

# Building Permit – Accessory/Additions

Village of  
Sherman  
Building Permit

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

**Proposed Use of New Structure** (check box & complete):

	Type of Addition (check all that apply)		Estimated Cost
	Pool:	Ttl Sq Ft.	\$
	Deck:	Ttl Sq Ft.	\$
	Fence:	Ttl Linear Ft.	\$
	Shed or Garage:	Ttl Sq Ft.	\$
	Addition: (sunroom, build out).	Ttl Sq Ft.	\$
	OTHER:		

**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 (if diy write Self):	
Contractor Address:	
Contractor Telephone:	Email :

**FOR VILLAGE USE ONLY**

Building Permit Number

**DO NOT BEGIN YOUR PROJECT WITHOUT A BUILDING PERMIT  
NO PERMIT = FINES AND PENALTIES TO BOTH THE BUILDER AND OWNER**

**Building Permit Procedures.**

1. Builder/Owner obtains permit application from website or Village Office.
2. Builder/Owner submits application with appropriate fee to Village Office.
  - A. Application must be completed and signed by Owner and Builder (if applicable).
  - B. Application must have signature of Officer of Homeowners Association or Developer. We cannot process application without proper signatures. If NO HOA or Developer then note on application.
  - C. Fees. (10-3-7) Accessory Structure 2018 Fees are \$50 per property/request. May include more than one accessory structure at time of application under same permit fee. Additional Structure Fee for 2018 is minimum \$75 per property/request. In addition to accessory structure.
  - D. Additional Costs/Recovery Costs. Applicant will be charged additional fees above the application fees for any and all work required to be performed by Village Engineer and/or Legal Counsel per Village Ordinance 1-9-1 et seq. A building permit will be issued until all fees have been paid.
3. Builder/Owner required to locate and flag property line pins prior inspection and stake out the area of their project.
4. Village Zoning Enforcement Officer will perform inspection once notified by Builder/Owner that property is ready for inspection per 3., above.
5. At time of inspection, if property pins not identified or area not staked for the project area, the Zoning Enforcement Officer may leave the site, notify the owner that property was not ready per request and permit will be delayed. An additional fee will be charged of \$25 for each additional visit, payable before the issuing of the permit.
6. If there are issues relating to the project, the Zoning Enforcement Officer will contact the Builder/Owner note any issues and try to come up with a resolution. If resolved, the building permit will be issued. If not resolved, the building permit will not be issued and the fees for inspection will be forfeited. If additional fees accumulate the Village will pursue recovery of those costs in accordance with Village Ordinance. (Ordinance 1-9-1 et seq)
7. If no issues, the Zoning Officer will issue Building Permit, contact Builder/Owner and will hold at Village Administrative Offices to be picked up or mail to address requested.
8. Building Permit is required to be posted in the window of the residence where work is being performed at all times during construction.
9. Final Inspection/Occupancy Permit. Upon completion of project, Builder/Owner must contact the Village Zoning Enforcement Officer to perform final inspection.

- a. If satisfactory inspection and all fees have been paid for permit, including any additional fees, an Occupancy Permit will be issued by the Village.
- b. If issues arise, the Zoning Enforcement Officer will identify issues with Builder/Owner with the hopes a mutual resolution is reached or the Village may require modification of project to place it in compliance. Any additional site visits and/or cost to hire engineers/legal counsel by the Village will be a recoverable expense under ordinance 1-9-1 et seq.

**ALL FEES MUST BE PAID TO THE VILLAGE PRIOR ISSUANCE OF OCCUPANCY PERMIT.**

**FAILURE TO RECEIVE A PROPERLY EXECUTED OCCUPANCY PERMIT WILL SUBJECT THE BUILDER AND OWNER TO DAILY FINES UNTIL COMPLETED IN ACCORDANCE WITH VILLAGE ORDINANCE 2013-8, VILLAGE CODE AT TITLE 9-1-D-2.**

#### **BUILDING PERMIT FEES:**

- ADDITIONS (sunroom, build out). Minim of \$75 per permit or \$20 per square foot up to 2,000 square feet, plus \$5 per 100 square feet over 2,000, whichever is higher.
- Sump Pump (retrofit add-on) = \$25
- Pool = \$50.00 \*
- Fence = \$50.00 \*
- Shed = \$50.00 \*

#### **Additional Fees (Recoverable Costs)**

- Additional Inspections \$25.00 Per Inspection (above \* below)
- Engineering Fees \$actual costs of charged to Village.
- Legal Fees \$actual costs of charged to Village.
- Other: \$actual costs of charged to Village.

\*Fee covers processing of application, initial inspection and final inspection.

<b>VILLAGE OF SHERMAN OFFICE USE ONLY</b>	
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/Villag Official Date

**APPLICATION WILL NOT BE PROCESSED FURTHER WITHOUT  
 THIS SECTION BEING COMPLETED AND SIGNED AS APPROPRIATE.**

NOTE: Subdivision Covenants –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 comply to these requirements.

**Project Plan Drawing (or attach specs)**



Large empty rectangular box for drawing or attaching specifications.

Series of horizontal lines for writing notes or specifications.

**AFFADAVIT**

I hereby certify that I have read and examined this application and my answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare.

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all federal, state, and village laws, rules, regulations and ordinances whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property.

By signing (owner and/or contractor) this permit application, you are indicating all "pins" or property markers are visible, identified and all building/structure marker stakes are located and clearly identified. If the Village Official deems such markings are inadequate another inspection visit may be required. Any subsequent inspections or visits will incur additional costs to cover the expense of the additional inspection services.

By signing this section, I agree with all administrative rules, village code, village ordinance and instructions as published by the Village. I further acknowledge that these rules are always available in print at Village Hall or in digital format via the Village Website [www.shermanil.org](http://www.shermanil.org). The Village will not be held responsible for misinterpretations of Village Code or Ordinance.

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period exceeding 90 days at any time after work has begun.

Signature of Applicant:  Date:

Address of Applicant:

Telephone of Applicant:  Date:

Owner Signature:  Date:

Name Printed:

Contractor Signature:  Date:

Name Printed:

**For Official Village Use** The permit application meets the requirements for a Building Permit:

Village Engineer:  Date:

Village Zoning Officer:  Date:

Village Clerk:  Date: