

Village of Pontoon Beach

One / Two Family Dwelling Building Application

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. Permits shall not be required for the following:

- *One-story detached accessory structures, provided the floor area does not exceed 100 square feet.*
- *Fences not over 6 feet high.*
- *Retaining wall that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.*
- *Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basements or story below.*
- *Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.*
- *Prefabricated swimming pools that are less than 24 inches deep.*
- *Swings and other private playground equipment accessory to one / two family dwelling.*
- *Window awnings supported by an exterior wall.*
- *Electrical repairs (minor repair work) and maintenance.*
- *Gas replacement of any minor parts that does not alter approval of equipment or make such equipment unsafe.*
- *Mechanical portable heating appliance.*
- *Mechanical portable ventilation appliances.*
- *Portable cooling units.*
- *The stopping of leaks in drains, water, soil, waste or vent pipes; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be required. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixture.*

For applications for reconstruction, rehabilitation, addition, or other improvement of existing buildings or structures located in an area prone to flooding as established by flood insurance rate maps, the building official shall examine or cause to be examined the construction documents and shall prepare a finding with regard to the value of the proposed work. For buildings that have sustained damage of any origin, the value of the proposed work shall include the cost to repair the building or structure to its pre-damage condition. If the building official finds that the value of propose work equal or exceeds 50% of the market value of the building or structure, the finding shall be provided to the board of appeals for a determination of substantial improvement or substantial damage. Application determined by the board of appeals to constitute substantial improvement or substantial damage shall meet the requirements of Ordinance #587.

ONE COMPLETE SET OF PLANS IS REQUIRED. PLANS THAT ARE STAMPED "PRELIMINARY" AND/OR "NOT FOR CONSTRUCTION" ARE UNACCEPTABLE. COMPLETE PLANS SHALL INCLUDE:

- **PLOT / SITE / GRADING PLANS** (One 8-1/2" x 11" plot plans required).
 - A. Legal description of plot or lot.
 - B. Property lines or boundaries with dimensions shall be clearly identified.
 - C. Show all easements, rights-of-way and street names.
 - D. Show location of all proposed and existing buildings. Dimensioned setbacks and building use shall be identified.
 - E. Grading plans (Fill permit shall be stamped by registered civil engineer) showing existing and proposed elevations, existing and proposed walls or fences, and any other pertinent information affecting drainage.
 - F. Show septic tank, leach field, and well locations (Madison County Public Health Department Permit is required).
 - G. Submit one (1) copy of soil reports (if building on filled areas or required by this department).

- **BUILDING PLANS:**
 - A. Plans shall be complete and shall consist of architectural, structural, electrical, plumbing and mechanical drawings, and supportive data.

- **STRUCTURAL PLANS & DOCUMENTS**, including but not limited to:
 - A. Submit two sets of structural calculations, specifications, soils report, and other documents as required.
 - B. Foundation:
 - (1) Foundation plan showing all footings, posts, bearing walls, slabs, basement walls, stem walls, anchor bolts and spacing, hold-downs.
 - (2) Size, depth and reinforcement of foundation.
 - (3) Post-tensioned slab foundation where required.
 - (4) Sections and details.
 - (5) Material specifications and foundation notes.
 - C. Framing Plans and Details:
 - (1) Roof and floor framing plans showing location and spacing of trusses, joists and rafters, beams, headers, posts, trimmers, king studs, exterior and interior bearing walls, framing hardware, connections and details.
 - (2) Lateral force resisting system including shear walls, rigid frames, cantilevered columns, drag struts, collectors, diaphragm, nailing schedule, hold-downs, framing hardware and connections.
 - (3) Structural details depicting explicit and complete load path and shear transfer details from point of load application to vertical and lateral load resisting elements.
 - (4) When trusses are to be used, framing layouts and connection details are to be included. Truss design and shop drawings prepared, stamped and signed by an Illinois licensed engineer must be submitted prior to permit issuance.
 - D. General structural notes, material specifications, loading and structural design criteria are to be included with the plans.

- **FLOOR PLANS:**
 - A. Names of rooms and spaces with complete dimensions.
 - B. Sizes and types of doors and windows.

- **EXTERIOR ELEVATIONS:**
 - A. Wall coverings shall be specified by components, thickness, and material specification.
 - B. Roofing shall be specified by its type, manufacturers name, and the product name.

- **MISCELLANEOUS DETAILS:**
 - A. Construction features such as stairs, fireplaces, showers, sunken tubs, etc. shall be detailed on the plans.
 - B. The location and size of readily accessible attic access scuttles and attic ventilation shall be shown on the plans with all necessary calculations.
 - C. Attic ventilation calculation must be shown.
 - D. For room additions and remodeling of existing buildings, including mobile homes and manufactured buildings, provide plans and details of adjacent areas and connections for structural and weather resistive information.
 - E. When basements are installed, provide a cross sectional detail showing materials used, water proofing of exterior side and egress window wells.

- **ELECTRICAL PLAN REQUIREMENTS:**

- A. Provide service load calculation.
- B. Plans showing outlets, lights, smoke detectors, and other electrical equipment served.
- C. For additions or alterations to electrical systems, provide the following:
 - (1) Plan of original structure showing areas being added or altered.
 - (2) Size and location of existing and proposed electrical service and subpanels. Provide service and calculations to include the old and new loads.
 - (3) Identify the names or uses of the new areas (bedrooms, porch, etc.).
 - (4) New outlets, switches, light fixtures, smoke detectors, and special outlets.

- **MECHANICAL PLAN REQUIREMENTS:**

- A. Heating/Cooling unit cfm (cubic feet per minute) capacity, location, and working space for the following equipment:

- (1) Heat Pump -- tonnage and kW strip.
- (2) Electrical AC/furnace -- total kW demand.
- (3) Gas furnace -- Btu/h demand or input.

Note: Access and working space must be provided for all concealed equipment. Detail how combustion air is provided.

- B. Size and type of ductwork with register sizes and cfm's and materials used.

- (1) Duct insulation information.

- C. Exhaust fans -- size, type, and location.

- D. Dryer vent size and location. Provide calculations if over length limitations.

- E. Attic mounted/roof mounted equipment to show method of support and engineering calculations if required. Access and a platform are to be detailed.

- **PLUMBING PLAN REQUIREMENTS:**

- A. Location, size and material specification of all water and DVW piping to be shown on the plumbing floor plan. Fixture types to be indicated with appropriate symbols. Individual fixtures and fixture groups may have pipe sizes indicated in a fixture schedule. Provide water supply fixture count with supplied sizes.

- B. Location and size of gas piping with Btu/h demands and pipe lengths, if plans not to scale.

- C. Location, type and size of water heater. Detail combustion air requirements if gas.

- D. Location and size of cleanouts to be shown.

LOCATION OF BUILDING

ADDRESS _____ LOT # _____ ZONING DISTRICT _____

PERMANENT PARCEL I.D.# _____ LOT SIZE _____

TOWNSHIP _____ SUBDIVISION _____

TYPE OF IMPROVEMENT

- 1 NEW BUILDING
- 2 ADDITION
- 3 ALTERATION
- 4 REPAIR
- 5 DEMOLITION
- 6 MOVING
- 7 OTHER _____

PROPOSED USE

- 10 RESIDENTIAL, ONE FAMILY
- 11 RESIDENTIAL, TWO FAMILY
- 12 APARTMENTS UNITS _____
- 13 HOTEL - MOTEL UNITS _____
- 14 GARAGE ATTACHED
- 15 GARAGE UNATTACHED
- 16 CARPORT
- 17 CHURCH, other religious
- 18 SERVICE STATIONS, REPAIR GARAGE
- 19 OFFICE, BANK, PROFESSIONAL
- 20 STORES, MERCANTILE
- 21 TANKS, TOWERS
- 22 INDUSTRIAL
- 23 SCHOOL, LIBRARY, OTHER EDUCATIONAL
- 24 OTHER _____

NONRESIDENTIAL - Describe in detail proposed use of building;

OWNERSHIP

- 8 PRIVATE (individual, corporation, nonprofit institution, etc.)
- 9 PUBLIC (federal, state, or local government)

COST

Improvements cost _____

Other _____

Plumbing _____

Electrical _____

Mechanical _____

25 TOTAL COST _____

PRINCIPAL TYPE OF FRAME

- 26 MASONRY (wall bearing)
- 27 WOOD FRAME
- 28 STRUCTURAL STEEL
- 29 REINFORCED CONCRETE
- 30 OTHER _____

TYPE OF HEATING

- 31 GAS
- 32 ELECTRICITY
- 33 OTHER _____

TYPE OF SEWAGE DISPOSAL

- 34 PUBLIC
- 35 PRIVATE (septic tank, etc.)

TYPE OF WATER SUPPLY

- 36 PUBLIC \ PRIVATE COMPANY
- 37 PRIVATE (well, cistern)

TYPE OF MECHANICAL

- 38 A/C (TONS _____) (REF. # _____)
- 39 BOILER (P.S.I. _____ #)
- 40 HOT WATER HEAT
- 41 FORCE AIR (B.T.U. _____)
- 42 OTHER _____

DIMENSIONS

- 43 NUMBER OF STORIES _____
- 44 TOTAL SQUARE FEET _____
- 45 TOTAL LAND AREA _____

NUMBER OF OFF-STREET PARKING

- 46 ENCLOSE _____
- 47 OUTDOORS _____
- RESIDENTIAL BUILDING ONLY
- 48 NUMBER OF BED ROOMS _____
- 49 NUMBER OF BATHROOMS _____
- FULL _____ PARTIAL _____

FLOODPLAIN INFORMATION

- 50 IN 100YR FLOODPLAIN
(If unknown, contact building department for determination)
- 51 IN FLOODWAY (STATE PERMIT SHALL BE ATTACHED)
- 52 ZONE A/H (FLOOD ELEVATION _____)
- 53 ZONE A (FLOOD ELEVATION _____)
- 54 PROPOSE LOWEST FLOOR ELEVATION _____
(Certification of elevation will be required before final inspection)

I/WE, THE UNDERSIGNED, BEING THE OWNER (S) IN FEE OF THE DESCRIBED PROPERTY CERTIFY THAT THE PROPOSED WORK WILL CONFORM TO ALL APPLICABLE LAWS, CODES, ORDINANCES, AND REGULATIONS OF THIS JURISDICTION.

(Print name of applicant / owner) (Address)

(Signature of applicant / owner) (Phone)

I/WE CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, CODES, ORDINANCES, AND REGULATIONS OF THIS JURISDICTION.

(Print name of contractor / builder) (Address)

(Signature of contractor / builder) (Phone)

BUILDING PERMIT FEE _____

ELECTRICAL PERMIT FEE _____

PLUMBING PERMIT FEE _____

OCCUPANCY PERMIT FEE _____

DEMOLITION PERMIT FEE _____

MECHANICAL PERMIT FEE _____

OTHER PERMIT FEE _____

TOTAL FEES _____

PERMIT# _____ APPROVED BY _____ DATE ISSUED _____