

# Sangamon County Department of Public Health Building Safety Section

2833 South Grand Avenue East

Springfield, Illinois 62703

Ph: (217)535-3145/Fax (217) 747-5103

Email: envhealth@co.sangamon.il.us , website at [www.scdph.org](http://www.scdph.org)

Application for Plan Examination  
& Building Permit

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

**PROPERTY INFORMATION:**

STREET ADDRESS: \_\_\_\_\_ CITY & ZIP \_\_\_\_\_

CORNER LOT: YES NO ZONING: \_\_\_\_\_

STRUCTURE DIMENSIONS: WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_ HEIGHT (to peak) \_\_\_\_\_

SQUARE FOOTAGE OF THE LIVING AREA \_\_\_\_\_ TOTAL SQUARE FOOTAGE \_\_\_\_\_

PARCEL NO: \_\_\_\_\_ PUBLIC WATER: YES NO PUBLIC SEWER: YES NO

DATE STAKED \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ C,S & ZIP: \_\_\_\_\_

E-Mail \_\_\_\_\_

**CONTRACTOR INFORMATION**

	NAME, ADDRESS, CITY, STATE, ZIP	PHONE/FAX
<b>GENERAL CONTRACTOR</b>		
E-Mail Address		
<b>ARCH/ENGINEER</b>		
<b>ELECTRICAL</b>		
<b>MECHANICAL</b>		
<b>PLUMBING</b>	LICENSE# 058-	
<b>ROOFING</b>	LICENSE#	

**Improvement type:**

- New Construction (1)
- Addition (2)
- Alteration (3)
- Relocation (6)
- Foundation Only (7)

**PROPOSED USE:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Commercial</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Theatre (1)</li> <li><input type="checkbox"/> Night Club (2)</li> <li><input type="checkbox"/> Restaurant (3)</li> <li><input type="checkbox"/> Church (4)</li> <li><input type="checkbox"/> Other Assembly (5)</li> <li><input type="checkbox"/> Business (6)</li> <li><input type="checkbox"/> Beer Garden</li> <li><input type="checkbox"/> Other _____</li> </ul> | <p><b>RESIDENTIAL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hotel, Motel (16)</li> <li><input type="checkbox"/> Multi – Family (17)</li> <li><input type="checkbox"/> IBC Two Family (19)</li> <li><input type="checkbox"/> IBC Single Family (20)</li> <li><input type="checkbox"/> Modular Home</li> <li><input type="checkbox"/> Manufactured Home</li> </ul> | <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Private Garage</li> <li><input type="checkbox"/> Shed</li> <li><input type="checkbox"/> Carport</li> <li><input type="checkbox"/> Pole Barn</li> <li><input type="checkbox"/> Horse Barn</li> <li><input type="checkbox"/> Deck</li> <li><input type="checkbox"/> Siding</li> <li><input type="checkbox"/> Porch</li> <li><input type="checkbox"/> Roofing</li> </ul> |
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**Roofing Note:** *(Ice Barrier is a requirement R905.2.7.1)*

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable federal, state, And local laws. Under penalties of perjury, I hereby certify that applicant (and owner) have fully paid all taxes and all other debts owed to Sangamon County as of the date of this application. In addition, if permit for work described in this application is issued, I certify that the code Official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

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SIGNATURE OF APPLICANT	ADDRESS	PHONE NUMBER
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**\*\*ASBESTOS AWARENESS NOTICE FOR COMMERCIAL DEMOLITION & RENOVATION PROJECTS\*\***

The Illinois Environmental Protection Agency (IEPA) requires that building owners and contractors notify the IEPA a minimum of ten working days prior to demolition or renovation activities. Also, the Illinois Department of Public Health (IDPH) requires that building owners and contractors notify IDPH prior to renovation activities. Written verification of the disconnection of services from utility companies having jurisdiction and proof of notification to I.E.P.A. is required before a demolition permit application can be accepted by Sangamon County Building Safety Department. The I.E.P.A. may be contacted at (217) 782-3397, and the IDPH at (217) 782-4977.

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SIGNATURE OF APPLICANT	ADDRESS	DATE
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**Sangamon County Department of Public Health  
Building Safety Section  
2833 South Grand Ave. East  
Springfield, IL 62703  
(217) 535-3145 (FAX) 747-5103**

**REQUIRED INSPECTIONS**

No work shall begin until you have received your permit. In addition, prior to start of any work or issuance of any permits for new structures, you must have your sewage disposal system approved by the Sangamon County Public Health Department (535-3100). A permit will be issued and work may begin after a zoning inspection has been done and approved and all required submissions have been received.

- 1 Zoning inspection will be conducted after our office is notified that the construction site is staked out.
- 2 Footings inspection is to be scheduled & approved **before** ordering concrete and pouring footings.
- 3 Plumbing Ground Work inspection if applicable is to be scheduled & approved **before** concrete floor is poured.
- 4 Electrical Underground Service inspection if applicable is to be scheduled & approved **before** trench is back filled.
- 5 Mechanical Ground Work (in-floor heat) inspection if applicable is to be scheduled & approved **before** concrete floor poured.
- 6 All Electrical, Mechanical, and Plumbing Rough-in inspections must be scheduled & approved before all ceiling, side wall, insulation, sheet rock/plaster walls are installed.
- 7 Fireplace and applicable duct work inspection to be scheduled & approved **before** insulation, sheetrock /plaster walls and ceilings are installed.
- 8 Framing inspection to be scheduled & approved **before** sheetrock /plaster and insulation are installed.
- 9 Insulation inspection to be scheduled & approved **before** sheetrock /plaster is installed.
- 10 Gas line pressure test report is to be submitted to inspector & approved, if applicable, **before** concrete floor poured or prior to Ceiling, side wall insulation, sheet rock/plaster walls, and ceilings are installed if any portion of gas line is concealed.
- 11 **Commercial ONLY:**
  - 1) Light test on all grease ducts prior to wrap or enclosure. Ref: IMC 2006 506.3.2.5 Grease duct test. Duct(s) must accessible 360°
- 12 Electrical service/meter base entrance Inspection must be scheduled & approved **before** energizing.
- 13 Final Building, Electrical, Mechanical, and Plumbing inspections are to be scheduled when all Systems are installed and functioning as designed. Plumbing fixtures installed and fully operational, Electrical devices, (lighting, smoke detectors etc.) installed and fully operational, Mechanical equipment, (furnaces, exhaust fans, detectors & alarms, etc.) installed and fully operational, Doors, windows and related hardware installed and fully operational.
- 11 Floor covering, painting and cosmetic finishes installations not required for final inspections.
- 12 Re-inspections for corrective work must be scheduled & approved **prior** to covering or concealing.
- 13 **A fee of \$40.00 will be charged for all Re-Inspections.**
- 14 Other inspections may be required for your situation. Please contact this office if you are not sure or have any questions. **Phone # 535-3145**

**Covering or concealing any of the above referenced work with permanent construction (concrete, sheetrock, paneling, brick, siding etc.) will not relieve Owner/Contractor from securing those inspections.**

**You may be required to remove construction to allow for inspection.**

**All finals must be inspected and approved before a Certificate of Occupancy will be issued. Occupancy is prohibited until the Certificate of Occupancy is granted.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please draw a sketch including the following:**

- 1. Indicate the structure and how far away it sits from property lines.**
- 2. Show other structures on parcel and distance way from proposed structure.**
- 3. Show where the driveway will be.**
- 4. Show septic & well location if applicable.**

**Please indicate the North point**



**Sangamon County**  
**Department of Public Health**

**James D. Stone, M.A., C.P.H.A.**  
**Director of Public Health**

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## **DISCLAIMER**

### **Energy Conservation Code**

This notice must be acknowledged by the contractor, property owner, or authorized agent for all new residential and commercial construction (except when sealed drawings are submitted), and for renovation work that affects the energy usage of the building:

1. Illinois Public Act PA 97-1033 requires all new residential and commercial buildings to meet the requirements of the 2012 International Energy Conservation Code (IECC), with amendments, effective January 1, 2013.
2. Renovations, alterations, additions, and repairs to most existing residential and commercial buildings must also meet the requirements of the 2012 IECC.
3. The law also requires design and construction professionals to follow the requirements of the 2012 IECC, and the American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) Standard 90.1, 2010 "Energy Standard for Buildings except Low-Rise Residential Buildings."
4. Additional information, including the actual law and amendments, may be found or accessed on the Illinois Department of Commerce and Economic Opportunity website at:  
  
[http://www.ildceo.net/dceo/bureaus/energy\\_recycling/iecc.htm](http://www.ildceo.net/dceo/bureaus/energy_recycling/iecc.htm)
5. Sangamon County does not inspect to nor does it certify for the purpose of occupancy that this building has been constructed in compliance with the aforementioned code.

The undersigned contractor, property owner, or authorized agent acknowledges the above requirements:

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

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

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

Date: \_\_\_\_\_



## DISCLAIMER RADON RESISTANT CONSTRUCTION

This notice must be acknowledged by the contractor, property owner, or authorized agent for all new residential construction:

1. Illinois Public Act PA 97-0953 requires that all new residential construction be equipped with passive radon resistant construction, effective June 1, 2013.
2. New residential construction is defined as: "any original construction of a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or town houses."
3. Radon resistant construction is defined as "the installation of passive new construction pipe during new residential construction".
4. Passive new construction pipe is defined as "a pipe installed in new construction that relies solely on the convective flow of air upward for soil gas depressurization and may consist of multiple pipes routed through conditioned space from below the foundation to above the roof."
5. You may view the actual state law at the following website:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?Acti0=3422&ChapterI0=37>

The Passive new construction pipe is required by state law as described above. In addition, the following are recommended, but not required: For crawl spaces, a 4" layer of granular rock should be placed on the crawl space floor completely covered with a 6-mil polyethylene sheet to trap the radon. All joints in the polyethylene sheet should be lapped 12". The vertical Passive new construction pipe should be 3" to 4" diameter. The bottom of the pipe needs to project through the polyethylene sheet and terminate with a tee into the granular rock. Above the polyethylene sheet, the vertical pipe would need to extend through the building and project through the roof at least 12" while being kept at least 10' away from doors and windows. For basements, the 4" rock and polyethylene sheet would be placed beneath the concrete slab, with the passive pipe installed the same as for a crawl space. Sump pits should have a sealed cover.

6. Sangamon County does not inspect to nor does it certify for the purpose of occupancy that this building has been constructed in compliance with the aforementioned code.

The undersigned contractor, property owner, or authorized agent acknowledges the above requirements:

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

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

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

Date: \_\_\_\_\_

