



# Residential Building Permit Application

Department of Community Development

Building Division (618)346-5200 Ext. 3

Office Use Only

Permit # \_\_\_\_\_

Date \_\_\_\_\_

Location of Construction: \_\_\_\_\_

### Construction Information/Project Information

Project Scope: (Mark all that apply)

New Construction  Addition  Remodel  Accessory Structure  In-Ground Pool  Plumbing Only

### Applicant Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Owner Information:  Check if same as applicant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

General Contractor:  Check if same as applicant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### SUBCONTRACTOR INFORMATION

Services	Name	Phone No.	License No.
Electrical <sup>^</sup>			
HVAC			
Plumbing <sup>*</sup>			
Roofing <sup>*</sup>			

- (<sup>^</sup>) MUST BE QUALIFIED

- (<sup>\*</sup>) MUST HAVE STATE OF ILLINOIS LICENSE

Copy of IL Roofing License Attached  YES  NO

Electrical Contractor is Qualified  YES  NO

**NEW CONSTRUCTION OR ADDITION:**

I received and signed the Residential Fire Sprinkler Option information sheet about Residential Sprinklers.

**SINGLE FAMILY**

LIVING AREA: _____	GARAGE: _____	BASEMENT: Finished _____	Unfinished _____
Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.

**DUPLEX**

LIVING AREA: _____	GARAGE: _____	BASEMENT: Finished _____	Unfinished _____
Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.

LIVING AREA: _____	GARAGE: _____	BASEMENT: Finished _____	Unfinished _____
Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.	Total Sq. Ft.

**FILL OUT FOR ALL PROJECT SCOPES – Scope of Work:**

**TOTAL COST OF PROPOSED WORK:** \_\_\_\_\_

**NOTICE**

A copy of the Building Department’s *Construction Inspection Procedures* is provided on page three. This inspection checklist must be followed and scheduled as required.

If any inspection fails, CORRECTIONS MUST BE ADDRESSED WITHIN 7 DAYS. When corrections have been made you must call for a re-inspection.

- Building Inspections must be coordinated with the Building Department by contacting **618-346-5200 ext. 3**
- Installation of water lines must be coordinated with the Water Department by contacting **Keith Henderson 618-979-4589.**
- Installation of sewer lines must be coordinated with the Wastewater Department by contacting **Jeremy Izard 618-975-8011.**
- Installation of sidewalks and driveways on City right-of-way must be coordinated with the Street Department by contacting **Jason Flowers 618-346-5214**

**FAILURE TO COORDINATE WITH THE ABOVE INDIVIDUALS, MAY RESULT IN REMOVAL AND REPLACEMENT OF ANY UNAPPROVED WORK AT THE EXPENSE OF THE CONTRACTOR OR DEVELOPER**

# INSPECTION PROCEDURES FOR RESIDENTIAL CONSTRUCTION WITHIN THE CITY OF COLLINSVILLE

➤ **EROSION CONTROL**

- The disturbance of any soil requires proper erosion control. This must be complete before any other work can begin.

➤ **FOUNDATION INSPECTION**

- Footing inspection prior to concrete pour.
- Inspection of foundation prior to concrete pour.
- Pre-Slab Pour Inspection

➤ **PLUMBING, MECHANICAL AND ELECTRICAL**

- Rough inspection prior to concealment and fixtures are set.
- Final inspections are required prior to services being turned on.

➤ **FRAMING INSPECTION**

- After all framing, roof, fire stops, and bracing are in place.
  - *Note all Plumbing, Mechanical and Electrical Rough-in must be completed before Final Framing Sign-off*

➤ **DRYWALL INSPECTION**

- After drywall is in place, but before taping and finish is applied.

**FINAL INSPECTION** - After building is complete and prior to occupancy.

- Includes Plumbing, Electric, Building, landscaping and all clean up.

**Inspections are performed Monday through Friday, excluding holidays.**

**Request for inspections must be called in at least 48hrs prior to the inspection.**

- **If applicable “JULIE” has been notified and is marking your project area?**  
Call 1-800-892-0123 to schedule before you dig.

YES  NO

**Requirements: By signing below, applicant certifies the following:**

- Compliance with all applicable Municipal and State codes. For a list of municipal codes please visit the city's website at [https://library.municode.com/il/collinsville/codes/code\\_of\\_ordinances](https://library.municode.com/il/collinsville/codes/code_of_ordinances). For a list of Residential Deck Construction Codes, please visit the website at: <https://www.awc.org/codes-standards/publications/dca6>
- PLANS ARE REQUIRED FOR ALL PROJECTS (Unless waived by Building Official).  
**All NEW CONSTRUCTION plans must be submitted in electronic form in addition to hard copy.**
- YOU ARE REQUIRED TO NOTIFY THE BUILDING DEPARTMENT FOR INSPECTIONS AS IMPROVEMENTS PROGRESS AND ONCE WORK IS COMPLETE. **48 HOURS NOTICE IS REQUIRED**
- **PERMIT EXPIRATIONS** From date of issuance of this permit, it is understood that unless a substantial start on construction is made within six (6) months and unless construction is completed within one (1) year, the permit is null and void.
- **PUBLIC RIGHTS OF WAYS** This permit conveys no right to occupy any street, alley or sidewalk or any part thereof, either temporarily or permanently. Encroachments on public property must be approved by the jurisdiction.
- **PERMIT POSTING** Permit shall be posted and displayed on the job site during all times of construction and until a final approval has been issued by the City.
- **JOB SITE PLANS** Approved plans must be retained on the job site until final inspection has been made and approved.
- **PLAN REVISIONS** Any deviation from the approved plans must be reviewed and approved subject to the same procedure established for the review of the original plans. Additional permit fees may also be charged predicated on the extent of the variation from the original plans.
- **ENFORCEMENT** The Community Development Department reserves the right to reject any work which has been concealed or completed without first having been inspected and approved by the Department in accordance with the requirements of the various codes and ordinances.
- Any earthwork completed outside of the footprint of the improvements will be subject to a grading permit.
- I certify that the information provided on this application is true and correct and understand that any inaccurate information contained on the permit application may invalidate the permit. I also acknowledge that it is the responsibility of the applicant to contact the Community Development Department if work needs to be performed beyond the scope of work listed on the permit.
- **Building Permit fees are non-refundable.** Additional information can be found in our schedule of fees at <https://www.collinsvilleil.org/government/fee-schedule>
- **Authorized Representative must have a signed contract or document from the owner allowing them to sign on their behalf.**

---

Signature of Owner or Authorized Representative

---

Date

**For Office Use Only**

- Is the subject property located within the **Uptown District** or a **Historic Landmark**:  YES  NO
- Is the subject property located within a flood plain or area known for flooding:  YES  NO

**Department of Community Development**

Zoning Compliance Certificate No:	
Cost of Construction (per International Valuation Data):	\$
Building Permit Fee (attach permit calculation form):	\$
Occupancy Permit Fee	\$
AMOUNT DUE:	\$

**Water / Sewer Department**

Residential Water Tap	\$
Water Deposit (Plus Turn on Fee)	\$
Irrigation Tap	\$
Residential Sewer Tap	\$
Sewer Inspection	\$
Deposit & Turn-on Fee for Irrigation	\$
Credit for Existing Water Service	
AMOUNT DUE:	\$

**TOTAL AMOUNT DUE:**

---

**(OFFICE USE ONLY)**

**Reviews:**

- Building: Approved \_\_\_\_\_  
date
- Zoning: Approved \_\_\_\_\_  
date
- Engineering: Approved \_\_\_\_\_  
date

Permit Authorization: \_\_\_\_\_ Date \_\_\_\_\_  
Building Official