



City of Highland  
Building and Zoning

**ONE AND TWO FAMILY BUILDING PERMIT APPLICATION**

<b>For Office Use Only</b>	
Permit #: _____	Date: _____

**PART 1 – PROPERTY OWNER INFORMATION**

Property /Jobsite Address (9-1-1 Approved): \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Owner Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PART 2 – APPLICANT/CONTRACTOR INFORMATION**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PART 3 – CONTRACTOR INFORMATION**

Sub-Contractors	Name	Phone #	License #
Concrete Foundation			N/A
Concrete Flatwork			N/A
Drywall/Plaster			N/A
Excavation			N/A
Electrical			N/A
Framing			N/A
HVAC			N/A
Insulation			N/A
Plumbing			05 -
Roofing			104.
Other			



# City of Highland Building and Zoning

## PERMIT INFORMATION

Est. Start Date: \_\_\_\_\_ Est. Finish Date: \_\_\_\_\_ Est. Job Value: \$ \_\_\_\_\_

Two sets of plans/specs provided:  Yes  No

Sealed:  Yes  No  NA

Truss drawings provided:  Yes  No

Contractor's License/Certificate of Insurance provided:  Yes  No  NA

Proposed garage floor elevation or lowest level elevation: \_\_\_\_\_

### PART 4 – CONSTRUCTION INFORMATION

**Type and Size of Home:** (Check all that apply)

Single-family  Two-family

Type	Main Floor Living Area Sq. Ft./Unit	Upper Floor Living Area Sq. Ft./Unit	Lower Floor Living Area Sq. Ft./Unit	Total Living Area Sq. Ft./Unit	Finished Basement Sq. Ft./Unit	Unfinished Basement Sq. Ft./Unit	Garage Sq. Ft./Unit
Ranch		N/A	N/A				
Raised Ranch or Split Foyer	N/A				N/A	N/A	
Two Story	N/A						

**Structural Frame:** (Check all that apply)

Concrete  Masonry  Steel  Wood  Other: \_\_\_\_\_

**Exterior Walls:** (Check all that apply)

Concrete  Masonry  Steel  Wood  Other: \_\_\_\_\_

**Structural:** Are any **structural assemblies** fabricated off-site?

Floor  Roof  Walls  Other: \_\_\_\_\_

Street Frontage in feet:	Lot Area (sq. ft.):
Front Setback (prop. line) in feet:	# of Bedrooms/Unit:
Rear Setback (prop. line) in feet:	# of Bathrooms/Unit:
Left Setback in feet:	# of Egress Windows/Unit:
Right Setback in feet:	# of Basement Egress Windows/Unit:
Building Height in feet:	# of Fireplaces/Unit:
Stories:	Deck Area (sq. ft.)/Unit:
Footprint of Structure (sq. ft.):	Deck Height in feet/Unit:



# City of Highland Building and Zoning

**Electrical:**

Total Amps: \_\_\_\_\_ # of Arc-Fault Circuits: \_\_\_\_\_ # of GFCI Circuits: \_\_\_\_\_  
# of Small Appliance Circuits: \_\_\_\_\_ # of Major Appliance (Dedicated) Circuits: \_\_\_\_\_

**Plumbing:**

Public Sewer:  Yes  No                      Sump Pump:  Yes  No                      Ejector Pump:  Yes  No

**PART 5 – MINIMUM CODE REQUIREMENTS**

- Compliance with the latest adopted *City of Highland Zoning Code*.
- Compliance with the latest adopted edition of the *National Electrical Code Standard NFPA 70*.
- Compliance with the latest adopted edition of *The International Residential Code & NFPA 101*.
- State of Illinois law requires compliance with the latest adopted edition of the *Illinois Plumbing Code*.
- State of Illinois law requires compliance with the latest adopted edition of the *International Energy Code with Illinois Amendments*.

**PART 6 – CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been instructed by the owner to make this application as his/her authorized agent.

I agree to conform to all applicable laws of this jurisdiction and any applicable State of Illinois codes and regulations that may be more stringent. Furthermore, approval of this building permit application and issuance of a building permit does not give permission to violate the City of Highland’s building and zoning codes.

I agree that it is my responsibility to comply with any subdivision covenants and restrictions that may also apply to this proposed construction.

I agree to contact Building and Zoning for inspections as improvements progress and not to allow a person to use or occupy the structure before a final inspection has been made and approved.

**Building permit fees are non-refundable.**

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Signature of Applicant/Owner	Date	Phone
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Responsible Person in Charge of Work	Title	Phone
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<b>For Office Use Only</b>	
Building Permit Fee: _____	
Comments: _____	
_____	
Approved by: _____	Date: _____



**Site Plan**

A large, empty rectangular box intended for the site plan drawing.

**Include the following information:**

1. North arrow
2. Dimensions of lot
3. Footprint of structure & distance from property lines
4. Location and name of streets
5. Location of all utilities
6. Erosion Control Placement



City of Highland  
Building and Zoning

**Application Requirements**

- Certificate of Insurance of all contractors/subcontractors
- TWO (2) complete sets of drawings detailing floor plan, plumbing, electrical circuitry diagrams
- Finished elevation measured from center of garage floor and 18” to 24” relative to the street elevation
- Submitted 10 working days prior to start of construction

**Regulations**

- Permit must be posted on job site
- J.U.L.I.E. locates
- Properly installed and maintained erosion control is required
- Dumpster questions may be directed to City Hall at 618-654-7115
- Call Public Works for water, sewer and sump line connection inspections prior to backfilling 618-654-6823
- Call State of Illinois for plumbing inspections at 618-971-2232 or 618-514-7577
- Repair to damaged curbs/gutters
- Job site must be clean and free of debris; burning of construction waste is not allowed
- Failure to call for inspections will result in fines assessed, uncovering of work, and loss of Certificate of Occupancy Deposit
- All inspections must be approved for full refund of the Certificate of Occupancy Deposit

**Additional Fees**

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 & Sundays.....	\$160.00

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
(Work must be uncovered and inspected)	

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



# City of Highland

## Building and Zoning

### Inspections

**Note: To schedule inspections, contact Building and Zoning at 618-654-7115 or [highlandzoning@highlandil.gov](mailto:highlandzoning@highlandil.gov) and give 24-hour notice.**

1. Building Site and Dug Footing
  - Building site meets setback requirements
  - Forms and rebar in place; no standing water, slop mud, wooden grade stakes, or frozen ground; drainage has continuous membrane (“socked”) over perforated pipe: UFER grounding present
2. Pre-Pour Foundation Wall Forms and Poured Footing
  - No mud or standing water on footing; steel rebar, window opening, beam pockets, and brick ledge in place
  - Level, dowel pins, or keyway present
3. Rough Electric and Framing
  - All wire staples, including communication cable; All circuits marked with a breaker number; all dedicated circuits labeled
  - All framing and nailers complete; house wrap; fire stopping in place
4. Drywall
  - Before mudding for both house and garage; Drywall nailed or screwed per fastener schedule; moisture-resistant board required in all wet areas
5. Electrical Panel/Meter Base
  - Meter at correct height; minimum of schedule 80 conduit; neutral marked; ground wire marked and grounded; circuits clearly labeled
6. Sidewalk and Driveway
  - Performed by Public Works to check City Right-of-Way
  - **To schedule, contact Public Works at 618-654-6823 and give 24-hour notice**
7. Final Building and Electric
  - All construction completed before home is occupied; final grading of lot done; address displayed on structure; Certificate of Occupancy required prior to occupancy
  - All devices set and powered, panel box marked; GFCI/AFCI properly wired



**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.



City of Highland  
Building and Zoning

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City of Highland  
Building and Zoning

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.



City of Highland  
Building and Zoning

\*\*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.**



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

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Proposed Construction Address Subdivision/PIN #

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Purchaser Name

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Purchaser Signature Date

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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 and Zoning Division.

Additional information on residential fire sprinkler systems may be obtained at [www.homefiresprinkler.org](http://www.homefiresprinkler.org).



City of Highland  
Building and Zoning

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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: \_\_\_\_\_

**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

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)



City of Highland  
Building and Zoning

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City of Highland  
Building and Zoning

**Certification of International Energy Conservation Code Adopted by the State Of Illinois**

<b>Date Received:</b>	<b>Approved by:</b>
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**Note:** In consideration for waiving the International Energy Conservation Code adopted by the State of Illinois, this form must be filled out completely, signed before a Notary Public, and submitted to Building and Zoning for approval before permit will be issued.

Site Address: \_\_\_\_\_

I certify that I am aware of the building requirements of the most recent version of the International Energy Conservation Code adopted by the State of Illinois and will have on record for the above address required documentation and testing reports in the following areas: Insulation ratings, glass and door U-factor ratings, heating and cooling equipment efficiency, building air leakage testing, duct tightness testing, REScheck/REMrate/COMcheck results.

Should Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor be found to have violated City Code and/or breached this agreement, the undersigned shall be liable for any or all of the following:

1. Sec. 1-13. - Violations; general penalty.
  - (a) Any person violating any of the city ordinances or failing to comply with any of the mandatory requirements of the city ordinances shall be guilty of an ordinance violation. Except when a different punishment is prescribed by any city ordinance, any person convicted of an ordinance violation under the city ordinances shall be punished by a fine of not less than \$50.00 and not more than \$750.00.
2. Breach of Contract – Any civil remedy available to City for breach of this agreement.
3. Attorneys’ Fees and Costs – the undersigned shall be responsible for payment of all court costs and attorneys’ fees expended by City to enforce the agreement and collect damages for breach of the agreement.

**Sign in person before a Notary Public:**

\_\_\_\_\_  
Signature of Contractor Date

\_\_\_\_\_  
Name of Company (if applicable)

\_\_\_\_\_  
Address of Individual/Company Phone

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Seal

\_\_\_\_\_  
Notary Public



City of Highland  
Building and Zoning

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City of Highland  
Building and Zoning

Certification of Roofing Installation

<b>Date Received:</b>	<b>Approved by:</b>
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**Note:** In consideration for waiving roofing inspections, this form must be filled out completely, signed before a Notary Public, and submitted to Building and Zoning for approval before permit will be issued.

Site Address: \_\_\_\_\_

**I certify that the roofing installation located at the above address conforms to the requirements of the 2012 International Residential Code.**

Should Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor be found to have violated City Code and/or breached this agreement, the undersigned shall be liable for any or all of the following:

1. Sec. 1-13. - Violations; general penalty.
  - (a) Any person violating any of the city ordinances or failing to comply with any of the mandatory requirements of the city ordinances shall be guilty of an ordinance violation. Except when a different punishment is prescribed by any city ordinance, any person convicted of an ordinance violation under the city ordinances shall be punished by a fine of not less than \$50.00 and not more than \$750.00.
2. Breach of Contract – Any civil remedy available to City for breach of this agreement.
3. Attorneys’ Fees and Costs – the undersigned shall be responsible for payment of all court costs and attorneys’ fees expended by City to enforce the agreement and collect damages for breach of the agreement.

**Sign in person before a Notary Public:**

\_\_\_\_\_  
Signature of Contractor Date

\_\_\_\_\_  
Name of Company (if applicable)

\_\_\_\_\_  
Address of Individual/Company Phone

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Seal

\_\_\_\_\_  
Notary Public



City of Highland  
Building and Zoning

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City of Highland  
Building and Zoning

**Certification of Plumbing Installation**

<b>Date Received:</b>	<b>Approved by:</b>
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**Note:** This form must be filled out completely, signed before a Notary Public, and submitted to Building and Zoning for approval.

Site Address: \_\_\_\_\_

**I certify that the plumbing installation located at the above address conforms to the requirement of the State of Illinois Plumbing Code as defined in 77 Illinois Administrative Code, Part 890 of the latest edition of the State of Illinois Plumbing Code.**

**I certify the State of Illinois Plumbing Inspector will be contacted for all plumbing inspections according to State law.**

Should Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor be found to have violated City Code and/or breached this Certification of Plumbing Installation, the undersigned shall be liable for any or all of the following:

1. Sec. 1-13. - Violations; general penalty.
  - (a) Any person violating any of the city ordinances or failing to comply with any of the mandatory requirements of the city ordinances shall be guilty of an ordinance violation. Except when a different punishment is prescribed by any city ordinance, any person convicted of an ordinance violation under the city ordinances shall be punished by a fine of not less than \$50.00 and not more than \$750.00.
2. Civil Remedy – Any civil remedy available to City for violation of City Code and/or violation of this Certification of Plumbing Installation, including liquidated damages.
3. Attorneys’ Fees and Costs – the undersigned shall be responsible for payment of all court costs and attorneys’ fees expended by City for violation of City Code and/or violation of this Certification of Plumbing Installation.

Contractor, Sub-Contractor, or any agent or employee of Contractor or Sub-Contractor (“Contractor”) shall indemnify and hold harmless City, its agents, officers and employees against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses (including any liabilities, judgments, costs and expenses and reasonable attorney’s fees) which may arise directly or indirectly from Contractor’s plumbing work at this location. Contractor shall, at its own cost and expense, appear, defend and pay all charges of attorneys, costs and other expenses arising therefrom or incurred in connection therewith with Contractor’s plumbing work at this location. If any judgment shall be rendered against City, its agents, officers, officials or employees in any such action related in any way to Contractor’s plumbing work at this location, Contractor shall, at its expense, satisfy and discharge the same.

**Sign in person before a Notary Public:**

\_\_\_\_\_  
Signature of Contractor Date

\_\_\_\_\_  
Name of Company (if applicable)

\_\_\_\_\_  
Address of Individual/Company Phone

Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Seal

\_\_\_\_\_  
Notary Public



City of Highland  
Building and Zoning

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City of Highland  
Building and Zoning

FOR OFFICE USE ONLY

**Building Permit Submission Report**

Inspector: \_\_\_\_\_

- |  |
|--|
| <input type="checkbox"/> Permit issued<br><input type="checkbox"/> Ready to issue permit<br><input type="checkbox"/> Revisions needed/further information needed |
|--|

**Needed:**

- Water Tap Fee
- Sewer Tap Fee
- Electric Connection Fee
- Notarized Energy Code Certification
- Notarized Roof Certification
- Notarized Plumbing Certification
- Two complete sets of plans
- Specifications: \_\_\_\_\_
- Additional Information: \_\_\_\_\_

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**Provide the applicant with copies of pages 5 – 10 for their records.**