

SINGLE FAMILY RESIDENTIAL BUILDING PERMIT POLICY FOR NEW CONSTRUCTION, ADDITIONS, and REMODELS

Business Hours:

Our workday is 8:00 a.m. – 4:30 p.m. Monday through Friday, except City Holidays.

Permit Application, Fees and Plans:

Please include four (4) sets of plans (*1/4 "per foot scale" minimum*) with the building permit application submitted for approval. Two approved set of plans will be returned to you. One copy is for your file and the other must be maintained at the jobsite.

Inspections will not be made unless approved plans are available at the job site. Please note that all work will be held to the approved plans. If work does not coincide with the approved plans it could lead to a failed inspection.

Plan Review:

We endeavor to complete your plan review as quickly as possible. Typical review time for a single family residential permit is 7 to 14 working days. Plans are reviewed for compliance with the following codes:

- International Residential Code – 2021 Edition**
- International Fire Code – 2021 Edition**
- NFPA 101 Life Safety Code**
- Illinois State Plumbing Code (NOTE: Plumber must be Illinois State Licensed)**
- National Electrical Code – 2020 Edition**
- International Mechanical Code – 2021**
- International Property Maintenance Code – 2021 Edition**
- Illinois Energy Code / International Energy Conservation Code**
- Americans with Disabilities Act**
- Illinois Accessibility Code**
- City Land Development Code & Zoning Ordinance**

If during plan review, additional information is requested or the required information is incomplete, the review time is suspended until the requested information is submitted and logged in at the Department of Public Works.

Building Permit Required:

Please remember, no construction work may begin, including excavation, footing, or foundation, until a building permit is issued. Construction without a building permit is a violation and subject to a fine of not more than \$750.00 for each day the violation occurs.

An issued building permit becomes invalid if the work is not commenced within 90 days after issuance of the permit or if the work is abandoned for 180 days after the time of commencing work. Building permits expire one year from the date of issuance.

The building permit card *MUST* be posted, protected from the weather and visible from the street before an inspection will be made. Failure to post the permit card will result in a failed inspection, and a \$25.00 re-inspection fee will be assessed.

Site & Drainage and Erosion Control:

See enclosed requirements sheet.

Erosion Control Barrier:

City ordinances requires soil erosion control around the entire building site where water leaves the property. It is the responsibility of the owner/contractor to install and maintain the erosion control at all times until new vegetation has been re-established.

Rocked Driveways:

Each building construction site shall have its driveway (as delineated on the building permit site plan) rocked to a minimum depth of six inches. All deliveries of building materials of all kinds shall be made using this rock driveway, without exception. All mud, dirt, rock and other debris on the streets must be cleaned up by the end of each workday.

Dumpster and Sanitary Facilities Required:

Each building construction site shall have an on-site dumpster to contain all construction debris generated by the construction activity on said site, and all debris from each building site shall be placed in the dumpster by the end of each workday. Each building site shall provide a toilet and hand-washing facility to use by the construction workers. Failure to maintain these items throughout the construction project may subject the permit holder to failing a building or site work inspection. Burning or burying trash on the site is strictly prohibited.

Inspection Scheduling:

With the exception of plumbing inspections, same day inspections, subject to availability, may be requested by calling us at 618-692-7535 before 9:30 a.m. Monday through Friday. *Plumbing Inspections* may be arranged by calling the above number before 2:00 p.m. Monday through Friday. Plumbing inspections are currently performed in the evenings. (NOTE: An Illinois licensed plumber is required for plumbing work if plumbing is not done by the **owner who will reside in the home for at least 6 months after completion of work.** (Ref. - 225 ILCS 320/3(2))

Inspection Fees:

The building permit fee includes an initial inspection and one re-inspection of all required inspections during the construction phase. Additional re-inspections beyond the first may be charged to the permittee at the rate of \$25.00 per inspection. A paid receipt

must be presented at the Dept. of Public Works before further re-inspections or additional inspections will be scheduled or performed.

Occupancy Permit Required:

A Certificate of Occupancy indicating completion of work shall be obtained prior to any occupancy of a structure. Effective May 1, 2000, it is necessary to provide evidence of an Occupancy Permit in order to change the water service for new construction over from the builder's name to a new occupancy. Occupancy Permits are issued upon satisfactory completion of all City required inspections.

We thank you for taking the time to read all of the attached information. We hope it helps your building project progress smoothly. Please read and sign below. This sheet is to be returned along with your building permit packet submittal.

*I have read the building permit policies for the City of Edwardsville. I have received a copy of the **Residential Building Code Highlights**, and I understand that I am responsible for full compliance with all of the codes, policies, and inspection requirements. I agree to provide copies of the information to all sub-contractors and material suppliers and to make sure that they are aware of these codes, policies and inspections.*

I understand that I am subject to an immediate “Stop Work Order” and Municipal Citation if my sub-contractors or I do not comply with these codes, policies and inspections.

The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the performance of construction including home owner association board approval.

Date: _____

Permitee Signature

Permitee Name (Printed)

Construction Information:

Street Address

Project 9-1-1 Address

City, State, Zip Code

Lot & Subdivision

Daytime/Cell Phone # (Where we can reach you)

Email Address (Please print clearly)