

COUNTY OF TAZEVELL

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.
-

****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: <input type="checkbox"/> Basement <input type="checkbox"/> Crawl <input type="checkbox"/> Slab <input type="checkbox"/> Block <input type="checkbox"/> Poured	Roof: <input type="checkbox"/> Shingles <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Solar <input type="checkbox"/> Other
Exterior Walls: <input type="checkbox"/> Vinyl <input type="checkbox"/> Brick <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> 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

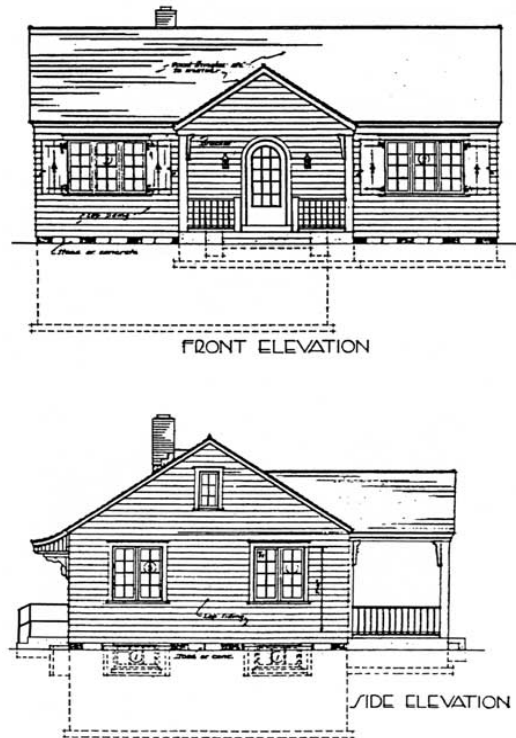
SITE PLAN– Provide accurate information (**Show** all structures existing on parcel with dimensions (Including well and septic) **AND Identify** new structures with dimensions **AND Identify** all adjacent streets/roads)
IDENTIFY SETBACKS FROM ALL PROPERTY LINES AND FROM THE ROAD
ALL SETBACKS ARE MEASURED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

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

A large grid of graph paper, consisting of 20 columns and 20 rows of squares, intended for drawing a site plan. The grid is empty and occupies the majority of the page below the instructions.

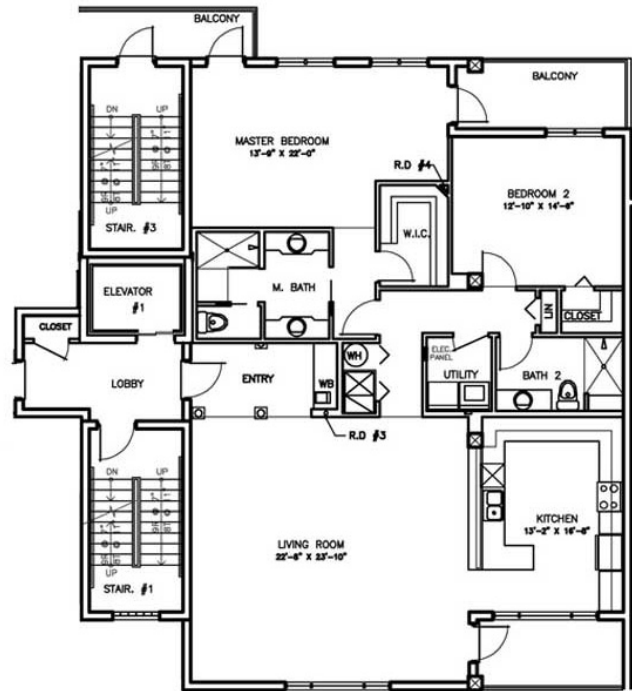
Construction Plans @1/4" = 1' are required for new Residential Dwellings and Additions.

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



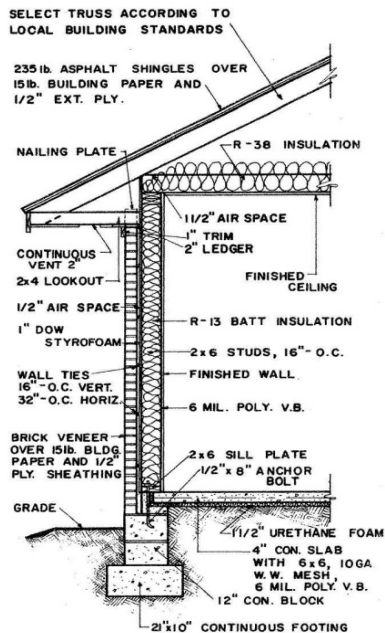
ELEVATION VIEWS

- 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



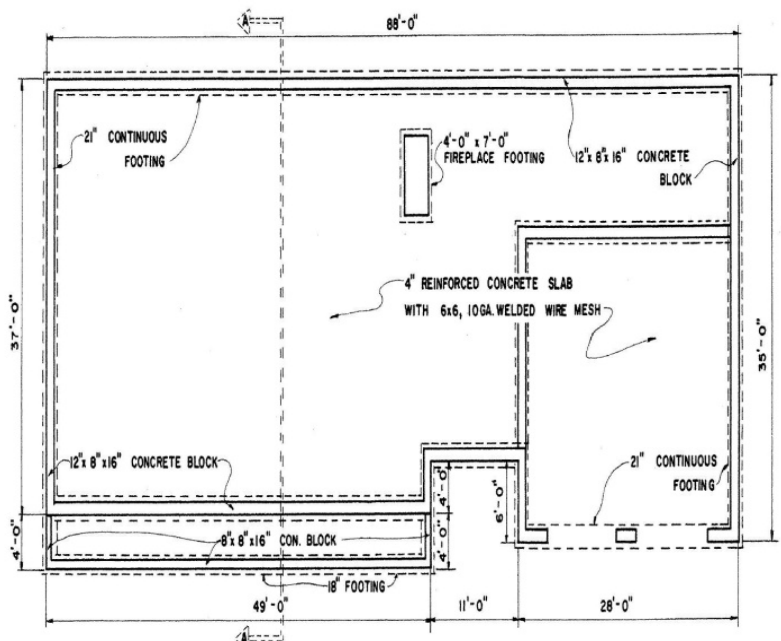
FLOOR PLAN

- 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				
<i>Illinois State Highways</i>				
IDOT	Office	309-671-3333	District 4	401 Main St. Peoria, IL 61602
<i>Tazewell County Highways</i>				
County Engineer	Office	309-925-5532	Dan Parr	21308 IL. Rte. 9 Tremont, IL 61568
<i>Township Roads - Highway Commissioners</i>				
Boynton	Cell	309-202-2572	Brian Eeten	25747 Armington Rd. Delavan, IL 61734
Cincinnati	Office	309-348-3807	Ronald Hawkins Jr.	P. O. Box 603 South Pekin, IL 61564
Deer Creek	Cell	309-696-6369	Corey Wiegand	P. O. Box 267 Deer Creek, IL 61733
Delavan	Office	309-244-8213	Eric Diekhoff	PO Box 483 Delavan, IL 61734
	Cell	309-202-0122		
Dillon	Cell	309-267-7344	Kenneh Siegrist	8590 Locust Rd. Delavan, IL 61734
	Home	309-244-7344		
Elm Grove	Office	309-925-3585	David Behrends	14490 Watson Rd. Pekin, IL 61554
	Cell	309-241-1366		
Fondulac	Office	309-699-5621	Dan Cunningham	143 Arnold Rd. East Peoria, IL 61611
	Cell	309-369-1780		
Groveland	Office	309-387-6812	Mike Rosenthal	534 Bessler Lake Dr. Groveland, IL 61535
	Cell	309-696-0656		
Hittle	Office	309-392-3315	Jeff Lough	29772 Armington Rd. Armington, IL 61721
	Cell	309-242-2155		
Hopedale	Home	309-241-7996	Brian Walker	P.O. Box 121 Hopedale, IL 61747
Little Mackinaw	Home	309-231-2814	Dustin Mugler	P. O. Box 951 Minier, IL 61759
Mackinaw	Office	309-359-8952	Phil Rankin	P.O. Box 769 Mackinaw, IL 61755
	Cell	309-208-5298		
Malone	Cell	309-696-7644	Eric Hoeft	2944 IL Rte 29 Delavan, IL 61734
Morton	Office	309-266-6445	Curtis Baum	300 W. Jefferson St. Morton, IL 61550
Sand Prairie	Office	309-352-2233	Wyllie Coriell	15425 Woodrow Rd. Green Valley, IL 61534
	Cell	309-696-2059		
Spring Lake	Office	309-545-2224	Braden Thomas	6903 Townline Rd. Manito, IL 61546
	Cell	309-241-2755		
Tremont	Office	309-925-2075	Todd Kilgus	P. O. Box 45 Tremont, IL 61568
	Cell	309-360-2567		
Washington	Office	309-444-2987	Scott Weaver	58 Valley Forge Dr. Washington, IL 61571
	Cell	309-620-1783		

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 Cloudpoint, 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 CLOUDPOINT USE ONLY:** **DATE ASSIGNED:** _____

ADDRESS ASSIGNED BY CONTRACTOR:

Police/TCSO _____ **Fire** _____ **EMS** _____

Dispatch _____ **Post Office** _____

Date form transmitted back to Tazewell Community Development: _____