

## **VILLAGE OF BEECHER BUILDING DEPARTMENT**

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### **BUILDING PERMIT AND INSPECTION PROCESS**

The Village of Beecher has established several regulations over the years pertaining to building codes and inspections. The purpose of this document is to consolidate most of the important information for easy referral by building permit applicants and contractors.

#### **WHAT IS THE BUILDING DEPARTMENT?**

The Village's Building Department consists of a primary building inspector from SafeBuilt and is assisted by Village Hall staff. The primary building inspector reviews all permit applications and does all building, plumbing and electric inspections required. The Zoning Administrator reviews the permit for compliance with Village zoning requirements. Village Hall staff issues the building permits, accepts payment and issues the certificates of occupancy upon approval of all inspections by the primary inspector.

The Village has established a Building Department to provide an adequate level of protection to new residents as well as existing residents from construction practices or contractors which may jeopardize the health, safety and welfare of property owners and the public. It is also the intent of the Village to ensure a certain quality of development and aesthetic appearance for the community by establishing minimum standards for construction.

#### **WHAT KIND OF WORK REQUIRES A BUILDING PERMIT?**

Types of work which require a building permit include: any plumbing or electrical modification, any type of remodeling that modifies the internal layout or exterior appearance of the structure, and any new structures. Some examples of improvements requiring a permit include driveway extensions (concrete or asphalt, but not replacements), poured concrete patios, garden sheds, garages, permanent swimming pool installations, decks, fences, generators, roof repair, or roof replacement. (The Village allows no more than two (2) layers on a roof.)

Jobs that do not require a permit include siding, tuckpointing, or replacing doors or windows (unless the opening size is made larger).

If there are any questions regarding jobs which may need a permit, please contact the Village Hall.

Any contractors performing building permit work are also required to have a contractor's license also issued by the Village.

## **HOW DO I COMPLETE A BUILDING PERMIT APPLICATION FOR A NEW HOME?**

The application must be fully completed and submitted along with two blueprints sealed by an Illinois licensed architect, a plat of survey, and grading plan. Blueprints for new construction must include a floor plan and prints for mechanical, electrical, plumbing, foundation, footing, stud wall, and a site plan showing the location of the structure on the lot and the exact distance of the structure to adjacent property lines. Any changes made to blueprints by the property owner or contractor must be filed with the Village and approved by the Building Department.

Blue prints must indicate braced wall lines and show how braced walls are to be constructed and anchored.

All residential structures are required to have setbacks of 30 feet in front yards, 40 feet in rear yards, and 10 feet in side yards. Corner lots and zoning classifications do have different setback requirements. Please contact the Village Hall for further information.

A list of contractors working on the job site must also be submitted. All plumbers and roofers must be licensed by the State of Illinois and provide their license number to the Village. All contractors are also required to obtain a contractor's license from the Village before beginning any work. Contractors must complete a separate application and provide a certificate of liability insurance to the Village Hall, naming the Village of Beecher as certificate holder. The fee is \$150 for a General Contractor's License, and \$100 for a Sub-Contractor's License.

## **HOW LONG WILL IT TAKE FOR A BUILDING PERMIT TO BE ISSUED?**

When the building permit application is completed, it should be returned to the Village Hall. Village Staff will check the application to ensure that it is complete. Building permits will not be issued if the application contains incomplete information. The Building Inspector/Safebuilt will review the application and issue a permit with an appropriate fee within 7-14 days (to allow time for plan review.) The inspector will also review the blueprints and provide written comments on the print to be returned to the applicant. The applicant will then be contacted by phone and advised of the permit fee and when the permit can be picked up.

Sometimes, the inspector will make notes on the print for required changes to the plan. If there are any questions regarding changes made to prints or the original permit application, they should be referred directly to the inspector. Any changes made to blueprints by the property owner or contractor must be filed with the Village and approved by the Building Department prior to any alterations to the structure. Failure of the applicant and/or contractor to submit blueprint changes to the Village will result in a fine of no less than \$100 and no more than \$500.

## **WHAT WILL MY BUILDING PERMIT COST?**

For the construction of a new single-family home the Village will only charge a \$1,500 permit fee per residential unit, and hereby waives the collection of any other fees or charges for a new residential building permit fee until December 31, 2023.

## **WHAT TYPE OF BUILDING CODES MUST I FOLLOW?**

For all construction, the Village has adopted the most recent International Building Code, the 2015 International Fire Prevention Code, the most recent edition of the National Electric Code, the 2018 International Energy Conservation Code, and the 2014 State of Illinois Plumbing Code. With the following exceptions:

### **Revisions to the International Residential Code**

1. 16" centers are required on ceiling joists and stud walls for dimension lumber or approved manufactured assemblies by architect.
2. A 2" stub required in wall adjacent to gas meter for location of water meter's outside reader.
3. A minimum grade of four (4) ply plywood (3216 Span Rating) or OSB particle board (3216 Span Rating) with an "APA Grade" stamp shall be required for new construction of exterior walls and roofs in all residential dwellings, attached garages or commercial structures. This minimum grade requirement does not apply to incidental or accessory buildings or detached garages.

### **Revisions to the State of Illinois Plumbing Code**

1. Flair adaptor with full port ball valve at water service.
2. Overhead sewer for all fixtures below grade.
3. All new construction must be completed by a State-licensed plumber with proof being provided to the Village prior to beginning of work.
4. Water meter supplied by Village to be installed prior to final inspection. Village must be contacted to seal meter and install outside reader prior to approval of final inspection.

## **OTHER BUILDING DEPARTMENT REQUIREMENTS**

1. All builders must provide a spot survey that shall include actual top of foundation and location on lot as soon as foundation is in place and before proceeding with construction of the deck. This must match the proposed TOF and location.
2. A construction dumpster must be on site prior to framing of structure and contents disposed of periodically when full. The dumpster must remain on site until just prior to final inspection. Dumpsters are not allowed on public streets or sidewalks.
3. The street must be kept clean at all times. One warning will be permitted. The second notification is conducted by the Police Department and a fine of \$100 may be issued to the owner of the property or general contractor.
4. B-boxes must be staked with a 4 x 4 post at all times and set to grade and straightened prior to final inspection. If B-box is not straight or below grade, a temporary C.O. can be issued for the structure as long as \$100 in escrow is provided. Escrow can be returned within six months if B-box is properly adjusted.
5. Any cracks in public sidewalks caused by construction equipment shall be repaired by the contractor prior to issuance of C.O.
6. A port-a-john must be placed on the job site at the time the project is started. The port-a-john shall not at any time be placed on any street.
7. All new homes shall have footing tile sump drains connected to the Village storm sewer system where one is available. Questions regarding this requirement should be directed to Public Works Superintendent at 946-3636.
8. Open holes for footings, foundations and basements must be secured by a 48" barrier and be free of water.
9. Silt fence required for any disturbed land exceeding one (1) acre.

## **WHAT TYPE OF INSPECTIONS ARE REQUIRED & HOW DO I ARRANGE FOR THEM TO BE MADE?**

All requests for inspections should be made directly to SafeBuilt at 815-255-9047.

### Required Building Inspections

1. Pre-pour footing, foundation and damp proofing
2. Pre-pour basement floor
3. Rough-in (framing) before wallboard
4. Insulation
5. Final

### Required Electrical Inspections

1. Service
2. Rough-in before wallboard
3. Final

### Required Plumbing Inspections

1. Water & sewer tap-in inspection
2. Underground before concrete is poured
3. Rough plumbing before wallboard
4. Final

### Seal Water Meter and Install Remote Reader

Call Donna Rooney at Village Hall, 946-2261, to set up appointment.

Inspectors have up to **48 hours** from the time notification is made to complete an inspection before work can continue on the job. For water and sewer tap-inspections, only a four hour notice is required prior to 1:00 p.m. on weekdays. (Inspections are normally completed prior to the 48 hours.)

Please contact the inspector at SafeBuilt directly if an inspection was not approved or if the job was red-tagged. An additional fee of \$50 may be charged for each re-inspection.

The Village of Beecher is a participating member of the Joint Utility Locating Information of Excavators Network (J.U.L.I.E.) It is State law and local ordinance that prior to any excavation, JULIE must be notified at 1-800-892-0123 for the purposes of locating underground utilities. If a locate is needed more than once within a 14-day period due to contractor negligence, the General Contractor or primary contractor on site will be charged a \$25 re-locate fee by the Village.

## **WHEN DOES MY COMPLETED PROJECT GET APPROVED BY THE VILLAGE?**

When the project is completed, the applicant must call SafeBuilt at 815-255-9047 and specifically request a final inspection. The inspector will review the work, and if it is approved and all reinspection fees have been paid, a certificate of occupancy will be signed and issued. The certificate of occupancy can then be obtained at the Village Hall for your personal records. Any garage or building addition will not be permitted to be occupied until a certificate of occupancy is approved. Violations of this ordinance can result in evictions, water service disconnection, and possible fines of up to \$500 per day.

## **ESCROW DEPOSIT REQUIREMENT FOR TEMPORARY CERTIFICATE OF OCCUPANCY**

An escrow deposit policy has been established for those residents who may wish to move into their new homes prior to the completion of some external improvements. On several occasions, new homeowners may wish to move into their new home and obtain a temporary certificate of occupancy. Several improvements, such as a driveway, sidewalk and landscaping cannot be completed during the winter months.

To accommodate new homeowners in this situation, the Village has established an escrow deposit policy whereby homeowners post cash with the Village to guarantee completion of the improvements. The Village will hold this money in an account in that individual's name for a period not to exceed six (6) months. When the improvements are complete to Village Code, the money will be released to the resident within seven (7) days of receipt of request for release. The homeowner who posts the escrow deposit is not entitled to any interest which the Village may receive from the escrow deposit.

If after a period of six (6) months from the date of deposit, the Village shall reserve the right to withdraw the amount of cash deposited by the homeowner for the purpose of contracting for the completion of the improvements. Any funds remaining from an outstanding escrow deposit after the completion of the work by the Village shall become the property of the Village.

The Village requires the following landscaping improvements to be completed prior to refund of escrow money for landscaping: 1) Grass growing or sod laid in entire yard, and 2) Two 1-1/2" caliper hardwood trees planted in front yard or parkway (per Village Subdivision Code).

The following escrow deposits are required before a temporary certificate of occupancy will be issued:

Landscaping	\$1,000.00
Public sidewalk	\$1,500.00
Driveway	\$2,500.00

(The cost of other unfinished improvements is to be determined by the Building Department.)

### **DO NOT MOVE IN OR CLOSE ON A HOME WITHOUT VILLAGE APPROVAL!**

It is very important that each applicant call SafeBuilt for final inspections prior to using or occupying an improvement to avoid penalties. Please be reminded that violations of these procedures and of the ordinances concerning the building codes, zoning ordinance or subdivision code can result in a fine up to \$500 per day for each violation and the issuance of a "stop work order" by the inspector. Therefore, it is important to follow these guidelines. If you have any questions or concerns regarding a building permit, please feel free to contact SafeBuilt directly or the Village Hall for assistance.

## **BUILDING PERMIT CHECKLIST**

WHEN APPLYING FOR A BUILDING PERMIT, THE FOLLOWING INFORMATION IS REQUIRED:

### **BUILDING PERMIT APPLICATION FORM:**

\*Fill out ONLY the boxes on the permit application highlighted with the thick black line.

Including:

- Owner's name
- Project location (exact address) where work will be done
- Who will be doing the work ("Self" or name of contractor)
- Type of work (deck, shed, fence, etc.)
- Estimated cost
- Name, address and phone number of person to call when permit is ready
- Signature and date of person applying for permit (homeowner or contractor)

In addition to the Building Permit Application, also provide:

- Plat of survey. On the plat of survey, provide a drawing of the improvement showing the exact dimensions (size of deck, shed, etc.) and how far the improvement will be from all property lines. It is the responsibility of the property owner to determine location of property lines. All improvements (except fences) shall be placed at least five (5) feet from the property line and shall not be built upon any easement.
- Subdivision/HOA approval, if required.

Providing all of the above information at the time you apply for your permit will make the process go smoother and allow us to get the permit done more quickly. Specific questions should be directed to Village Hall staff or the building inspector at 946-2261.