



Residential New Construction Permit Application

Village of Glen Carbon

Department of Building & Zoning

Mailing Address: P.O. Box 757

Physical Address: 151 N. Main Street

Glen Carbon, IL 62034

Department Phone Number: (618) 288-7502

Village Hall: (618) 288-1200

Website: www.glen-carbon.il.us

Submit Permit to: permits@glen-carbon.il.us

Inspection Requests: inspections@glen-carbon.il.us



BUILDER'S STATEMENT OF AGREEMENT

PROPERTY ADDRESS:	SUBDIVISION:

Plans:

1. I understand, accept, and agree that for all construction projects, one (1) set of digital construction plans and a completed application must be submitted for review to permits@glen-carbon.il.us.
2. I understand, accept, and agree that **PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED**. An automatic email response serves as proof that the permit application was received.
3. I understand, accept, and agree that the application must be filled out completely and all required documentation submitted and that the review process begins once all the required information has been submitted. This document must be signed by all required parties and is part of the application.
4. I understand, accept, and agree that the submitted plans must contain information as listed on the **PLAN REVIEW REQUIREMENTS** document attached hereto and that more information may be requested as part of the plan review process.
5. I understand, accept, and agree that the Village of Glen Carbon does not consider covenant restrictions when reviewing plans.
6. I understand, accept, and agree that the responsibility for assuring that the structure will withstand all applied loads (live, dead, wind, snow, seismic, etc.) shall rest solely with me as the applicant and/or my engineering or architectural consultant(s), and the Village of Glen Carbon does not consider structural load calculations when reviewing plans.
7. I understand, accept, and agree that upon approval, one (1) copy of the approved plans must be kept at the building site during the entire construction period. A set of approved plans will be issued with your permit.

Permits:

8. I understand, accept, and agree that **I WILL BE NOTIFIED WHEN MY PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT** and that making multiple attempts with staff to determine the status of the permit may cause delays.
9. I understand, accept, and agree that the permit must be paid in full and picked up from Village Hall **within 30 days** after notification that the permit has processed and the applicant has been notified. The permit fee is non-refundable.



10. I understand, accept, and agree that if any permitted work is not begun within six (6) months from the date a permit is issued, the permit shall become null and void.
11. I understand, accept, and agree that any permit issued for any building, electrical, plumbing, mechanical or sewer work, does not grant the privilege to erect any structure or to use any property for a purpose or in a manner prohibited by the adopted codes, ordinances, or regulations of the Village of Glen Carbon.
12. I understand, accept, and agree that the building permit must remain visible on-site, accessible, and kept in good condition.
13. I understand, accept, and agree that once the permit is issued, I will make no major modifications or changes to the site or the structure(s) that would, among other things, alter the structural integrity, change the floor plan, layout or square footage unless first approved by the Village. Failure to submit information and garner approval prior to such changes may result in a failed inspection, the issuance of a **STOP WORK ORDER**, denial of a Certificate of Occupancy or other penalties prescribed by law.

Site Requirements:

14. I understand, accept, and agree that all required setbacks for any buildings or structures are to be measured from property lines and that measurement from curbs and similar landmarks can produce errors which may halt construction and require that any part of any structure built in error, be removed.
15. I understand, accept, and agree that the property corners will be properly staked, with string lines running along both left and right sides of the property, and that said stakes and string line will remain in place and undisturbed until after the footing AND foundation inspections have been completed. Failure to install stakes and string lines prior to the footing inspection(s) will result in a failed inspection.
16. I understand, accept, and agree to install a temporary rock driveway, minimum of 6" in depth, to allow for access and delivery of building materials.
17. I understand, accept, and agree that I am required to provide for on-site temporary electrical service which must have G.F.C.I. protection and that at no time will I, or my designees, trespass onto another's private property with the intent to utilize their electricity.
18. I understand, accept, and agree that I am required to provide water on-site if needed and that at no time will I, or my designees, trespass onto another's private property with the intent to utilize their water.



Site Maintenance:

19. I understand, accept, and agree to provide erosion control and siltation protection prior to breaking ground, as required, to protect streets and other property owners from runoff. Failure to install and/or maintain proper protection may result in a **STOP WORK ORDER**.
20. I understand, accept, and agree to keep the streets and roadways clean and clear of mud, dirt, and debris during the constructions process. Failure to do so may result in a **STOP WORK ODER**.
21. I understand, accept, and agree that burning of any kind is prohibited.
22. I understand, accept, and agree that a dumpster and a restroom facility is required on-site but cannot be placed on the street.
23. I understand, accept, and agree that all trash, debris, and scrap must be placed into appropriate containers and disposed of properly and secured to prevent the articles from becoming air borne. Failure to do so may result in a **STOP WORK ORDER**.
24. I understand, accept, and agree that commercial vehicles, trailers, and equipment cannot be left on the street overnight.
25. I understand, accept, and agree that if any damage occurs to any public improvement (street, curb, gutter, sidewalk, sanitary or storm sewer, etc.) caused by me or any sub-contractor employed by or through me, that I will be responsible for all necessary repairs.

Inspections:

26. I understand, accept, and agree that the Village of Glen Carbon must conduct inspections of which are listed on the approved permit. I understand that if the work is completed without the required inspections or the work is not completed according to the approved plan, I may be liable for the removal and proper installment of said improvements and a **STOP WORK ORDER** may be issued.
27. I understand, accept, and agree that **INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED**. An automatic email response will serve as proof my inspection request was received and that I will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff. Making multiple requests via email and phone calls will delay the process rather than expedite it.
28. I understand, accept, and agree that all inspection requests must be submitted via email to inspections@glen-carbon.il.us and a minimum of 24 hours advance notice is required prior to when the inspection is needed. I understand that the Village attempts to complete



each inspection within 48 hours of the request but offers no guarantee to do so. Inspections are conducted Monday through Friday, excluding holidays when the Village is closed.

- 29. I understand, accept, and agree that inspections will be scheduled in block times of 1.5 hours and that I must have someone present if the inspection requires entrance into an enclosed building.
- 30. I understand, accept, and agree that **SEWER LATERAL INSPECTIONS** are only made by the Department of Public Works between the hours of 8:00 a.m. and 4:30, Monday through Friday, excluding holidays when the Village is closed. **To schedule this inspection, I must call Village Hall’s main line at (618) 288-1200.** Those inspections are not scheduled through the Department of Building & Zoning.
- 31. I understand, accept, and agree that if scheduled inspections are missed because the Contractor or his/her designee is not present when required or if the scheduled inspection is not ready for inspection as requested by the Contractor or his/her designee, the following fees will apply and that no further inspections will be scheduled until the fees are paid in full:

1 st missed inspection	\$ 50.00
2 nd missed inspection	\$150.00
3 rd missed inspection and each after	\$300.00

Certificate of Occupancy:

- 32. I understand, accept, and agree that no CERTIFICATE OF OCCUPANCY will be issued until **ALL** inspections are completed and approved as **FINAL**. Occupancy (in whole or in part) is strictly prohibited until a Final Inspection is completed, PASSED and a Certificate of Occupancy is issued by the Department of Building & Zoning, except as detailed in the **ESCROW DEPOSIT AGREEMENT** document attached hereto.
- 33. I understand, accept, and agree that No CERTIFICATE OF OCCUPANCY will be issued for new residential construction when egress door(s) exit to a deck that has not yet been approved or constructed. The egress door(s) cannot be blocked off in anticipation of the construction of a future or proposed deck. The deck must be inspected at each phase of construction, built in conformance with adopted building codes and be fully constructed at the time the Final Inspection takes place.
- 34. I understand, accept, and agree that No CERTIFICATE OF OCCUPANCY will be issued for new construction until a completed “RES-CHECK” report is submitted to the Village indicating that the building is in compliance with the most current and adopted **Illinois Energy Conservation Code**. The completed compliance report must be submitted directly from the company providing the report with a representative’s signature, include the subject property address and signed by the developer/contractor. This must be submitted via email to permits@glen-carbon.il.us prior to scheduling a FINAL INSPECTION.



35. I understand, accept, and agree that upon completion of the project a revised set of drawings, or “As Built”, must be submitted to the Village for their records when approved changes were made to the original submitted and approved plan, prior to scheduling a FINAL INSPECTION.

Village Codes & Ordinances:

36. I understand, accept, and agree that the responsibility for assuring the plans for any proposed construction are in compliance with the provisions of the adopted codes and ordinances, shall rest solely with me as the applicant.

Driveway, Sidewalk & Parking Lots:

37. I understand, accept, and agree, with the consultation of a qualified professional engineer, to ensure adequate compaction of grades under driveways, sidewalks and parking lots when installed over public roads, rights-of-way and/or easements (**DRIVEWAY AND SIDEWALK SPECIFICATIONS** attached).

38. I understand and accept that the Village of Glen Carbon assumes no responsibility for any settlement or pavement damage and hereby agrees to hold the Village of Glen Carbon harmless from any future costs or maintenance of driveways, sidewalks and/or parking lots.

Signatures Required:

I certify by my signature below, that I have read, understand, and accept the provisions above and will abide by them, the codes, ordinances, regulations, laws, and statutes as adopted by the Village of Glen Carbon and the State of Illinois.

Failure to abide by the rules and regulation adopted by the Village of Glen Carbon may result in the issuance of a STOP WORK ORDER, an ordinance violation complaint filed by the Village in Circuit Court or in compliance with the procedure of the Administrative Adjudication proceedings adopted by the Village and/or the assessment of fines/fees per Village Code.

Contractor/Developer:

PRINTED NAME	SIGNATURE	DATE

Property Owner/Legal Representative:

PRINTED NAME	SIGNATURE	DATE

Keep a signed copy for your records.



RESIDENTIAL NEW CONSTRUCTION APPLICATION

VALUE OF IMPROVEMENTS:
\$

SUBDIVISION:

LOT #	LOT SIZE (S.F.)

For office use:

PROPERTY ADDRESS:

	GLEN CARBON, IL 62034
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OWNER INFORMATION:

NAME	
ADDRESS	
TELEPHONE	
EMAIL	

APPLICANT INFORMATION:

(IF DIFFERENT THAN OWNER OR CONTRACTOR):

NAME	
ADDRESS	
TELEPHONE	
EMAIL	

CONTRACTOR INFORMATION:

NAME	
ADDRESS	
TELEPHONE	
EMAIL	



PLUMBER INFORMATION:

NAME	
LICENSE #	
ADDRESS	
TELEPHONE	
EMAIL	

ROOFER INFORMATION:

NAME	
LICENSE #	
ADDRESS	
TELEPHONE	
EMAIL	

TYPE OF BUILDING:

<input type="checkbox"/>	SINGLE-FAMILY
<input type="checkbox"/>	TWO-FAMILY
<input type="checkbox"/>	MULTI-FAMILY

BUILDING DIMENSIONS:

# OF STORIES ABOVE FOUNDATION	
FIRST FLOOR	S.F.
SECOND FLOOR	S.F.
THIRD FLOOR	S.F.
TOTAL S.F. (ALL FLOORS) FINISHED	S.F.
TOTAL S.F. OF BASEMENT	S.F.
BASEMENT FINISHED	S.F.
BASEMENT UNFINISHED	S.F.
GARAGE	S.F.
CARPORT	S.F.

BEDROOM DIMENSIONS:

BEDROOM 1	S.F.
BEDROOM 2	S.F.
BEDROOM 3	S.F.
BEDROOM 4	S.F.
BEDROOM 5	S.F.



PLUMBING:

WATER SERVICE SIZE	
NUMBER OF BATHROOMS	

ELECTRICAL:

AMP	
WIRE	

Signatures Required:

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Contractor/Builder:

PRINTED NAME	SIGNATURE	DATE

Property Owner/Legal Representative:

PRINTED NAME	SIGNATURE	DATE

Keep a signed copy for your records.



ESCROW DEPOSIT AGREEMENT

No Certificate of Occupancy will be issued until redistribution of soil and seeding of lawn has been completed; except, that between **November 1 and March 31**, the applicant shall submit an agreement that redistribution of soil and seeding of lawn will be done during the immediate following planting season as set forth in **Section 11-5-2: E (6) of the Village Code of Ordinances**. A cash escrow for performance in an amount determined by the Building and Zoning Administrator (**1% of the value of improvements**) is **REQUIRED**. Unless weather conditions exist that require and extension, the work must be completed by **April 30** of the year in which the construction was completed.

Contractor agrees that the redistribution of soil and seeding of lawn will be done not later than the last day of April following the completion of construction. Contractor understands that Village Code requires a cash escrow for performance in the amount of one percent (1%) of the value of improvements as determined by the Building and Zoning Administrator. Contractor understands that the escrow deposit will be returned upon proof of performance. Contractor understands that he/she is responsible for requesting a FINAL INSPECTION once the work is completed. Contractor understands that failure to perform may result in the assessment of additional fines or fees per Village Ordinance.

PROPERTY ADDRESS:	SUBDIVISION:

CONTRACTOR INFORMATION:

NAME		
ADDRESS		
TELEPHONE		
EMAIL		
SIGNATURE		DATE:

OWNER INFORMATION (IF KNOWN):

NAME		
ADDRESS		
TELEPHONE		
EMAIL		
SIGNATURE		DATE:

To be completed by B&Z Staff:

VALUE OF IMPROVEMENTS	AMOUNT OF DEPOSIT (1%)
\$	\$

DEADLINE/EXTENSION DATE:	APRIL 30, 20	OR
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Keep a signed copy for your records.



PLAN REVIEW REQUIREMENTS

Site Plan:

1. Include North Arrow
2. Site Address
3. Subdivision Name
4. Lot Dimensions
5. Setbacks
 - a. Front
 - b. Rear
 - c. Left
 - d. Right
6. Building Dimensions
 - a. Principal structure
 - b. Accessory structure(s), if applicable
7. Distance between principal buildings and accessory structures
8. Location of driveways and off-street parking spaces (show distance from lot lines and overall dimensions)
9. Location of all easements (drainage and utility)
10. Any additional information as may be reasonably required by the Department of Building & Zoning

Basement/Foundation Plan:

1. Footings
 - a. Depth and width
2. Foundation
 - a. Height and thickness
 - b. Size and spacing of vertical and horizontal reinforcement

Floors Plan:

1. Room Labels and Dimensions
 - a. Include labels such as “Storage”, “Unfinished”, “Future Bed”, “Future Bath” for unfinished spaces
2. Electrical device locations and symbol legend including, but not limited to:
 - a. Panel placement
3. Smoke & carbon monoxide detectors
 - a. GFCI’s
 - b. Lights
 - c. Outlets
 - d. Exhaust Fans
 - e. Whole house ventilation
4. HVAC information and symbol legend, including but not limited to:
 - a. Supply and return locations
5. Show all door locations, sizes, and swings



6. Show all window locations and sizes
7. Passive Radon location

Elevation Plan:

1. Dimensions and height of building(s)
 - a. Include all sides of all building(s)
2. Finished floor level
3. Grade level

Energy Plan:

1. Pre-Energy Report
 - Submitted with Application
2. Manual D (Duct Specification)
3. Manual J (Equipment Sizing)
4. Manual S (System)
5. Final Energy Report
 - Submitted prior to scheduling Final Inspection

Truss Plan:

1. Truss/Joist Package

Decks:

1. Submit **DECK INFORMATION SHEET** (attached)



REQUIRED INSPECTIONS & SUBMITTALS

1. Pre-Pour Footing
2. Pre-Pour Foundation
3. Foundation Waterproofing
4. Slab Edge Insulation, if applicable
5. Sill Plate
6. Ground Rough Plumbing
7. Vapor Barrier
8. Deck Pier, if applicable
9. Rough Framing (includes Exterior Sheathing)
10. Rough HVAC
11. Rough Plumbing
12. Rough Electrical
13. Electrical Hook-Up
14. Fire Stopping
15. Duct Leakage Test Report submittal, if applicable
16. Insulation
17. Drywall
18. Pre-Pour Driveway
19. Pre-Pour Sidewalk
20. Final Plumbing
21. Final Energy Report (“RES-CHECK”) submittal
22. “As Built” submittal, if applicable
23. Final Building



ADOPTED CODES AND ORDINANCES

1. **Village of Glen Carbon Municipal Code**
<https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview>
2. **2013 Village of Glen Carbon Rental Property Maintenance & Occupancy Code**
<http://www.glen-carbon.il.us/DocumentCenter/View/1310/RENTAL-CODE->
3. **Illinois Accessibility Act**, most recently adopted.
<https://www2.illinois.gov/cdb/announcements/2018/Documents/2018%20Illinois%20Accessibility%20Code.pdf>
4. **Illinois Energy Conservation Code**, most recently adopted.
Residential: <http://www.ilga.gov/commission/jcar/admincode/071/07100600sections.html>
5. **Illinois Plumbing Code**, most recently adopted.
<http://www.ilga.gov/commission/jcar/admincode/077/07700890sections.html>
6. **Illinois Private Sewage Disposal Code**, as enforced by Madison County, most recently adopted.
https://cms4.revize.com/revize/madisoncounty/document_center/1_PrivateSewageSystemOrdinance.pdf
7. **Illinois Roofing Industry Licensing Act**, most recently adopted.
<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1346&ChapAct=225%20A0ILCS%20A0335/&ChapterID=24&ChapterName=PROFESSIONS+AND+OCCUPATIONS&ActName=Illinois+Roofing+Industry+Licensing+Act>
8. **2012 International Building Code (IBC)**
9. **2003 International Fuel Gas Code (IFGC)**
10. **2003 International Mechanical Code (IMC)**
11. **2012 International Property Maintenance Code (IPMC)**
12. **2012 International Residential Code (IRC)**
13. **2005 NFPA 70-National Electrical Code**
14. **2015 NFPA 101-Life Safety Code**



SITE PLAN

PROPERTY ADDRESS:	SUBDIVISION:



DECK INFORMATION SHEET

PROPERTY ADDRESS:	SUBDIVISION:

1	Type of Footing (Pier Size Min. 12" x 36")	
2	Deck Length	
3	Deck Width	
4	Deck Height	
5	Ledger Size	
6	Ledger Bolt Type	
7	Ledger Bolt Spacing	
8	Post Size	
9	Post Material/Species	
10	Beam Span Between Posts	
11	Beam Material/Species	
12	Joist Parallel to Deck Length or Deck Width	
13	Joist Spacing	
14	Joist Material/Species	
15	Decking Size	
16	Decking Material/Species	
17	Stringer Size	
18	String Span (6" Max Between Posts)	
19	Stringer Spacing (Not to Exceed 18")	
20	Tread Depth	
21	Riser Height	
22	Tread Size	
23	Guardrail Type	
24	Baluster Type	

Other Relevant Information:

DRIVEWAY & SIDEWALK SPECIFICATONS

Specifications:

1. Expansion joint must totally isolate adjacent concrete.
2. Saw cut groove every 12' minimum.
3. Sub-base must be compacted to 95% of the standard laboratory density.
4. The owner and/or builder, with the consultation of a qualified engineer, will ensure adequate compaction of grades under sidewalks and driveways when installed over public road right-of-way and easements.
5. ADA accessible ramps should be installed at intersections with one expansion joint separating the ramp from the gutter.

