of said principal building or structure, but not further than eighty (80) feet from the centerline of any right-of-way to which the structure faces. The minimum height of each number shall be four (4) inches to meet the requirements under 5-2(a) and three (3) inches, and the maximum height shall be twelve (12) inches. Numbers shall be Arabic, uniform in height, color, and style with no fractions or decimals allowed.
- Proof of septic/sewer
 1. Septic permit or written approval from the Tazewell County Health Department (309-477-2223)
 2. Or, an appropriate letter from the Sanitary District stating that owners have applied for hookup.
- Road Access Permit. Contact the Township Road Commissioner, County Highway or IDOT for road access requirements.
- Compliance with Illinois Energy Conservation Code-most current edition
 1. Passing REScheck compliance report bearing the signature of the responsible party.
(www.energycodes.gov)
- Completed Required Residential Permitting Form, in lieu of previous applications required.
- Scaled construction plans. Electronic set preferred, *if scaled at 100%* emailed to zoning@tazewell-il.gov . Minimum printed size 11"x17" or 24"x36" (1/4" = 1' min scale, unless otherwise specified/approved.)
 1. **Foundation Plan**
(Include beams & columns with sizes & locations, egress windows & stair location and sizes, information)
 2. **Detailed Floor Plans.** We understand field modification may be made, but accurate review requires as much detail as possible.
 3. **Exterior Elevation Views** of all four sides (include window size, roof venting, decks and guardrail, roofing and siding materials).
 4. **Detailed Wall Sections** (include all construction components notes from roof to footings, see example.)
 5. **Deck plans or provided diagram**, if applicable.
Must include post size and spacing, beam size and span, joist size and span, footing size for corners and intermediates.
 6. **Modular, Log, and/or Package homes:** Full package set including the specific Codes designed to, must be presented along with plans of all on site construction detail, i.e. foundation plans at the time of submittal.
- Site Plan of the lot showing; the proposed structure, with distances to lot lines, all other structures, and **including** location and distance to the well and septic tank and septic field. ***Properties less than 2 acres, please depict the area a replacement septic system as well.

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.

Other Residential Structures

****Interior Renovations/Repair Alterations**

*** In most cases, a pre-permit site visit is conducted to ensure both parties understand the proposed construction in advance.**

- Completed Required Residential Permitting Form
 - Detailed scope of work explaining all demolition areas and what is being rebuilt. In addition, any HVAC, plumbing and electrical work being repaired or installed.
 - Detailed Floor Plan. We understand field modification may be made, but accurate review requires as much detail as possible.
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****Unattached Garages/Accessory Structures/Sheds No Plan Review Required, On-Site Compliance (Over 200 Sq. Ft.)**

- Completed Required Residential Permitting Form
 - 1 Complete Plan set including; foundation, wall section and elevations or completed diagram provided by the Department.
 - Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** the location of the septic and well.
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****Decks/Porches – No Plan Review Required, On-Site Compliance (Over 200 Sq. Ft.)**

- Completed Required Residential Permitting Form
 - Completed diagram provided by the department or detailed plans.
 - Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** the location of the well and septic.
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****Unattached Garages/Accessory Structures/Sheds & Decks/Porches (Under 200 Sq. Ft)**

- Completed Required Residential Permitting Form
 - Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures **including** the location of the well and septic.
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****In-ground & Above ground Pools – No Plan Review Required, On-Site Compliance where applicable.**

- Completed Required Residential Permitting Form
 - A Site Plan of the lot showing; the proposed structure, all distances to lot lines, distances to other structures and **including** the location of the well and septic.
 - An Electrical permit will be required.
 - A Fence Permit may be necessary.
 - A Plumbing Permit may be necessary.
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INFORMATION REQUIRED FOR RESIDENTIAL PERMITTING

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 _____
Setback from Road(s): _____ Setback from Side(s): _____ & _____
Setback from Rear: _____ Height - Ground to Peak: _____

PROJECT INFORMATION

Project Description (Be Specific) _____ Start Date: _____
Estimated Cost of Construction: \$ _____ Square Footage/Dimensions/Diameter/Depth: _____

STRUCTURE INFORMATION (where applicable)

Foundation Type: [] Basement [] Crawl [] Slab [] Block [] Poured Roof: [] Shingles [] Metal [] Wood [] Solar [] Other
Exterior Walls: [] Vinyl [] Brick [] Metal [] Wood [] Other *Roofing License # (New Dwellings Only) _____
Bedrooms: # Existing _____ # Added _____ # Total _____ Bathrooms: # Existing _____ # Added _____ # Total _____

MECHANICAL INFORMATION (where applicable)

ELECTRICAL: [] Temp Pole [] Add New Wiring [] Remodel [] Service/Meter Replacement [] HVAC # of Amps: _____

ELECTRICAL CONTRACTOR: _____ Email: _____
*If other than SELF
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: _____
*If other than SELF
Address: _____ Phone: _____

State License #: _____ *Anyone other than the homeowner doing their own work must provide a copy of a VALID State of Illinois Plumbing 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: _____
*If other than SELF
Address: _____ Phone: _____

The authorized applicant/property owner's signature below hereby attests that all information is true and correct:

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

