



City of Highland

Department of Economic and Community Development

Building and Zoning Division

LIMITED PERMIT INFORMATION SHEET

Please post the permit card so it is visible from the street and accessible to the inspector. When calling for inspections please have the permit number available and allow 24 hours for the inspections to be made. For structures that do not require a permit, a Zoning Compliance Document must be completed by the homeowner and verified by the Building Inspector. All Rules and Regulations of the City of Highland must be complied with.

JULIE UTILITY LOCATES ARE REQUIRED FOR ALL EXCAVATIONS 1-800-892-0123 or 811

SHEDS/GAZEBOS/ACCESSORY STRUCTURES

1. Structures less than 200 sq. ft. do not require a permit, but the site must be checked for compliance. A Zoning Compliance Document is required. Structures 200 sq. ft. or greater require a building permit.
2. Must comply with the property setback requirements, shall not be within 10 feet of the primary structure, or 5 feet from any other structure.
3. If underground electrical service is desired, it should be buried 24 inches deep in conduit or direct buried cable. The service must come from the primary building service. An electrical inspection is required.
4. A final inspection is required upon completion.

DECKS

1. All decks more than 30 inches off the ground must have a securely attached handrail between 34 - 38 inches in height with spindles no more than 4 inches apart.
2. Footing must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the footing holes must be made prior to pour.
3. All decks must comply with section 507 of the 2012 International Residential Code.
4. Covered decks require a different permit.
5. A final inspection is required upon completion.

PATIOS

1. Patios 200 sq. ft. or larger require a permit. All patios sites, regardless of size must be inspected for compliance prior to digging.
2. Zoning Compliance Document is required for patios smaller than 200 sq. ft.
3. A final inspection is required upon completion

CARPORTS

1. Must comply with the property setback requirements and cannot be enclosed.
2. Piers for the support holes must be a minimum of 30 inches deep, with 36 inches deep recommended. An inspection of the pier holes must be made prior to pour.
3. If a concrete floor is desired, it is required to be at least 4 inches thick.
4. Shingles are allowed on roofs with a slope greater than 2:12.
5. A final inspection is required upon completion.

SIGNS

1. See sign ordinance
2. Final inspection is required upon completion

DEMOLITION

1. All utilities must be disconnected prior to demolition.
2. **Per the State of Illinois, all Commercial demolitions require an Asbestos Inspection and if applicable, proper remediation and disposal. All documentation must be provided prior to permit issuance.**
3. Open sites must be fenced in.
4. A final inspection is required when demolition is complete to ensure water and sewer are capped, erosion control is maintained and final grade and seeding is completed.
5. **Copies of all landfill tickets must be submitted within 7 days of completion.**

ABOVE GROUND/INGROUND POOLS SPAS AND HOT TUBS

1. Any swimming pool deeper than 24 inches has to comply with Chapter 42 of the 2012 International Residential Code and Article 690 of the 2017 National Electric Code.
2. Pool shall comply with the property setback requirements. They are not allowed in front yards.
3. The perimeter around all pools, which are over 24 inches in depth, shall be enclosed with a 4-foot high or greater barrier. Any openings in the barrier shall not be greater than 4 inches.
4. Access to the pool shall be by a ladder that must be either removable or retractable with the ability to be locked in the up position. Ladders shall be locked or removed when the pool is not in use. Any permanent deck or fence used as a barrier shall have a self-closing gate that locks.
5. Additional fees may be required for the electrical/plumbing inspections if required. Electrical connections to operate the pool filtration system must be ground fault protected. Wiring from the power source to operate electrical equipment for the pool must be installed in rigid conduit or cable designed and approved for direct burial. All of these methods shall be buried a minimum of 24 inches below grade. **A marked "Disconnect Switch" is required.**
6. A final inspection is required upon completion. A final will not be approved if the fence or barrier is not installed.
7. Up to \$200 refund upon completion of inground pool installation.
FOR OTHER CODES THAT MAY APPLY TO POOLS & SPAS, SEE CHAPTER 42 OF THE 2012 INTERNATIONAL RESIDENTIAL CODE AND ARTICLE 690 OF THE 2017 NATIONAL ELECTRICAL CODE.

ROOFS

1. Flashing, felt paper (run **horizontally**), and drip edge must be in place prior to shingling.
2. **Roofer's license/photo ID and insurance information must be provided and WILL BE VERIFIED.**
3. Roof must be properly vented.
4. Inspection must be made prior to shingling.

ELECTRICAL UPGRADE

1. Follow the 2011 National Electric Code (NEC) and City of Highland requirements.
2. Meter Base and Service Panel inspections must be conducted prior to re-connection.

ELECTRICAL REWIRE

1. Follow the 2011 National Electric Code (NEC) and City of Highland requirements.
2. Rough-in, meter base, service panel, and final inspections must be made.

PLUMBING UPGRADES

1. Follow the current edition of the IL State Plumbing Code.
2. An IL state licensed plumber must do work not done by the homeowner. Copy of card (front & back) is required.



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APPLICATION FOR BUILDING PERMIT

PERMIT NUMBER: _____
DATE: _____ APPLICANT NAME: _____
EMAIL: _____ CONTACT PHONE NO.: _____
RELATIONSHIP TO PROJECT: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> ARCHITECT/DESIGNER <input type="checkbox"/> AGENT <input type="checkbox"/> OTHER _____

PERMIT TYPE

<input type="checkbox"/> BUILDING <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> SWIMMING POOL <input type="checkbox"/> DECK <input type="checkbox"/> ROOF
<input type="checkbox"/> SIGN <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> 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 _____		

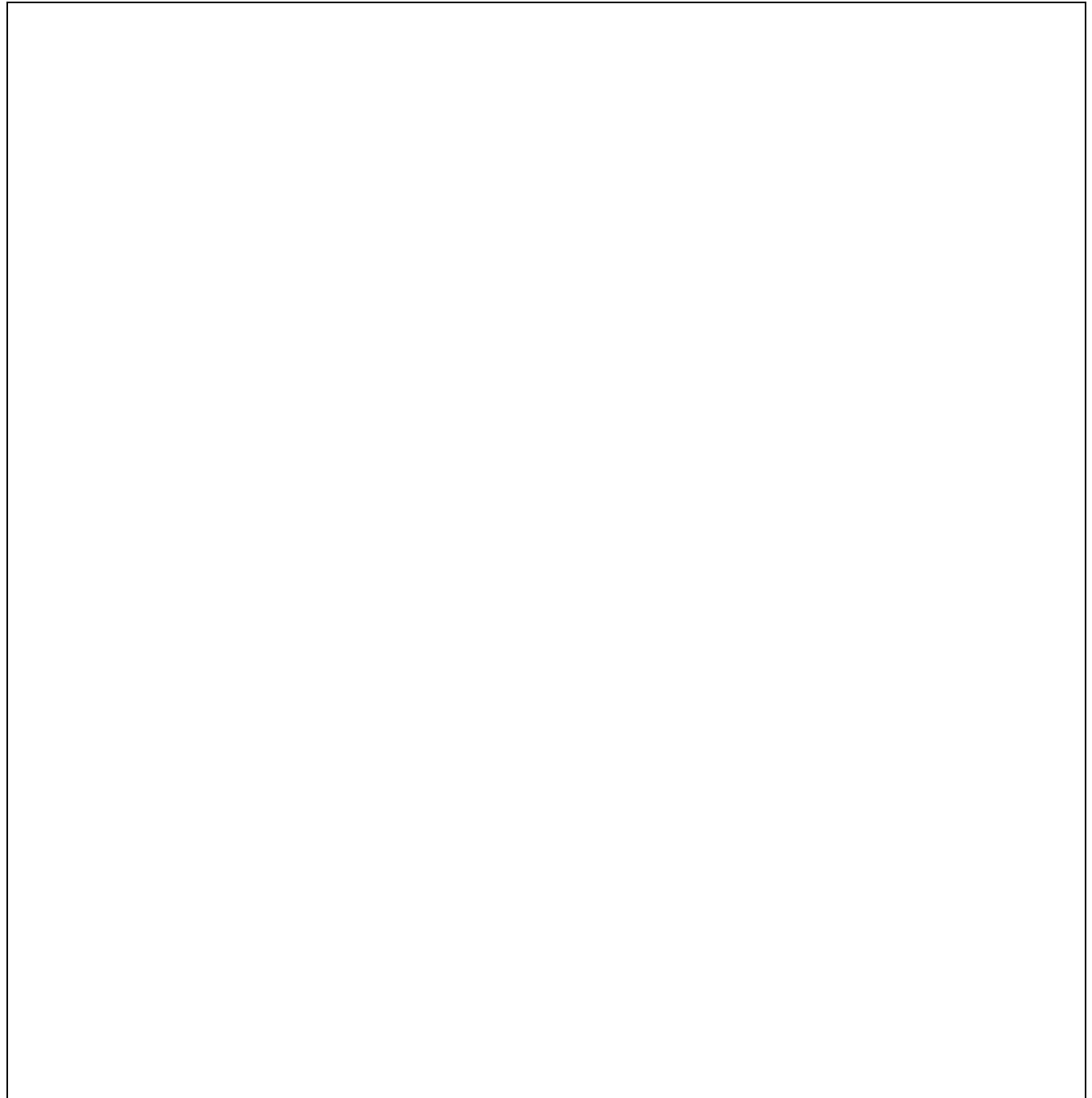
PLUMBING INFORMATION

WATER SERVICE SIZE _____	PUBLIC SEWER Y/N _____	SUMP PUMP Y/N _____
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MECHANICAL INFORMATION

TYPE OF HEAT _____	TYPE OF AIR CONDITIONING _____
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SITE/LAYOUT PLAN



Include the following information:

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

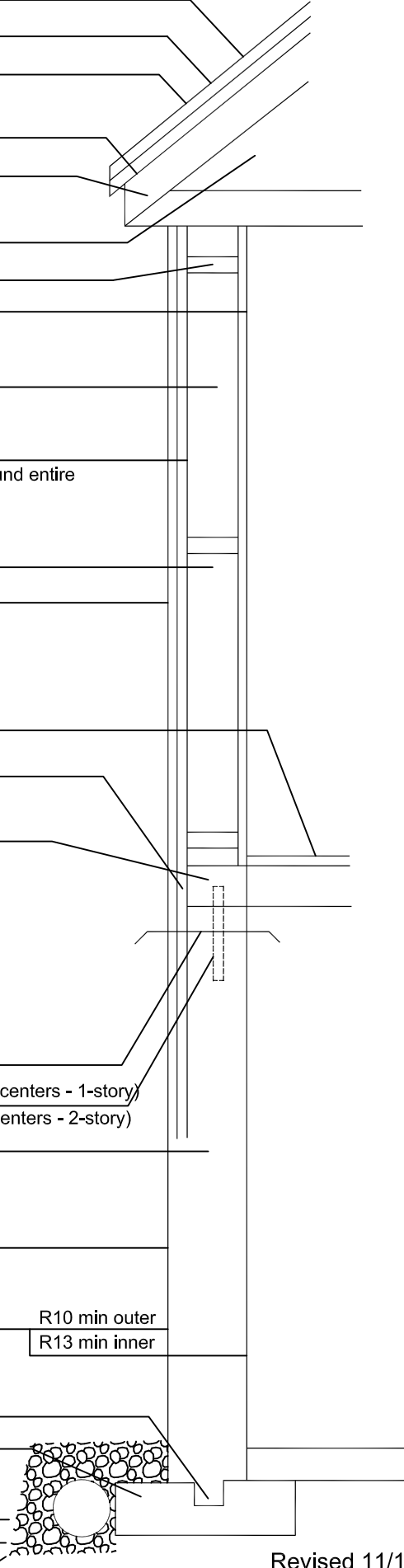
Footing _____

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: