



# BUILDING PERMIT INFORMATION CITY OF CARTERVILLE

Building Inspector, Ralph Graul: 618-713-4130

**MUST OBTAIN A PERMIT FOR ANY NEW CONSTRUCTION:**

RESIDENCE, ADDITION, GARAGE, CARPORT AND/OR STORAGE BUILDING.

**CONSTRUCTION MUST NOT START UNTIL A PERMIT HAS BEEN GRANTED.**

**ONLY THE OWNER/AGENT OF THE PROPERTY MAY SIGN THE PERMIT APPLICATION.**

**OWNER/CONTRACTOR MUST STAKE OUT THE PROPOSED PROJECT PRIOR TO PERMIT APPLICATION.**

**CITY OF CARTERVILLE REQUIRES FOUR (4) INSPECTIONS DURING THE COURSE OF CONSTRUCTION. THE OWNER/AGENT/CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE BUILDING CODES OFFICE AS TO WHEN THE INSPECTIONS ARE APPLICABLE.**

1. SITE INSPECTION: INSPECTION OF SETBACKS, SQUARE FOOTAGES AND REVIEW OF PLANS AND OTHER LOT REQUIREMENTS.
2. FOOTINGS INSPECTION: VERIFY SETBACKS PRIOR TO THE BUILDING PROCESS.
3. PRE-SHEETROCK INSPECTION: INSPECTION OF STRUCTURE TO BOCA 1996/CABO 1995.
4. FINAL: FINAL WALKTHROUGH TO INSPECTION FOR OCCUPATION.

**OWNER/CONTRACTOR MUST SUBMIT PLANS WITH THE APPLICATION.** FOR COMMERCIAL BUILDINGS, PLANS HAVE TO HAVE AN ARCHITECT STAMP. FOR RESIDENTIAL, PLANS CAN BE DRAWN ON THE REVERSE SIDE OF THE BUILDING PERMIT APPLICATION.

**PLUMBING MUST BE COMPLETED BY AN ILLINOIS STATE LICENSED PLUMBER.** WAIVERABLE IF THE PERSON COMPLETING THE PLUMBING WILL RESIDE AT THE STRUCTURE FOR A MINIMUM OF 1 YEAR.

**ELECTRICIAN MUST BE A COMPETENT PERSON AND MUST SHOW AT LEAST 50% OF ANNUAL INCOME IS FROM ELECTRICAL WORK.** WAIVERABLE IF THE PERSON COMPLETING THE ELECTRICAL WORK WILL RESIDE AT THE STRUCTURE FOR A MINIMUM OF 1 YEAR.

**DRIVEWAY TILES:** IF NEEDED, SHOULD BE SIZED BY THE CITY ENGINEER. BUILDING PERMIT FEE: \$.10 PER SQUARE FOOT FOR ALL CONSTRUCTION "UNDER ROOF" INCLUDING COMMERCIAL AND RESIDENTIAL STRUCTURES WITH BASEMENTS, SECOND STORIES, OUTBUILDINGS, GARAGES, CARPORTS AND ANY LIKE CONSTRUCTION.

**PENALTIES:** A PERSON WHO SHALL VIOLATE A PROVISION OF THIS ARTICLE OR FAILS TO COMPLY THEREWITH OR WITH ANY OF THE REQUIREMENTS THEREOF, BUILDING OR STRUCTURED PORTION THEREOF, IN VIOLATION OF A DETAILED STATEMENT OR PLAN SUBMITTED AND APPROVED THEREUNDER, OR OF A PERMIT OR CERTIFICATE ISSUED THEREUNDER, SHALL BE GUILTY OF A MISDEMEANOR PUNISHABLE BY A FINE OF NOT GREATER THAN \$500. ALSO, THE OWNER OF A BUILDING OR STRUCTURE OR PORTION THEREOF, OR OF THE PREMISES SHALL EXIST, AND AN ARCHITECT, ENGINEER, BUILDER, CONTRACTOR, DEVELOPER, PERSON OR CORPORATION EMPLOYED IN CONNECTION THEREWITH, AND WHO MAY HAVE ASSISTED IN THE COMMISSION OF SUCH VIOLATION SHALL EACH BE GUILTY OF A SEPARATE OFFENSE AND UPON CONVICTION THEREOF SHALL BE PUNISHABLE BY A FINE NOT LESS THAN \$25 NOR MORE THAN \$500 OR BY IMPRISONMENT NOT EXCEEDING 6 MONTHS, OR BY BOTH SUCH FINE AND IMPRISONMENT.

**ANNEXATION OF PROPERTY IS REQUIRED BEFORE WATER OR SEWER TAPS CAN BE PERMITTED**

**ALL POST FRAMED CONSTRUCTION**

**MUST BE APPROVED BY THE CITY COUNCIL BEFORE CONSTRUCTION BEGINS**

**THIS SHEET IS TO BE RETAINED BY THE APPLICANT**

City of Carterville  
Building Inspector's Office  
103 S. Division Street  
Carterville, IL 62918  
Phone: (618) 985-2252  
FAX: (618) 985-9282



Permit # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
Zone \_\_\_\_\_  
Fee \_\_\_\_\_  
**FOR OFFICE USE ONLY**

## BUILDING PERMIT APPLICATION

ADDRESS OF PROPOSED CONSTRUCTION: \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \_\_\_\_\_

OWNER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE NUMBER (S): \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (S): \_\_\_\_\_

LICENSE PLUMBER: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

**CIRCLE AT LEAST ONE:**

SINGLE FAMILY DWELLING    TWO-FAMILY DWELLING    MULTI-FAMILY DWELLING    COMMERCIAL  
GARAGE    TRAILER    ADDITION    OTHER \_\_\_\_\_

**ALL POST FRAMED CONSTRUCTION**

**MUST BE APPROVED BY THE CITY COUNCIL BEFORE CONSTRUCTION BEGINS**

TOTAL SQUARE FOOTAGE UNDER ROOF: \_\_\_\_\_

DIMENSIONS: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ HEIGHT \_\_\_\_\_

FOUNDATION:    CONCRETE     BLOCK     WOOD     OTHER

TOTAL LIVING AREA: \_\_\_\_\_ SQ. FT.    BASEMENT: \_\_\_\_\_ SQ. FT.

DESCRIBE (i.e.: number of stories, type of construction, number of bedrooms, etc.)

---

---

---

---

---

**TURN OVER TO BACK AND DRAW A ROUGH SKETCH THAT INCLUDES THE DIMENSIONS OF THE PROPERTY, THE BUILDING DIMENSIONS AND THE BUILDING SETBACKS.**

PLANS AND SPECIFICATIONS MUST BE SUBMITTED TO THE BUILDING INSPECTOR'S OFFICE, WHICH SHOW FEATURES OF ANY BUILDING OR ADDITION INCLUDING FLOOR PLANS; MATERIALS OF FOUNDATION; WALL AND ROOF; AND R-VALUE OF THE WALL AND CEILING ENVELOPE. ALL STRUCTURES MUST COMPLY WITH THE BOCA OR CABO CODES, BOCA NATIONAL BUILDING CODE, THE NATIONAL ELECTRIC CODE, AND THE STATE OF ILLINOIS PLUMBING CODE.

I HEREBY CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND/OR THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE APPLICATION AS HIS AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS AND ORDINANCES OF THE CITY OF CARTERVILLE.

\_\_\_\_\_  
SIGNATURE OF OWNER/AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF OWNER/AGENT