



City of Highland

Department of Economic and Community Development

Building and Zoning Division

APPLICATION FOR BUILDING PERMIT

PERMIT NUMBER: _____

DATE: _____ APPLICANT NAME: _____

EMAIL: _____ CONTACT PHONE NO.: _____

RELATIONSHIP TO PROJECT: ☐ OWNER ☐ CONTRACTOR ☐ ARCHITECT/DESIGNER ☐ AGENT
☐ OTHER _____

PERMIT TYPE

___ BUILDING ___ PLUMBING ___ ELECTRICAL ___ SWIMMING POOL ___ DECK ___ ROOF

___ SIGN ___ ACCESSORY BUILDING ___ DEMOLITION ___ ALTERATION ___ ADDITION

OTHER _____

PROPERTY INFORMATION

OWNER(S), TENANT OR BUSINESS NAME: _____

PROJECT ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ PHONE: _____ EMAIL: _____

PROPERTY INFORMATION

EST START DATE: _____ EST FINISH DATE: _____ EST JOB VALUE: _____

BUILDING SQ FT: _____

LOT SQ FT: _____

PARKING AREA: _____

LIVING SQ FT: _____

GARAGE SQ FT: _____

ACCESSORY AREA SQ FT: _____

BASEMENT SQ FT (FINISHED): _____

(UNFINISHED): _____

CONTRACTOR INFORMATION

NAME	ADDRESS	CITY	STATE	ZIP	PHONE	LICENSE #
ARCHITECT/ENGINEER						
GENERAL CONTRACTOR						
EXCAVATOR						
CONCRETE						
FLATWORK						
CARPENTRY						
ELECTRICIAN						
PLUMBER						
SEWER						
MECHANICAL						
ROOFER						
MASONRY						
DRYWALLER/PLASTERER						
SPRINKLER						
FIRE ALARM						
LANDSCAPER						

ELECTRICAL INFORMATION

TOTAL AMP		# CIRCUITS		# OUTLETS		110v		220 v	
UPGRADE		CURRENT SERVICE SIZE		PROPOSED SERVICE SIZE					

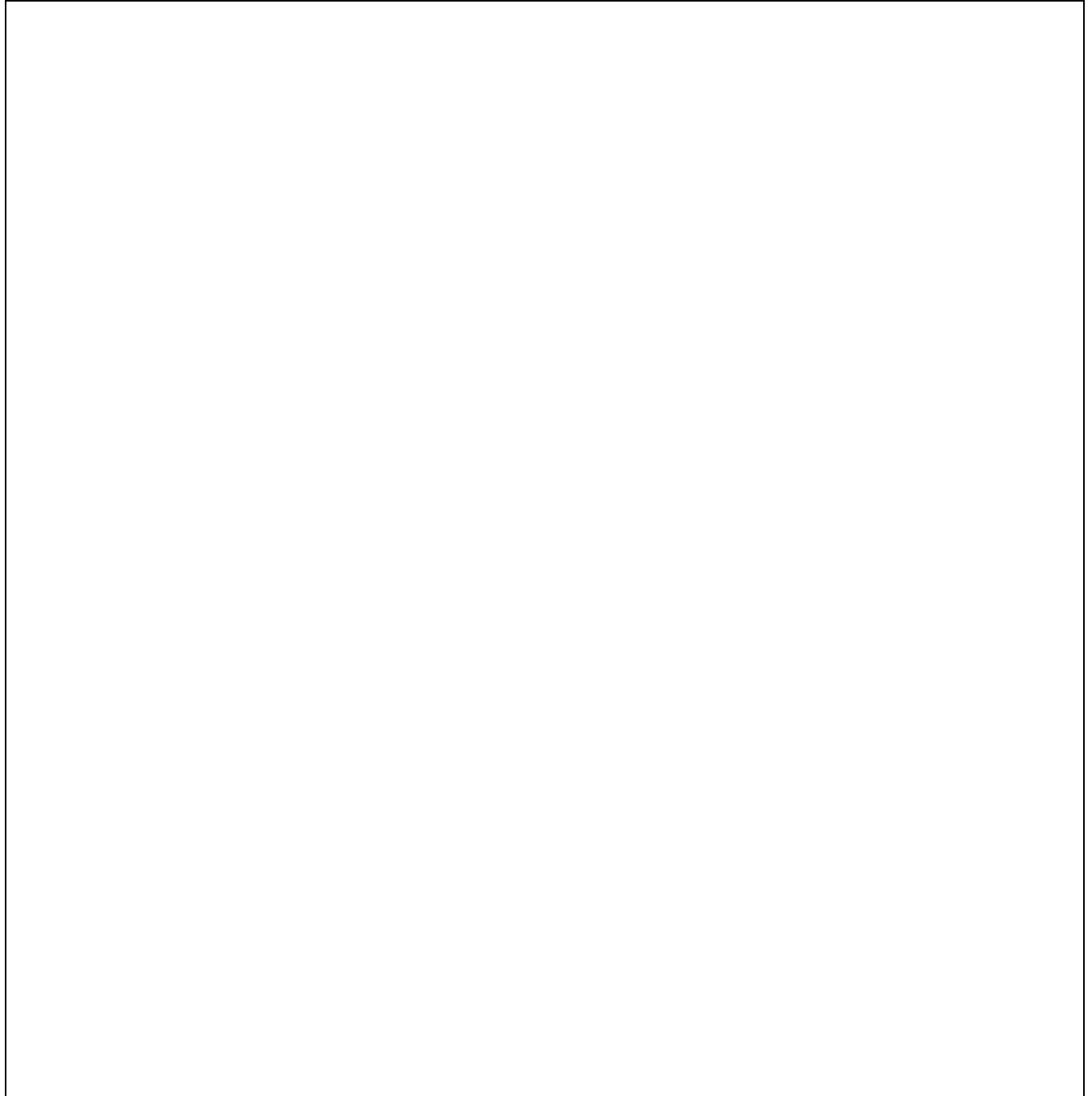
PLUMBING INFORMATION

WATER SERVICE SIZE		PUBLIC SEWER	Y/N	SUMP PUMP	Y/N
--------------------	--	--------------	-----	-----------	-----

MECHANICAL INFORMATION

TYPE OF HEAT		TYPE OF AIR CONDITIONING	
--------------	--	--------------------------	--

SITE/LAYOUT PLAN



Include the following Information:

- | | |
|--|-----------------------------------|
| 1. North Arrow | 4. Location and Name of Street(s) |
| 2. Dimensions of Lot | 5. Location of all utilities |
| 3. Footprint of structure & distance from property lines | 6. Erosion control placement |

Residential Specification Sheet

Pitch

Venting Type

Roofing Covering lbs. per square

Minimum 20 year, 3 tab shingle; 15 lb felt

Roof Sheathing (1/2" minimum or equal)

Roof Trusses/Rafters @ centers

manufactured roof truss plan required

Attic Insulation (R49 minimum)

Double Plate

Interior Wall/Ceiling Finish (Minimum 1/2" sheetrock)

Fire separation required between garage and house.

Wall Studs @ centers

(Supporting two floors and roof, 2" x 6" minimum)

Exterior Sheathing (Minimum 7/16" plywood or equal)

Felt or approved weather-resistant barrier required around entire structure (exterior)

Wall Insulation (R20 minimum)

Exterior Wall Finish

All plumbing materials to be in compliance with latest adopted edition of the Illinois Plumbing Code.
All electrical must comply with the latest adopted issue of the NEC.

Sub-floor (3/4" tongue & groove minimum)

Band Board

Floor Joists (Manufactured joists require floor joist plan)

Type used _____

Span _____

Spacing _____

Support Beam

Type used _____

Span _____

Termite Shield (Metal)

Anchor Bolts 1/2" with 2" washers (1' from corners @ 6' centers - 1-story)
(1' from corner @ 4' centers - 2-story)

Foundation

Minimum thickness: 8"

3 row rebar = 8' walls

4 row rebar = 9' walls

Water Proofing/Damp Proofing

Four inch plastic drain tile inside and outside foundation walls. Properly installed form-a-drain acceptable

Foundation Insulation (either of two options)

R10 min outer

R13 min inner

Half inch #4 rebar, 12' long minimum, 12" from all corners @ 2' centers, or 2"x2" keyway

Footing

Minimum 8" thickness; minimum width is twice the thickness of foundation.

Gravel 2" below drain tile

Gravel 6" above drain tile

Gravel minimum 1' from footing/foundation

CITY OF HIGHLAND BUILDING PERMIT INFORMATION SHEET

Phone: 618-654-7115 Fax: 618-654-1901 Email: highlandzoning@highlandil.gov

Application shall be made on the prescribed **CITY OF HIGHLAND APPLICATION**, available in the office and on the web site, and consist of a general description of the proposed work. The application must be completed in full and all requested documentation submitted or it will be returned to the applicant.

The City of Highland has adopted and enforces the following codes:

2012 International Model Codes 2011 National Electric Code State of Illinois Plumbing Code
2015 Energy Conservation Code Illinois Accessibility Code

All contractors/subcontractors must provide a copy of their current certificate of insurance.

☐ **1 and 2 FAMILY CONSTRUCTION**

- ☐ **TWO** complete sets of drawings detailing floor plan, plumbing, and electrical circuitry diagrams.
- ☐ Finished elevation measured from center of garage floor and 18" to 24" relative to the street elevation.
- ☐ Submit completed building permit application and documentation for review **TEN WORKING DAYS** prior to the start of construction.

☐ **COMMERCIAL AND INDUSTRIAL CONSTRUCTION**

- ☐ TWO complete sets of sealed drawings including MEP's (Mechanical, Electrical, Plumbing) details and elevations.
- ☐ All plans must be signed and sealed by an Illinois Registered Design Professional.
- ☐ Front entrance finished floor elevation relative to the street elevation.
- ☐ Submit completed application and documentation at least 15 WORKING DAYS prior to the start of construction.
- ☐ Additional documentation on the structural, mechanical, plumbing, electrical, stress diagrams, computations, soil conditions including bearing strata and load bearing capacity, and any other technical data may be required.

☐ **APPLICANT RESPONSIBILITY**

Completion of the Building Permit Application, **READING ALL PROVIDED INFORMATION**, Calling for inspections, J.U.L.I.E. Locates, Erosion Control, Dirt on Roadway, Repair to damaged curbs/Gutters, Provide protection to adjacent properties, Keep job site clean and free of debris, **Burning of construction waste is NOT ALLOWED.**

- ☐ **SITE PLAN REVIEWS** are required when there are new or changed used for "C-1" neighborhood commercial district, non-residential structures or additions over 2,500 square feet, or redevelopments in which 50% or more of the structure is altered. **BUILDING PERMITS SHALL NOT BE ISSUED** for any use of land or proposed construction on a lot in the zooming districts unless Site Plan Review approval has been granted.
- ☐ The structure **MAY NOT BE OCCUPIED** until the final inspections are complete and a Certificate of Occupancy has been issued.

THE PERMIT MUST BE POSTED SO IT IS VISABLE FROM THE STREET AND ACCESSIBLE TO THE INSPECTOR. ONE SET OF PLANS WILL BE RETURNED TO BE KEPT ON THE JOB SITE AT ALL TIMES. INSPECTIONS WILL NOT BE MADE IF THE APPROVED PLANS ARE NOT ON THE JOB SITE OR EROSION CONTROL IS NOT PRESENT. A FAILED INSPECTION WILL BE NOTED ON THE PERMIT. A RE-INSPECTION FEE MAY APPLY.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE GUIDELINES, AND HAVE BEEN NOTIFIED BY THE BUILDING DEPARTMENT INSPECTIONS ARE REQUIRED.

Signature: _____ **Date:** _____

Please be advised that as part of the 2012 I-Code adoption there was a local amendment to the residential building code regarding construction site maintenance:

115.1 Dumpsters

1. Each building construction site shall have on-site dumpster(s) of sufficient capacity to contain the construction debris generated by the construction activity on said site.
2. All construction debris from each building construction site, shall be placed in the construction site dumpster(s), by the end of each work day.
3. Every construction site dumpster, having been filled, shall be removed from the construction site and where appropriate, replaced with another empty dumpster until such time as construction debris is no longer generated on the site.

115.2 Rocked Driveways

1. Each residential building construction site shall have its driveway (as delineated on the building permit application site plan) rocked with CA 6 to minimum depth of 3 inches.
2. Rock drives or roadways must be constructed and maintained on stable soil in order to maintain the desired intent or the rock shall be replaced and/or soil stabilization may be required, as directed by the Code Official.
3. All deliveries of building materials, of all kinds, shall be made using the rocked road or driveway, without exception.

115.3 Sanitary Facilities

1. If a residential construction site provides sanitary facilities (including toileting and hand washing facilities) for the convenience of all workers and shall be discharged into a sanitary sewer or if the facility is portable, it shall be an enclosed, chemically-treated tank tight unit. All non-sewered units shall be pumped regularly to assure adequate working and sanitary facilities.

115.4 Responsibility

2. It shall be the responsibility of the permit holder and any individual or company acting under the direction of the permit holder to ensure compliance of all provisions of Section 117.

**Twenty-four (24) hour notice is required for all inspections.
Contract Building and Zoning at 618-654-7115 to schedule an inspection.**

- **Building Site Inspection:** The inspector will visit the proposed jobsite to verify that the project meets the City's regulations (Building must be staked out, property lines stringed and J.U.L.I.E. contacted)
- **Dug Footing Inspection:** Forms and required rebar in place, no standing water, slop mud, wooden grade stakes or frozen ground allowed. Drainage must have continuous filter membrane ("socked") over perforated pipe. UFER grounding must be present.
- **Poured Footing:** Level, dowel pins, or keyway present.
- **Underfloor Slab Inspection:** 6-mil poly/plastic must be in place and properly taped prior to pouring concrete.
- **Underfloor Plumbing Inspection:** All under-floor sanitary lines, vent lines and the sump pump pit must be in place. The sump crock rim must be 2" above finished floor.
- **Foundation Wall Forms (Pre-pour):** No mud or standing water allowed on the footing, steel re-bar, window opening, beam pockets and brick ledge must be in place.
- **Foundation Wall Waterproofing:** Drain tile, rock, and tarring must be in place before backfilling. Debris removed
- **Rough-In Plumbing (Inside the structure):** All potable water lines, waste lines, vent lines must be in place.
- **Rough-In Wiring:** All wire staples, including communication cable. All circuits marked with a breaker number and all dedicated circuits must be labeled.
- **Rough Frame:** (after plumbing and wiring rough-in) All framing and nailers must be complete, house wrap. Fire stopping must be in place.
- **Insulation** – Must comply with the 2012 Illinois Energy Conservation Code per REScheck submittal
- **Roof:** Sheeting paper (felt underlayment - run horizontally), flashing, and drip edge must be in place before shingling. Proper venting required.
- **Drywall Inspection:** (before mudding) (both house and garage) Drywall must be nailed or screwed per the fastener schedule. Moisture resistant board is required in all wet areas.
- **Electrical Panel/Meter Base Inspection:** Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, and the ground wire must be marked and grounded. Panel neutrals and grounds must be separated in panel box and circuits must be plainly labeled.
- **Driveway Inspection:** 6 inches deep on City Right of Way, with wire mesh or rebar or fiber mesh. 1" Expansion joint required at curb, sidewalk and garage.
- **City Sidewalk Inspection:** 5 foot wide, 4 inches thick unless crossing a driveway, then section crossing drive must be 6 inches and have either mesh, rebar or fiber mesh.
- **Final Plumbing Inspection:** All fixtures must be set, hooked up, and the water service must be turned on.
- **Final Electrical Inspection:** All devices must be set and powered, panel box marked, GFCI/AFCI properly wired, and all work must be completed.
- **Final Building Inspection:** All construction must be done before the structure is occupied. Final plumbing and electrical must have passed. The final grading of the lot must be done and the address must be displayed on the structure. Certificate of occupancy required prior to occupying structure.

NOTICE

The City of Highland requires inspections on all permits issued. Any inspections requested after normal working hours are subject to the additional fees listed below.

Monday – Friday after 4:30PM.....\$126.00*

Saturday.....\$126.00*

Holidays and Sundays.....\$160.00*

***subject to change**

Failure to call for inspections or obtain the appropriate permits are subject to the following fines in addition to permit fees.

Pictures of the work will not be acceptable.

Working without a permit.....\$500.00

Covering up work which has not been inspected.....\$500.00

Please contact the Building and Zoning Department at 618-654-7115 for additional information.

ILLINOIS BUILDING PERMIT FINE SCHEDULE

- A) These fees are applicable to the general contractor, sub-contractor and the owner/property owner. In addition to a ticket being issued, a stop work order will be issued to remain in effect until the ticket has been paid and the violation has been corrected.

<u>Offense</u>	<u>Fine*</u>
1. Working without a permit when one is required.	\$500.00
2. Covering up work without an inspection. (Must pass inspection prior to being covered up.)	\$500.00
3. Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it***. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.	\$50.00**
4. Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.	\$50.00
5. Failure to call for a final inspection.	\$500.00
6. Occupying the structure before the issuance of a certificate of occupancy.	\$500.00
7. A Certificate of Occupancy fee of \$250.00 is paid when the building permit is issued, with \$200.00**** to be used as a bond. This bond is reimbursed if all of the work is completed and a permanent certificate of occupancy is issued at the time of final inspection. If issued a temporary certificate of occupancy, and the work is not completed within the time allotted on the temporary certificate of occupancy, then \$125.00 of the bond is forfeited as a fine. Failure to obtain the permanent certificate of occupancy within four (4) months of issuance of the temporary certificate of occupancy, the remaining bond is forfeited, the City of Highland may disconnect utilities, and/or the owner and general contractor are issued a City Ordinance Violation and a Notice to Appear in court.	\$250.00****

*If offender(s) refuses the ticket or refuses to pay the fine, then they will be issued a City Ordinance Violation and a Notice to Appear in Court. The stop work order shall remain in effect until disposition has been rendered by the court. The fine shall continue to accrue for each day that the violation continues to exist. The offender(s) is responsible for paying all court costs.

**Does not apply to re-inspections of corrected work.

*** Applies to all Inspections.

****Will be used as bond.

- B) Notification is made to the permit holder is of the applicable penalties, when they apply for a permit. They must read the information sheets provided and sign that they have read and understand it. A copy will be returned to them and also sent to the homeowner, if applicable.
- C) For working without a permit, both the owner and the general contractor receive a ticket. For covering up work without an inspection, the general contractor and sub-contractor both receive a ticket. For scheduling an inspection and not being ready, the general contractor and sub-contractor both receive a ticket, for mud on the pavement, both the general contractor and all sub-contractors on-site at the time of the City's arrival to check the complaint will be issued tickets. Failure to call for a final, and occupying the structure without a certificate of occupancy, both the owner and the general contractor receive tickets.

(Contractor)

(Building Official)

(Date)

(Date)

ATTENTION PERMIT HOLDER

BE ADVISED THAT \$200.00 OF THE CERTIFICATE OF OCCUPANCY FEE IS REFUNDABLE PROVIDED YOU COMPLY WITH THE REQUIREMENTS PERTAINING TO THE FINAL INSPECTION AND THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY AS NOTED IN THE ATTACHED DOCUMENT. PLEASE NOTE IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO COMPLETE THE REQUEST UPON COMPLETION OF AN APPROVED FINAL INSPECTION.

*******OFFICE USE ONLY*******

BUILDING PERMIT FEES

BUILDING PERMIT FEE	
ELECTRICAL INSPECTION FEE	
PLUMBING INSPECTION FEE	
ELECTRICAL CONNECTION FEE	
SEWER CONNECTION FEE	
WATER CONNECTION FEE	
CERTIFICATE OF OCCUPANCY FEE	
PLAN REVIEW FEE	
TOTAL FEES	

APPROVED BY _____ DATE _____

Comments:



City of Highland
Building and Zoning

Residential Fire Sprinkler Waiver Option

The 2012 International Residential Code requires automatic fire sprinklers in new residential construction. A residential automatic fire sprinkler system is one of many ways to protect your home and family from a residential fire. The automatic fire sprinkler requirement may be opted out of via this waiver. The City of Highland does not advocate for or against their installation. The purpose of this document is to ensure you have been provided sufficient information to make an educated decision when determining whether to invest in, or waive, this safety feature for your new home.

1. Was the option of installing a fire sprinkler system offered to you by the builder or builder's representative? Yes No
2. Were you given a printed informational sheet about residential sprinklers? Yes No
3. Were you given cost estimates for installation of residential sprinklers? Yes No
4. Did you choose to purchase a residential sprinkler system for your new home? Yes No

You may obtain additional information on residential fire sprinkler systems at
www.homefiresprinkler.org

Proposed Construction Address

Subdivision/ PIN #

Purchaser Name

Purchaser Signature

Date

Builder/Contractor Signature

Date

This document shall be filed with the Building Permit Application submitted to the City of Highland, Department of Economic and Community Development, Building & Zoning Division.



City of Highland

Building and Zoning

Utilities Connection Application

Public Works – Light and Power – Building and Zoning

APPLICANT INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

INITIAL UTILITY BILLING INFORMATION

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

SERVICE ADDRESS

Address: _____ City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Parcel ID Number: _____

Use of Subject Property: ☐ Residential ☐ Commercial ☐ Industrial

Associated with a building permit? ☐ Yes ☐ No Permit #: _____

Is the property within Highland City Limits? ☐ Yes ☐ No

TYPE OF CONNECTION(S) BEING REQUESTED

Water Service: ☐ Yes ☐ No

Temporary Service: ☐ Yes ☐ No

Service Size: _____ Meter Location: ☐ Inside ☐ Outside

Sanitary Sewer Service: ☐ Yes ☐ No Is there existing private sewage? ☐ Yes ☐ No

Private sewage lies _____ to _____ (cardinal directions)

Electrical Service: ☐ Yes ☐ No

Temporary Service: ☐ Yes ☐ No

AMP: _____

Service Type: ☐ Above ground ☐ Underground

Sump/Storm Sewer: ☐ Yes ☐ No

Construction of Driveway: ☐ Yes ☐ No



City of Highland

Building and Zoning

DECLARATION

I, the applicant, of the above legally described property on which the utility/service change is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for utility/service on said property. I have read and understand the aforementioned information. By virtue of my application, I do hereby declare that the appropriate City Officials responsible for the review of my application are given permission to visit and inspect the property proposed in order to ensure all City Ordinances are adhered to and all proposed improvements are installed correctly.

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY

Water Size line: _____ Rate: \$ _____ Keeven Water Line? ☐ Yes ☐ No

Sanitary Sewer Use Type: _____ Rate: \$ _____

Electric AMP: _____ Rate: \$ _____

Fee Total \$ _____

Date Paid: _____ **Received by:** _____

NEW SERVICE CONNECTION FEE CHART*

***ALL FEES ARE SUBJECT TO VERIFICATION BY THE CITY OF HIGHLAND**

POTABLE WATER**

TYPE OF CONNECTION

IN CITY RATE

OUT OF CITY RATE

Inside Meter

Outside Meter

Inside Meter

Outside Meter

3/4 Inch Connection

\$1,000

\$1,050

\$1,200

\$1,250

1 Inch Connection

\$1,050

\$1,110

\$1,250

\$1,310

1 & 1/2 Inch Connection

\$1,500

\$2,150

\$1,700

\$2,350

2 Inch Connection

\$2,700

\$3,400

\$2,900

\$3,600

3 Inch Connection

\$3,900

\$6,750

\$4,100

\$6,950

4 Inch Connection

\$5,200

\$8,050

\$5,400

\$8,250

** For water service connections greater than 4 inch, the fee shall be determined by the City Manager or their designee. The City will furnish and install the service pipe from the main to the property line, the curb stop, box and meter.

ELECTRIC***

120/240 Volt Single Phase Service up to 200- Amp

\$375

120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service

\$575

All secondary voltage three phase services 120/240 volt, 120/208 volt or 277/480 volt

\$825

All primary voltage three phase services, 7620; 13,200 volt and 2400/4160 volt

\$1,000

*** The City will run a maximum of 125 feet of service from the City's connection point. For any service runs greater than 125 feet, the owner is responsible for all costs incurred by the city for runs greater than 125 feet are borne by the property owner. For redundant services, the property owner is responsible for all costs.

SANITARY SEWER CONNECTION FEES

Residential

Commercial

Industrial

\$2,551

\$2,551

\$3,912



City of Highland Building and Zoning

GENERAL INFORMATION

Water Service – The City shall provide water service to the property line from a point nearest to the water main according to City Ordinances. All material installed by the City in accordance with this contract shall remain the property of the City. All work to be done by a State of Illinois licensed plumber. The undersigned hereby agrees to honor all present and future City Ordinances governing water service in the City.

Sewer Service – All work will be done by a licensed plumber or under the supervision and subject to the approval of the Water & Sewer Distribution Division or an authorized sewer inspector, and in all respects in full compliance with the terms and provisions of the following Ordinance of the City of Highland. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Water & Sewer Distribution Division. Pipe laying and backfill shall be performed in accordance with ASTM specification (C-12) except that no backfill shall be placed until the work has been inspected. In the event that backfill is placed prior to inspection, the same shall be removed immediately at the contractor's expense. The applicant for the permit shall notify the Public Works Department when the sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Water & Sewer Distribution Division. The undersigned hereby applies to connect a private sewer with the public sewer of the City of Highland, Illinois, and to make all necessary excavations in the street, easement, alley, or right-of-way.

Electrical Service – The applicant agrees that the City has the right to specify the location of where the electrical meter base is to be located and to specify the total amount of service conductor to be utilized for the project. The applicant agrees that should they desire to locate the electrical meter base in a different location than where the city requires, the applicant will be responsible for all the cost differences associated with their location versus the City's required location. All material installed by the City in accordance with this contract shall remain the property of the City. All electrical work requires a release from the electrical inspector prior to requesting connection to the City of Highland electrical services for the above location. The undersigned hereby agrees to honor all present and future City Ordinances governing electrical service provided by the City.

Sump/Storm Sewer – All material installed by the contractor/owner shall be in accordance with City regulations. The undersigned hereby agrees to honor all present and future City Ordinance governing sump/storm sewers in the City.

INSPECTION INFORMATION

Water Service – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Sewer Service – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Electrical Service – Contractor must notify Light and Power to submit a work order request for electrical hook-up. The department shall have at least 72 hours after work order submittal to add the project into the department job schedule. Timely completion of electrical hook-up will be dependent upon department work load, employee availability, ground conditions and weather conditions. (618-654-7511)

Sump/Storm Sewer – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Construction of Driveways – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)