New Residential Construction

Owner:	
Address:	
Phone:	

Village of Sherman Building Permit

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

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

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:				

Village Use Only - Notes

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/revised 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 <u>not</u> 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

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

Miscellaneous Fees

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

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

Septic Tank (If new building construction is using septic ta	nk 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	
Total Square Feet:	
Estimated Cost of Completed Structure :	
Permit Fee (See appropriate fee schedule):	
VILLAGE OF SHERMAN OF	FICE 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):	or is not located within a neighborhood
with covenant restrictions and the proposed structure or im	
· ·	
×	
Homeowners Association Official	Date
	Date

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.
- I. 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



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 <u>all work will be performed to comply with all federal, state, and village laws, rules, regulations and ordinances whether specified in this <u>application and accompanying plans and specifications or not</u> 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.</u>

By signing (owner and/or contractor) this permit application, you are indicating all "pins" or property markers are visible and identified. In addition, the applicant by signing this document, indicates 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 and instructions as published by the Village and/or it's engineer. 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.

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.

I understand that a permit must be obtained from and a tap and development fee paid to the Village of Williamsville Water Department, and also a permit obtained from and a tap-on fee paid to the Springfield Metro Sanitary District.

The information provided in this permit application is factual and true. We have built as stipulated by Village Ordinance, Subdivision Covenant and State Law. I understand that three (3) copies of the approved plan with the architectural seal must be submitted for commercial and multi-family buildings.

Signature of Applicant:	<u>x</u>	Date:	
Address of Applicant:			
Telephone of Applicant:	·	Date:	
Owner Signature:	x	Date:	
Name Printed:			
Contractor Signature:	x	Date:	
Name Printed:			
For Official Village Use The permit application meets the requirements for a Building Permit:			
Village Engineer:		Date:	
	:	Date:	