

BUILDING PERMIT APPLICATION INSTRUCTIONS – CITY OF AUBURN

1. Any type of construction requires a building permit (i.e. new home, home addition, home alteration, shed, garage, modular home, mobile home, deck, fence, pool, etc).
2. All portions of the application must be completed in order to be considered for approval
 - ***If you have any questions concerning Sections I-IV of the application, call the Building Inspector; Ron Appelt at 217-503-6110***
3. Applicant will need strings depicting the building or addition and lot lines in addition to drawings as required per individual permit.
 - ***Drawings must show distance between all buildings and lot lines.***
 - ***Pins for the lot lines must be exposed and left exposed until the final inspection.***
4. Permit applications or the assigned numbers will not be transferred.
5. All permit applications must be returned to the City Office for review by the building inspector.
 - *NO permit application will be accepted unless they are submitted from the City Office.*
 - *Hand delivered applications directly to the inspector WILL NOT BE ACCEPTED.*
 - *All permits, and if applicable, water and sewer taps must be paid for when the application is turned in to the City Office. **The City Office must be notified no less than two weeks prior to the installation of any requested taps to allow time for the work order. The completion of taps on city's part will be done weather permitting.***
6. Applications returned to the City Office will be dated and signed by a city employee to document date of return and payment of all associated fees for the permit being requested.
7. The Building Inspector has a reasonable amount of time to review the application before signing off on the initial plan proposed and will inform the applicant of the permit status before providing documentation to the City Office.
 - *Excavation or building cannot commence without a signed permit. Once the permit is approved, the proposed project must start within 30 days or the permit will become null and void.*
8. The City asks that you complete your project in a reasonable amount of time.

INSIDE WORK PROPOSED

- *Permits approved for inside work are allowed indefinitely with no specific time frame for required completion.*

OUTSIDE WORK PROPOSED

- *Building permits are good for 6 months proposed to any outside work on the property.*
- *Within a six month period, all exterior work, yard grading and seeding must be completed. If not completed within the time period, the permit is revoked and a new application will cost \$250.00 and is good for only 30 days.*
- *If the project is not finished in that time period, NO other permits will be given for that property until the first permitted work is completed.*

9. A total of (3) inspections will be required on a project proposed.
 - After the initial plan is approved, a second inspection must be approved at the time the footings are poured, before proceeding with the block or concrete sidewalls for the foundation.
 - A third inspection is required once the eave is in place on the structure and must be approved before proceeding with the roofing.
10. Should any mechanical excavation be needed, your excavator must have current proof of insurance on file with the City of Auburn and have an excavator permit number issued by the City.
11. All building permit signs must be displayed on job site.
12. Before you dig, you must call JULIE toll free at 1-800-892-0123 or 8-1-1.
13. Failure to abide by the City of Auburn Code renders this permit null and void; any violations of the city ordinances may be punishable by fines.
14. Information pertaining to the property in which a permit is being requested, including an aerial map and measurements of the property that can assist in completion of the application can be obtained at the Sangamon County web address attached to this application - <http://gismaps.co.sangamon.il.us/tpv/default.htm>
15. **By submitting a building permit application you are acknowledging that you have read, understand, and will follow all building requirements.**

BUILDING PERMIT APPLICATION – CITY OF AUBURN

SECTION I

PERMIT # _____

NAME OF OWNER _____ PHONE # _____

OWNER'S ADDRESS _____

BUILDING PERMIT ADDRESS _____

CONTRACTOR _____ PHONE # _____

IS THE PROJECT IN THE FLOODPLAIN? YES _____ NO _____

TYPE OF BUILDING: HOME _____ MODULAR HOME _____ GARAGE _____ SHED _____

ADDITION _____ MISC _____ COMMERCIAL _____ FENCE _____

SIGN _____ CHICKEN COOP _____ VALUATION OF CONSTRUCTION \$ _____

NOTICE: THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 30 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 30 DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATION CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT
DATE

SIGNATURE OF OWNER
DATE

INITIAL PLAN CHECKED AND APPROVED BY: _____
BUILDING INSPECTOR/COUNCILMAN DATE

2ND INSPECTION APPROVED BY: _____
DATE

3RD INSPECTION APPROVED BY: _____
DATE

PERMIT FEE \$ _____ TAP FEES PAID _____ DATE: _____

DENIED FOR THE FOLLOWING REASON(S): _____

Date Called: _____ Left Message: _____ Talked to Owner: _____

Building Inspector Approved: _____ Permit Given to Owner: _____

DATE SCANNED TO BUILDING INSPECTOR: _____

SECTION II

DIMENSIONS OF LOT: _____ feet X _____ feet

DIMENSIONS OF STRUCTURE, ADDITION, ETC: _____ feet long _____ feet wide _____ feet high

FEET FROM PROPERTY LINE: _____ NORTH _____ SOUTH _____ EAST _____ WEST

DATE WILL BE STAKED OUT FOR INSPECTION _____

IS THIS CHANGE BEING MADE ON A CORNER LOT: YES _____ NO _____

A COMPLETED DRAWING MUST BE SUBMITTED IN THE SPACE BELOW INDICATING WHERE THE STRUCTURE WILL BE ON YOUR PROPERTY AND HOW FAR AWAY FROM THE PROPERTY LINES THE STRUCTURE WILL BE.

SECTION III

EXCAVATOR _____

EXCAVATORS PERMIT# _____

TYPE OF UTILITIES TO BE INSTALLED

GAS: YES _____ NO _____

WHOLE HOUSE GENERATOR: YES _____ NO _____

If yes, # of BTU's _____

WATER: YES _____ NO _____

SEWER: YES _____ NO _____

SEPTIC SYSTEM: YES _____ NO _____

IF YES ON SEPTIC SYSTEM, YOU NEED A PERMIT FROM THE COUNTY AND THE CITY MUST HAVE THE PERMIT NUMBER BEFORE THE BUILDING PERMIT WILL BE SIGNED.

SEPTIC PERMIT NUMBER _____

SECTION IV

THIS INFORMATION IS FOR THE AUBURN TOWNSHIP TAX ASSESSOR ONLY:

PROPERTY INDEX NUMBER: (REQUIRED)

LEGAL DESCRIPTION OF PROPERTY (IF AVAILABLE)

BUILDING PERMIT FEES for RESIDENTIAL and COMMERCIAL

FENCE	Res & Comm)	\$35.00
DECK		\$45.00
POOL		\$45.00
SIGN	(Res & Comm)	\$45.00
SHED	(any size)	\$55.00
ROOF		\$55.00
PORCH		\$55.00
CHICKEN COOP		\$30.00
CARPORT		\$55.00
GARAGE		\$85.00
ADDITION		\$85.00

****NEW HOME / COMMERCIAL BUILDING FEES****

**NEW HOME	\$150.00
**DUPLEX	\$150.00
**TRIPLEX	\$250.00
**COMMERCIAL	\$250.00

*****New home and commercial building permit applications must pay for all taps when applying for permits.***

Existing Water Line Connection:	\$500.00
New Water Line Connection:	\$750.00

Includes saddle on main, corporation tee, curb stop and box).

Extra Charges: Meter yoke, meter pit, meter lid and rind, type "K" copper, sand, CA6. City brings water line from main to property line; Home Owner / Contractor is responsible from property line into the residence.

Sewer Tap Fee: (includes saddle) (Homeowner / Contractor brings sewer line from main to residence)	\$250.00
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Gas Tap Fee: (includes up to 100' gas line) City installs gas line to foundation and sets meter. If gas meter is moved for additions to existing homes, there is a \$100 fee plus cost of materials.	\$300.00
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