



# 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 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](http://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](mailto: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.
- 

### **\*\*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.
- 

### **\*\*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.
- 

### **\*\*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.
- 

### **\*\*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.
-

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: \_\_\_\_\_

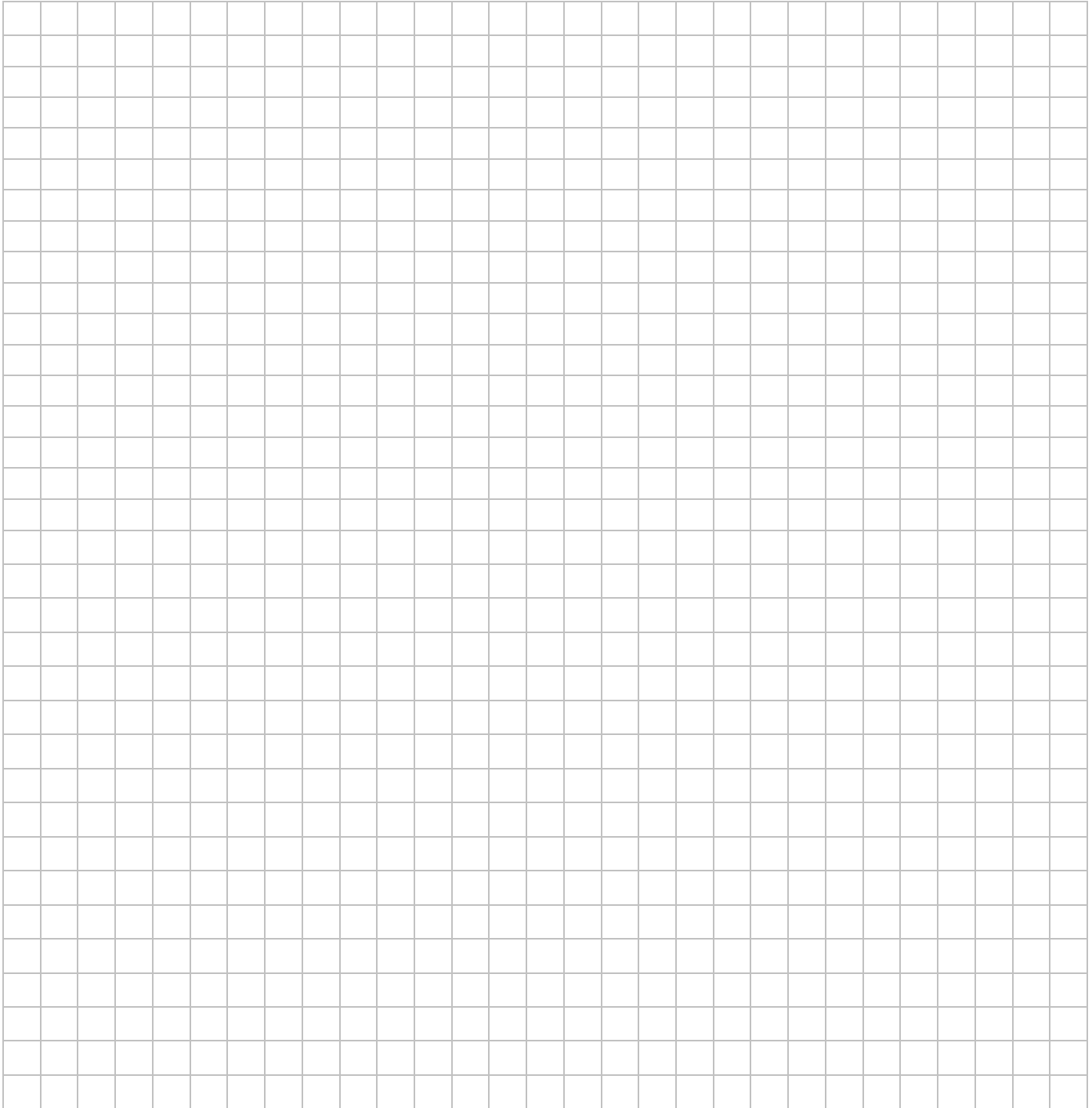
HVAC CONTRACTOR: \_\_\_\_\_ Email: \_\_\_\_\_
\*If other than SELF
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

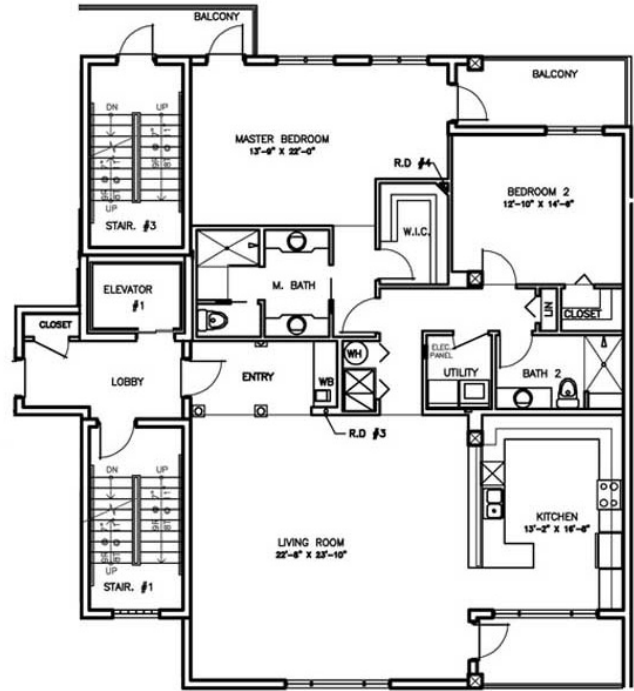
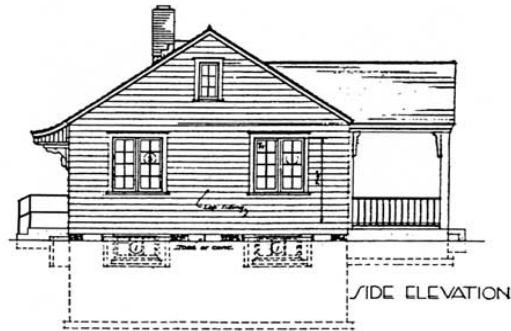
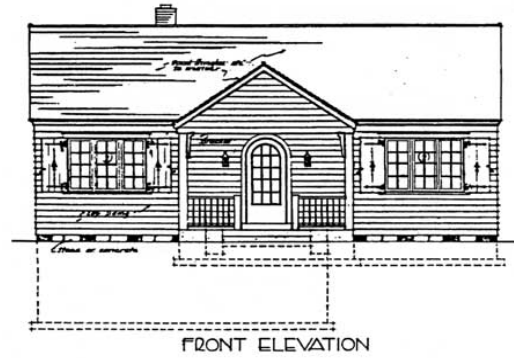
**SITE PLAN**– Provide accurate information (**Show** all structures existing on parcel with dimensions (Including well and septic) **AND Identify** new structures with dimensions **AND Identify** all adjacent streets/roads)  
IDENTIFY SETBACKS FROM ALL PROPERTY LINES AND FROM THE ROAD  
***ALL SETBACKS 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



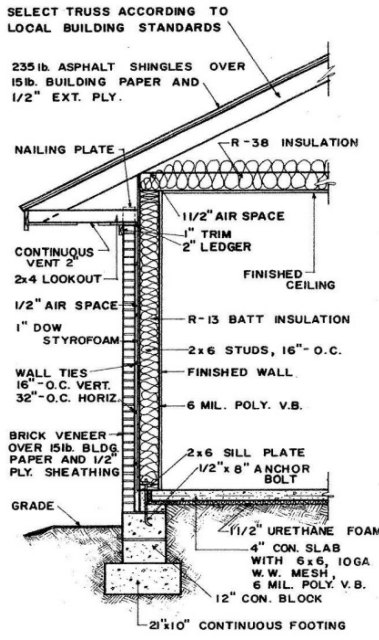
Construction Plans @1/4" = 1' are required for new Residential Dwellings and Additions.

Below are some examples of the types of drawings expected to be submitted.

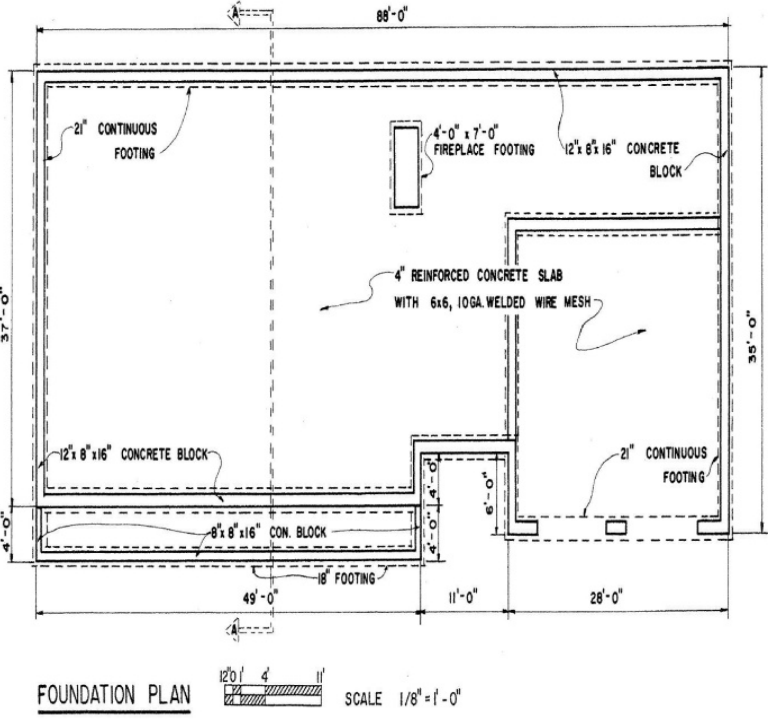


**ELEVATION VIEWS**  
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

**FLOOR PLAN**  
 •The floor plan must also include electric, size and direction of joists, rafters, headers etc:



TYPICAL WALL SECTION  
 SCALE 1/2" = 1'-0"



FOUNDATION PLAN  
 SCALE 1/8" = 1'-0"

**WALL SECTION/CROSS SECTION**  
 •The type of foundation or anchoring will vary depending on the type of structure. A cross section is required for a wood deck. It must show the piers and guard rail.

**FOUNDATION PLAN**  
 •The type of foundation or anchoring will vary depending on the type of structure, a deck may be on concrete piers and a shed may only require anchoring

These drawings are examples only of the type of the specific drawings and type of information needed; they do not reflect Tazewell County Code requirements.

**ROAD OFFICIAL CONTACT LIST***Illinois State Highways*

<b>IDOT</b>	Office	<b>309-671-3333</b>	<b>District 4</b>	<b>401 Main St. Peoria, IL 61602</b>
-------------	--------	---------------------	-------------------	--

*Tazewell County Highways*

<b>County Engineer</b>	Office	<b>309-925-5532</b>	<b>Dan Parr</b>	<b>21308 IL. Rte. 9 Tremont, IL 61568</b>
------------------------	--------	---------------------	-----------------	---

*Township Roads - Highway Commissioners*

<b>Boynton</b>	Cell	<b>309-202-2572</b>	<b>Brian Eeten</b>	<b>25747 Armington Rd. Delavan, IL 61734</b>
----------------	------	---------------------	--------------------	--

<b>Cincinnati</b>	Office Cell	<b>309-348-3807 309-267-7700</b>	<b>Ronald Hawkins Jr.</b>	<b>P. O. Box 603 South Pekin, IL 61564</b>
-------------------	----------------	--------------------------------------	---------------------------	--

<b>Deer Creek</b>	Cell	<b>309-696-6369</b>	<b>Corey Wiegand</b>	<b>P. O. Box 267 Deer Creek, IL 61733</b>
-------------------	------	---------------------	----------------------	---

<b>Delavan</b>	Office Cell	<b>309-244-8213 309-274-4524</b>	<b>Eric Diekhoff</b>	<b>PO Box 483 Delavan, IL 61734</b>
----------------	----------------	--------------------------------------	----------------------	---

<b>Dillon</b>	Cell Home	<b>309-267-7344 309-244-7344</b>	<b>Kenneh Siegrist</b>	<b>8590 Locust Rd. Delavan, IL 61734</b>
---------------	--------------	--------------------------------------	------------------------	--

<b>Elm Grove</b>	Office	<b>309-925-3585</b>	<b>David Behrends</b>	<b>14490 Watson Rd. Pekin, IL 61554</b>
------------------	--------	---------------------	-----------------------	---

<b>Fondulac</b>	Office Cell	<b>309-699-5621 309-369-1780</b>	<b>Dan Cunningham</b>	<b>143 Arnold Rd. East Peoria, IL 61611</b>
-----------------	----------------	--------------------------------------	-----------------------	---

<b>Groveland</b>	Office Cell	<b>309-387-6812 309-696-0656</b>	<b>Mike Rosenthal</b>	<b>534 Bessler Lake Dr. Groveland, IL 61535</b>
------------------	----------------	--------------------------------------	-----------------------	---

<b>Hittle</b>	Office Cell	<b>309-392-3315 309-242-2155</b>	<b>Jeff Schneider</b>	<b>2273 Dale Rd. Armington, IL 61721</b>
---------------	----------------	--------------------------------------	-----------------------	--

<b>Hopedale</b>	Home	<b>309-241-7996</b>	<b>Brian Walker</b>	<b>112 Vernon Dr. Hopedale, IL 61747</b>
-----------------	------	---------------------	---------------------	--

<b>Little Mackinaw</b>	Home	<b>309-231-2814</b>	<b>Dustin Mugler</b>	<b>P. O. Box 951 Minier, IL 61759</b>
------------------------	------	---------------------	----------------------	---

<b>Mackinaw</b>	Office Cell	<b>309-359-8952 309-678-0064</b>	<b>Mike Rankin</b>	<b>15050 King Rd. Danvers, IL 61732</b>
-----------------	----------------	--------------------------------------	--------------------	---

<b>Malone</b>	Cell	<b>309-696-7644</b>	<b>Eric Hoeft</b>	<b>14616 Winkel Rd. Delavan, IL 61734</b>
---------------	------	---------------------	-------------------	---

<b>Morton</b>	Office Cell	<b>309-266-6445 309-231-7748</b>	<b>Darrell Moore</b>	<b>300 W. Jefferson St. Morton, IL 61550</b>
---------------	----------------	--------------------------------------	----------------------	--

<b>Sand Prairie</b>	Office Cell	<b>309-352-2233 309-696-2059</b>	<b>Wylie Coriell</b>	<b>15425 Woodrow Rd. Green Valley, IL 61534</b>
---------------------	----------------	--------------------------------------	----------------------	---

<b>Spring Lake</b>	Office Cell	<b>309-545-2224 309-264-5701</b>	<b>Mike Neulinger</b>	<b>6903 Townline Rd. Manito, IL 61546</b>
--------------------	----------------	--------------------------------------	-----------------------	---

<b>Tremont</b>	Office Cell Home	<b>309-925-3258 309-241-5492 309-925-5791</b>	<b>Larry Bolliger</b>	<b>P. O. Box 45 Tremont, IL 61568</b>
----------------	------------------------	---	-----------------------	---

<b>Washington</b>	Office Cell	<b>309-444-2987 309-620-1783</b>	<b>Scott Weaver</b>	<b>58 Valley Forge Dr. Washington, IL 61571</b>
-------------------	----------------	--------------------------------------	---------------------	---

# APPLICATION FOR ENTRANCE PERMIT

Name \_\_\_\_\_ Permit # \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Location of Proposed Entrance:

Land Section \_\_\_\_\_ Area of Tract \_\_\_\_\_

Subdivided \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Name of Subd. \_\_\_\_\_

Lot No. \_\_\_\_\_ Recorded: \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_

Document No. \_\_\_\_\_

Legal Description: (If not subdivided)

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

*During the spring of each year, the County and Township Road Commissioners post the roads for weight limits. If you have building materials delivered to your property, please be aware of the restrictions and contact your commissioner if you have any questions.*

I Certify the foregoing to be true and correct.

\_\_\_\_\_

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

Signature – Owner(s)/Applicant(s)

***Entrance Approved***

***Entrance Disapproved***

\_\_\_\_\_

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

Signature - Twp. Road Commissioner

***Permit Number to be assigned by the Township Road Commissioner.***

Culvert size required \_\_\_\_\_ Diameter \_\_\_\_\_ Length \_\_\_\_\_

The applicant shall take due care to prevent any damage to the entrance culvert between the time of the application and the time in which construction is completed. If damage occurs to the new culvert, it shall be repaired to the satisfaction of the \_\_\_\_\_ Township Highway Commissioner. If such damage is not repaired, the Township Highway Commissioner may refuse to maintain such an entrance culvert.

***MAIL BOX POSTS CAN BE NO BIGGER THAN 4 INCHES IN DIAMETER***

***NO HEAD WALLS ON CULVERT ENDS***

***NO SUMP PUMPS OR FILTER BEDS DRAINING INTO THE DITCH***

**\*\*\*\*NOTICE TO INDIVIDUALS REQUESTING 911 ADDRESS\*\*\*\***

*The Tazewell County Board understands the importance of efficient and orderly addressing for all properties in the unincorporated areas of Tazewell County. Therefore, the Tazewell County Department of Community Development has been authorized by the County Board to accept 911 addressing applications and fees for properties needing an address assignment.*

***Please note that the 911 Addressing Application and \$50.00 fee must be filed with the Tazewell County Community Development Department prior to issuance of the Building Permit. If the application is not completed in its entirety we will not be able to issue the Building Permit. Once the application is filed with the Tazewell County Department of Community Development there will be an approximate ten (10) day waiting period to receive your address.***

*Please complete the attached application in its entirety!!! Then return the application with the \$50.00 fee to the Tazewell County Department of Community Development. We will then Transmit all information to the Addressing Contractor who conducts the field work. Be sure to identify the driveway with stakes, this helps the addressing contractor to accurately identify the property.*

***\*\*PLEASE DISPLAY THE NEW 911 ADDRESS PROPERLY AND VISUALLY!!!! IF THE ADDRESS IS NOT VISUALLY DISPLAYED A CERTIFICATE OF COMPLIANCE WILL NOT BE ISSUED BY THIS OFFICE!!!***

*If you have any questions, please do not hesitate to contact the Community Development Office at (309) 477-2235. Thank-you for your cooperation regarding this matter!!*

*Jaclynn Workman, Community Development Administrator*



**TAZEWELL COUNTY COMMUNITY DEVELOPMENT  
APPLICATION FOR STRUCTURE ADDRESS NUMBER IN  
UN-INCORPORATED TAZEWELL COUNTY  
(9-1-1/mail/utilities/all other purposes)**

NAME OF STREET/ ROAD \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ PARCEL I.D. # \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT # \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

PRIMARY USAGE (residence, business, other) \_\_\_\_\_

IF SPEC HOME NAME OF BUILDER \_\_\_\_\_

EXISTING ADDRESS NUMBER ON EACH SIDE OF THE PROPERTY TO BE  
ADDRESSED (if available) \_\_\_\_\_ & \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

*Return this application as quickly s possible. Utilities and agencies issuing permits or starting service require an address immediately. Addresses are assigned as quickly as possible, however Municipal Addressing Services, Inc. as ten (10) days to complete the work. The Contractor may call the applicant to ask that the intersection point of the driveway and public street be marked with flags or stakes.*

**THE BUILDING PERMIT FROM THE COMMUNITY DEVELOPMENT DEPARTMENT WILL NOT BE ISSUED UNTIL THE ADDRESS APPLICATION AND FEE HAS BEEN FILED WITH THE COMMUNITY DEVELOPMENT DEPARTMENT.**

**RETURN \$50.00 FEE WITH THIS APPLICATION  
PAYABLE TO TAZEWELL COUNTY COMMUNITY DEVELOPMENT DEPT.**

\*\*\*\*\*The addressing assignment is conducted by Municipal Addressing Services, Inc. a contractor authorized by the Tazewell County Board. \*\*\*\*\*

-----  
**\*\*FOR COMMUNITY DEVELOPMENT OFFICE USE ONLY:** APPLICATION NO. \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

DATE FORM TRANSMITTED TO CONTRACTOR: \_\_\_\_\_

-----  
**\*\*FOR MUNICIPAL ADDRESSING USE ONLY:** DATE ASSIGNED: \_\_\_\_\_

ADDRESS ASSIGNED BY CONTRACTOR: \_\_\_\_\_

ESN \_\_\_\_\_ Police/TCSO \_\_\_\_\_ Fire \_\_\_\_\_ EMS \_\_\_\_\_

Dispatch \_\_\_\_\_ Post Office \_\_\_\_\_

Date form transmitted back to Tazewell Community Development: \_\_\_\_\_