



BUILDING PERMIT APPLICATION

207 S. East Street
Le Roy, IL 61752
Ph: 309-962-3031
Fax: 309-962-3300

Code Compliance Officer Ph: 309-962-3031x3

Permit Procedures For New Construction, Additions, and Alterations

Submit Plans: To obtain a building permit, a complete set of plans must be submitted to this office. This requirement shall apply to all new construction, additions, and structural alternations. (It is not necessary to submit plans for fences and accessory structures smaller than 250 sq. feet.) All new construction, additions and structural alternations must meet all building code requirements of the City of Le Roy. Below is the list of information necessary for plan approval.

- Foundation plan, floor plans, elevations as requested, and wall sections
- Foundation, wall and roof construction type
- All pertinent dimensions
- Door and window sizes and locations
- Other information as required by this department.

Site Plan: A site plan must be submitted for every type of construction. Below is a list of the items which must be included with the site plan:

- Subdivision, lot number, and the common address
- All lot and building dimensions, all setbacks from property lines
- Driveway width and location, air conditioner and deck or patio location
- All existing structures, lot drainage information
- Other information as requested by this department

Plan Review: The City of Le Roy follows the International Building Code (IBC) and National Electrical Code (See current city code for additional information www.leroy.org). After plans are submitted, a building and zoning review will be made. The permit holder will be responsible for comments made and/or changes requested in the review.

Site Inspection: It is the applicant's responsibility to locate the lot pins and to mark the area where the proposed structure will be located. (A survey may be required if your lot pins cannot be located.)

Permit: To obtain a permit, the applicant shall supply this department with the following information: general construction, electrical, plumbing and H.V.A.C. including costs. These costs are to be based on fair market values for material and labor. The estimated value or EAV must also be included. Scope specific forms such as: demolition permit, electrical permit, grading & drainage permit, HVAC permit, moving permit, new sewer application, plumbing permit, and street cut permit can all be found online at <http://www.leroy.org/>

Fees: All applicable fees shall be paid at the time the application is submitted.

CONSTRUCTION, ERECTION OR DEMOLITION, OF ANY BUILDING OR STRUCTURE CANNOT BEGIN UNTIL A PERMIT HAS BEEN APPROVED AND ISSUED BY THE CITY OF LE ROY BUILDING DEPARTMENT.

PERMITS EXPIRE ONE (1) YEAR FROM DATE OF ISSUE

Applicants Must Complete All Items – Please Print

APPLICATION FOR

- Residential Building Permit
- Commercial Building Permit
- Industrial Building Permit
- Commercial Plan Review

OFFICE USE ONLY

Permit Number _____

Zoning Classification _____

Permit Fee\$ _____

SECTION 1

IDENTIFICATION

APPLICANT

Name: _____ Phone: _____

Address: _____

OWNER/LESSEE

Name: _____ Phone: _____

Address: _____

CONTRACTOR

Name: _____ Phone: _____

Address: _____

ARCHITECT/ENGINEER

Name: _____ Phone: _____

Address: _____

SECTION 2

LOCATION OF PROPOSED CONSTRUCTION AND/OR USE

Subdivision: _____ Block: _____

Lot: _____

Address: _____

SECTION 3

TYPE OF BUILD

- | | |
|---|---|
| <input type="checkbox"/> New Building – Residential | <input type="checkbox"/> Alteration |
| <input type="checkbox"/> New Building – Commercial | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> New Building – Industrial | <input type="checkbox"/> Repair/Replacement |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Mechanical/HVAC |
| <input type="checkbox"/> Razing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Moving | |

SECTION 4

PROPOSED USE

- | | |
|--|---|
| <input type="checkbox"/> One Family | <input type="checkbox"/> Utility Shed |
| <input type="checkbox"/> Two or More Family – Enter # of Units _____ | <input type="checkbox"/> Roofed Porch |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Deck or Unroofed Porch |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Accessory Building |
| <input type="checkbox"/> Attached Garage – Dimensions _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Detached Garage – Dimensions _____ | |

SECTION 5

COST – MATERIAL & LABOR

These costs are to be based on fair market values or material and labor. You must include all construction costs. (City has the right to adjust the numbers to reflect fair market value when necessary.)

- | | | |
|---------------------------|----------|---------------------|
| Framing/Concrete | \$ _____ | |
| Electrical | \$ _____ | |
| Plumbing | \$ _____ | |
| Sprinkler System | \$ _____ | |
| Heating, Air Conditioning | \$ _____ | Permit Fee \$ _____ |
| Other Improvement Cost | \$ _____ | |

Total Cost of Improvement \$ _____

Equalized Assessed Valuation (EAV) \$ _____

SECTION 6

DESCRIPTION

Describe in detail proposed use of building or structure and the nature of the work to be performed.

SECTION 7

SELECTED CHARACTERISTICS OF BUILDING

Principal Type of Frame

Principal Type of Heating

- | | |
|---|--|
| <input type="checkbox"/> Masonry (Wall bearing) | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Wood Frame | <input type="checkbox"/> Oil |
| <input type="checkbox"/> Steel Structure | <input type="checkbox"/> Electricity |
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Heat Pump |
| <input type="checkbox"/> Pole Type | <input type="checkbox"/> Green Options |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other-Specify _____ |

Sewage Service

Water Service

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> New |
| <input type="checkbox"/> Existing | <input type="checkbox"/> Existing |

Dimensions

Number of Stories _____ Total Sq. Ft of Floor Area _____ Total Height of Structure _____

Elevations

Proposed Structure _____ Street _____

Parking Spaces (Not Applicable for Residential)

Number of Off Street Parking Spaces _____

SECTION 8

SITE PLAN

1. Submit a drawing of your lot. Show all existing structures and proposed structures, including all streets, alleys, and easement.
2. Show the dimensions of your lot from the lot pins, and include the dimensions of the proposed new structure and setbacks.

SECTION 9

IMPORTANT INSTRUCTIONS

1. Notify the Building Department of the City of Le Roy (309) 962-3031 to schedule your site inspection. Please allow 5 days notice.
2. This is an application. The applicant will not be allowed to start construction until approval is received from the Building Department.
3. **Before you dig, call J.U.L.I.E. 1-800-892-0123 or 811**

I hereby certify that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application as his authorized agent, I agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Date

TO BE COMPLETED BY BUILDING DEPARTMENT

Building Permit

- Approved
- Partially Approved
- Denied
- Withdrawn

Comments:

Code Official Signature

Date

THE FOLLOWING INSPECTIONS WILL BE REQUIRED

- Layout
- Foundation
- Framing
- Sewer
- Water
- Rough – In (Electrical, HVAC, Plumbing)
- Driveway
- Final Occupancy
- Water Meter Installation
- Other _____

Comments:
