



**CITY OF EDWARDSVILLE  
PUBLIC WORKS DEPARTMENT  
BUILDING INSPECTION DIVISION**

200 EAST PARK STREET  
EDWARDSVILLE, IL 62025  
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# Application Process

- The following tasks must be completed before your permit can move on to the Plan Review phase.
  - The applicant is required to fill out a Permit application.
  - Full Site, Drainage, and Erosion Control Plan of entire property
  - Specification (Truss) Sheet
  - Completed Energy Conservation Code Specification Sheet
  - Four (4) sets of plans (1/4" scale)

# PLAN REVIEW

- The City of Edwardsville Department of Public Works is a one-stop-shop. We will take care of notifying all departments with an interest in public safety when new permits are applied for. Your plans will be routed to all necessary departments and we will track which departments have approved your permit.
  - After all submittal documents have been deemed complete, the application is logged and plans are distributed to staff for review.
  - Staff reviews the permit for conformance with their codes and ordinances.
  - If staff finds your submittal documents deficient in any way, the applicant will be contacted to discuss deficiencies. A correction letter or email will be sent to the applicant via email as each department completes their review. If no email is given, letters will be mailed to the applicant.
  - If corrections are needed, it is the applicant's responsibility to resubmit or otherwise correct deficient documents and to provide a response.
  - An on-site inspection will take place to go over your plans and answer questions while on the job-site.
  - After all departments have approved your permit and all fees been paid, your permit will be issued and you may begin construction.

# ISSUANCE

- Issuance is the permit phase where construction takes place. Once plans have been issued to the applicant, contractor, or engineer, construction may begin. Please do not begin construction prior to the issuance of your permit and all fees are paid. If you are unsure whether or not your permit has been issued, please call our office at 618-692-7535.
  - When a permit is issued (plans have been approved and permit fees have been paid), the applicant receives a copy of the approved submittal documents and a Permit Card. Permit Cards provide a Permit Number, Project Address, and Contractor Names. The Permit Card must be posted at all times.
  - It is your responsibility to call the Building Inspection Department to schedule inspections.
  - Inspections can be scheduled by calling the number listed on your Permit Card. Same-day inspections are available if you schedule your inspection prior to 9:30 A.M.

# FINAL

- After all required inspections have been completed and approved, your permit is considered “finalized.”
  - Structures are not legally occupiable until the permit has been finalized.
  - A Certificate of Occupancy will be granted to the property owner.
  - Your project is not complete until your permit is finalized.
  - Please verify that ALL required inspections have passed prior to requesting a Certificate of Occupancy. You may not occupy or sell the property until a Certificate of Occupancy has been issued.