

# New Residential Construction

## Village of Sherman Building Permit

<b>Owner:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Date:</b>	

### Proposed Use of New Structure (check box that describes project, provide additional info if asked):

<input type="checkbox"/>	Single-Family	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Two Family (Duplex or Town Home)	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Parking Lot / Drive Way	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Structure in a Large Scale Development <small>(one building permit per building)</small>	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Addition, Alteration or Accessory Structure <i>(Circle which one this is)</i>	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Other (please specify):	Total Sq. Feet:	Total Cost: \$
NA	Multi-Family (4 Plex, Apts.) <b>USE COMMERCIAL PERMIT FORM – NOT THIS FORM</b>		

### Basic Information (all information shall be filled out)

Project Address:	
Subdivision & Lot Number:	
Property Tax ID Number (PIN):	
Township (circle one):	Fancy Creek      or      Williams
Emergency Contact & Phone:	
Contractor:	
Contractor Address:	
Contractor Telephone:	

**FOR VILLAGE USE ONLY**

**Building Permit Number**

## Building Permit Procedures-Process

1. Builder/Owner obtains permit application from website or Village Office. Builder/Owner will abide by pertinent subdivision covenants.
2. Builder/Owner submits application to Village Clerk.
3. Village Clerk contacts Village Engineer and informs of the permit type, Builder/Owner contact information, and the address of proposed construction.
4. Village Engineer puts together package which includes:
  - a. Portion of Final Subdivision Plat showing setbacks, easements, and lot dimensions.
  - b. Portion of Subdivision Construction Plans showing Storm Sewer Drainage Plan, Sanitary Sewer Plan, and Water Main Plan.
5. Village Engineer arranges site meeting with Builder/Owner and gives one copy of package to the Builder/Owner. Engineer and Builder/Owner discuss the following in the field:
  - a. Existing drainage intended by the subdivision design.
  - b. Proposed drainage plan.
  - c. Location of sump pump connection.
  - d. Erosion control methods.
  - e. Footing excavation inspection.
6. Builder/Owner completes/revises application including plot plan.
7. Builder/Owner submits complete/revise application including plot plan & all fees to Village Clerk.
8. Builder locates and flags property corners in the field, and stakes out building foundation.
9. Village Engineer completes review of Permit Application. Review may include:
  - a. Field inspection of building layout and property corners for compliance with setbacks.
  - b. Photographs of existing lot and drainage features.
  - c. Verify that Plot Plan matches field layout and that the proposed drainage plan will not conflict with the subdivision drainage plan.
  - d. Take elevation shots of existing drainage swales, top of curb elevations, drainage inlets, etc.
  - e. Verify that the proposed sump pump connection is appropriate.
  - f. Verify that proposed top of foundation is reasonable.
  - g. Generally, verify that proposed construction fill will not block any drainage ways.
10. If there are deficiencies, Village Engineer will issue letter to Builder/Owner (copy to Village Clerk) discussing deficiencies or concerns.
11. Builder/Owner will correct/revise permit application if necessary and resubmit to Village Clerk. Village Clerk will notify Village Engineer of revised permit. Village Engineer will review permit application again. If there are no deficiencies, or if all deficiencies have been addressed, Village Engineer will issue a letter recommending approval to the Village Clerk.
12. Village Clerk will issue Building Permit. **NO EXCAVATION ON THE BUILDING SITE MAY BEGIN UNTIL BUILDING PERMIT IS ISSUED. COPY OF BUILDING PERMIT MUST BE POSTED AT BUILDING SITE.**
13. Builder/Owner will contact Village Clerk or Village Engineer after footings have been excavated. Village Engineer will inspect excavation for footing depth, footing width, and adequacy of erosion control. **FOOTINGS MAY NOT BE POURED UNTIL FOUNDATION IS APPROVED.**
14. Builder/Owner will contact Village Clerk or Village Engineer when sump pump has been connected to storm sewer or rear yard drain. Sump pump connection shall not be buried until inspected and approved by the Village.

15. Village Engineer may make periodic erosion control inspections as work progresses. Village Engineer will issue "Erosion Control Review" to Builder/Owner with copy to Village Clerk.
16. Builder/Owner will contact Village Clerk when building is ready for occupancy. Village Clerk will notify Engineer and Engineer will arrange for an inspection. If there are no deficiencies, a Certificate of Occupancy will be issued. **OCCUPATION OF THE BUILDING WILL NOT BE ALLOWED WITHOUT A CERTIFICATE OF OCCUPANCY.** A Temporary Certificate of Occupancy may be issued under certain conditions. Occupancy permit is only issued for new home construction.

### Application Instructions

- Please print or type all information neatly and legibly.
- Review or processing of any application will **not** be conducted until complete plans, specifications and other necessary information have been submitted.
- Applicants must complete every part of this form, unless special directions indicate otherwise. Blanks will delay the processing of your application and issuance of your permit.
- Place an "X" or a checkmark where applicable.
- Attach additional pages where necessary to provide complete information.
- A plot plan must be attached showing the location of the proposed structure. The plot plan must include a north indicator and must show distances from the building to the front, back and side lot lines.
- The builder or applicant must locate and stake out all property corners and proposed building footprint.
- Subdivision Covenants – By signing this permit application you agree the Village of Sherman, Illinois is not obligated or authorized to enforce private subdivision covenants and restrictions. However, covenants and restrictions may apply to your property which is more restrictive than the Village of Sherman Zoning and Subdivision Ordinances. It is your responsibility to meet any requirements.

### Building Permit Fee Schedules

#### New Residential Construction Fee Schedule

\$20.00 per 100 square feet or any fraction thereof up to 2,000 square feet, plus \$5.00 per 100 square feet over 2,000 square feet or any fraction thereof (round-up when calculating). Example: 1,000 Square feet @ \$20.00 per 100 square feet = \$200

<b>Registration and Inspection Fee</b>	
Base Fee (new construction only):	= \$500.00
Permit Fee (see table):	+ \$ _____
Total Fee:	= \$ _____

Sq. Ft.	Fee	Sq. Ft.	Fee
1,100	\$220	2,400	\$420
1,200	\$240	2,500	\$425
1,300	\$260	2,600	\$430
1,400	\$280	2,700	\$435
1,500	\$300	2,800	\$440
1,600	\$320	2,900	\$445
1,700	\$340	3,000	\$450
1,800	\$360	3,200	\$460
1,900	\$380	3,400	\$470
2,000	\$400	3,500	\$475
2,100	\$405	3,600	\$480
2,200	\$410	3,800	\$490
2,300	\$415	4,000	\$500

#### Miscellaneous Fees

- Sump Pump (retrofit add-on) = \$25
- Pool = \$50 - \$75
- Fence = \$50 - \$75

**Septic Tank** (If new building construction is using septic tank also show on plot plan):

Number of Bedrooms:	
Size of Proposed Tank:	Gal.
Result of Percolation Test:	
Time Required for Water to Fall 6 Inches:	Min.
Proposed Seepage Field:	Sq. Ft.

**Costs**

<b>Total Square Feet:</b>	
<b>Estimated Cost of Completed Structure:</b>	
<b>Permit Fee (See appropriate fee schedule):</b>	

**VILLAGE OF SHERMAN OFFICE USE ONLY**

Building Permit Number:	
Date Permit Issued:	
Check Number, Amount & Payment Received By:	

**Home Owners Association (HOA) Statement**

The proposed structure or improvement (check one):  is or  is not located within a neighborhood with covenant restrictions and the proposed structure or improvement  does or  does not conform to covenant restrictions.

\_\_\_\_\_  
 Homeowners Association Official Date

No active HOA on file with the Village.  \_\_\_\_\_  
 Official Signature Date

## Plot Plan Drawing Requirements

The plot plan must show all of the following information related to the lot and the proposed structure:

- a. Name, phone number, and current mailing address of applicant.
- b. Address of property where proposed structure will be located.
- c. Date Plot Plan was submitted. Any Revised Plot Plan shall include the revision date.
- d. Property lines on lot with dimensions from corner to corner. Indicate scale drawing drawn to.
- e. Easement lines with dimension from property line.
- f. Lot setback lines with dimensions from property line.
- g. North Arrow and drawing scale. Plot plan should be drawn to scale.
- h. Location and outline of existing structures.
- i. Location and outline of proposed structures. Show dimensions from proposed structure to property lines.
- j. Layout of proposed sidewalk, driveway, and fences.
- k. Name and location of fronting streets.
- l. Show dimension from bottom of footing to top of foundation wall on FOUNDATION ELEVATION drawing included with application or provide additional drawing(s). Show more than one dimension if applicable.
- m. Intended drainage plan for the property after proposed structure is completed. Show locations where surface water enters property and where surface water leaves property.
- n. Layout of sump pump discharge line and discharge point. No sump pump line shall be discharged into the street unless specifically authorized by the Village.
- o. Layout of gutter downspout discharge line(s) and discharge point.
- p. Location of any visible utility features such as: Telephone pedestals, utility poles, light poles, manholes, drainage inlets, fire hydrants, electrical transformers, etc.
- q. The applicant may obtain a copy of portions of the subdivision plans from the Village Hall to assist in the development of the plot plan.

### Plot Plan Drawing



