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COMMERCIAL BUILDING PERMIT APPLICATION

OFFICE WILL ASSIGN:

Permit No.: _____

Date: _____

PART 1 – JOBSITE / PROPERTY INFO:

COMPLETE PAGES 1 – 5 BEFORE SUBMITTAL

Address (911 approved) _____

Development Name _____

Current Zoning _____ Lot Number _____

Parcel ID # _____

INSPECTION PROCESS

Email: buildingzoning@troyil.us

INCLUDE: ADDRESS, TYPE of inspection
& APPROXIMATE TIME desired.

PART 2 – OWNER / APPLICANT INFO:

Name _____ Email _____

Business Name _____ Home/Bus. Phone _____

Address _____ Cell Phone _____

*** APPLICATION TO BE COMPLETED BY ARCHITECT OR DESIGN PROFESSIONAL ***

PART 3 – CONTRACTOR INFORMATION:

Contracting Services	Name	Phone/Cell No.	License # and Email
Architect/ Design Professional			Lic. # Email
General Contracting			Email
Concrete Flatwork			Email
Concrete Foundation			Email
Drywall/Plaster			Email
Electrical			Email
Excavation			Email
Fire Suppression			Email
Framing			Email
Hood Exhaust and Extinguish System			Email
HVAC			Email
Insulation			Email
Plumbing			Lic. # Email
Roofing			Lic. # Email

PART 4 – CONSTRUCTION INFORMATION:

Street Frontage in feet	# of Residential Units	Living Area (sq. ft.)
Front Setback (prop. line) in feet	# of Commercial Units	Garage Area (sq. ft.)
Rear Setback (prop. line) in feet	# of Stories	Office/Sales (sq. ft.)
Left Setback in feet	# of Public Bathrooms	Service (sq. ft.)
Right Setback in feet	# of Private Bathrooms	Manufacturing (sq. ft.)
Height Above Grade	# of ADA-Compliant Bathrooms	Parking Area (sq. ft.)
Lot Area (sq. ft.)	Windows	# of Parking Spaces
Building Area feet (sq. ft.)	Fireplaces	# of Enclosed Parking Spaces
% of Lot Coverage	Elevator/Escalator	# of Handicap Spaces
Est. Start Date	Est. Finish Date	Est. Bldg. Value \$

PROPOSED USE

Assembly

- ☐ **A-1** e.g. Theaters
☐ **A-2** e.g. Restaurants, Bars
☐ **A-3** e.g. Halls
☐ **A-4** e.g. Arenas
☐ **A-5** e.g. Stadiums

Business

- ☐ **B** e.g. Professional Services

Educational

- ☐ **E**

Factory & Industrial

- ☐ **F-1** e.g. Bakeries, Laundries
☐ **F-2** e.g. Metal Products

Hazard

- ☐ **H-1** e.g. Explosives
☐ **H-2** e.g. Flammable Gases
☐ **H-3** e.g. Consumer Fireworks
☐ **H-4** e.g. Toxic Materials
☐ **H-5**

Institutional

- ☐ **I-1** e.g. Group Homes
☐ **I-2** e.g. Hospitals
☐ **I-3** e.g. Correctional Centers
☐ **I-4** e.g. Child Daycare

Mercantile

- ☐ **M** e.g. Retail Stores

Residential

- ☐ **R-1** e.g. Hotels
☐ **R-2** e.g. Apartments
☐ **R-3** e.g. Dormitories
☐ **R-4** e.g. Assisted Living

Storage

- ☐ **S-1** e.g. Moderate Hazard Storage
☐ **S-2** e.g. Low Hazard Storage

Utility & Miscellaneous

- ☐ **U** e.g. Carport, Tanks

TYPE OF CONSTRUCTION

Type I	Type II	Type III	Type IV	Type V
☐ A ☐ B	☐ A ☐ B	☐ A ☐ B	☐	☐ A ☐ B

Improvement Type: ☐ New Construction ☐ Addition ☐ Interior Finish

Structural Frame: (Check all that apply) ☐ Concrete ☐ Masonry ☐ Steel ☐ Wood ☐ Other: _____

Exterior Walls: (Check all that apply) ☐ Concrete ☐ Masonry ☐ Steel ☐ Wood ☐ Other: _____

Structural: Are any **structural assemblies** fabricated off-site? _____

Electrical: Total Amps: _____ # of Arc-fault Circuits: _____ # of Small Appliance Circuits: _____

Plumbing:	Public Sewer: ☐ Yes ☐ No	Sump Pump: ☐ Yes ☐ No	Ejector Pump: ☐ Yes ☐ No	Grease Trap: ☐ Yes ☐ No
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PART 5 – PERMIT REQUIREMENTS

PLAN REVIEW TIMES VARY.
ALL PLANS WILL BE REVIEWED BEFORE A
PERMIT WILL BE APPROVED & ISSUED.

Submit the following before a building permit will be issued:
Mark Items Below if Submitted or Mark 'N/A' for non-applicable items

1. Two (2) sets of 24" x 36" building plans, SIGNED & SEALED by an Illinois licensed architect or design professional, that include:
 - ☐ **Digital copy** (PDF) of all drawings for review
 - ☐ **Site plan** including drainage and storm water detention, elevations, setbacks from building to property lines, utilities entering building and underground, site details, storm flow, etc.
 - ☐ **Parking plan** showing required handicap spaces, ramps, signage, sidewalks, parking blocks, landscaping, dimensions, trash receptacle enclosure, etc.
 - ☐ **Exterior elevation plan** showing all exterior building materials to be used
 - ☐ **Foundation/footing plan** notes and details. Boring/soil compaction tests may be required
 - ☐ **Floor plan** details and notes
 - ☐ **Mechanical plan**, details and notes
 - ☐ **Roof plan**, details and notes
 - ☐ **Door, window and finish schedule**
 - ☐ **Ceiling plan**
 - ☐ **Structural drawings**, details and notes, wall sections
 - ☐ **Project Specification Manual** - one copy
 - ☐ **Drainage Plan and Calculations**
 - ☐ **Electric/lighting plan**, details and notes
 - ☐ **Life Safety plan**
 - ☐ **Plumbing plan** (Reviewed and approved by the Dept. of Public Health) - [provide documentation](#)
 - ☐ **CONTACT TROY FIRE DEPARTMENT** and SUBMIT PLANS AS REQUIRED - [provide documentation](#)
2. **Commercial building permit application shall be completed by architect or design professional**
3. Any access permits from IDOT- if required
4. Drainage plan and calculations approved by IDOT if property drains to any IDOT right-of-way

MINIMUM CODE REQUIREMENTS

- Compliance with the latest adopted edition of the **National Electrical Code Standard NFPA #70.**
- Compliance with the latest adopted edition of **The International Building Code.**
- State of Illinois law requires compliance with the latest adopted edition of the **Illinois Plumbing Code.**
- State of Illinois law requires compliance with the latest adopted edition of the **International Energy Code.**

*** BUILDING PERMIT FEES ARE NON-REFUNDABLE* (cash or check ONLY)**

PART 6 – ACKNOWLEDGEMENT & CERTIFICATION OF OWNER

In making this application, I represent all submitted statements and any attached drawings to be a true description of the proposed new or altered uses and/or buildings. I understand that any permit issued is subject to an immediate stop work order, revocation without notice, and/or citation if my sub-contractors or I breach representations, conditions, codes, policies, or inspection requirements. I understand and agree that I am responsible for full compliance with all of the codes, policies, and inspection requirements, and to provide this information to all subcontractors and material suppliers to make sure they are aware of these codes, policies, and inspection requirements. I agree that it is also my responsibility to comply with any subdivision covenants and restrictions that may also apply to this proposed construction.

I agree to notify the Building and Zoning for inspections as improvements progress and not to allow a person to use or occupy the structure before a final inspection has been made and approved.

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/her authorized agent. I agree to conform to all applicable laws of this jurisdiction and any applicable State of Illinois codes and regulations that may be more stringent. In addition, if a permit for work described in this application is issued, I certify that the Code Official or the Code Official's authorized representatives 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. Furthermore, approval of this building permit application and issuance of a building permit does not give permission to violate the City of Troy's building and zoning codes.

SIGNATURES:

Applicant/Property Owner/Owner's Representative /Contractor		Date
Contact Person in Charge of Work (Title)	Email	
Phone	Cell Phone	

OFFICE USE ONLY:

Cost of Construction per ICC Valuation Date: _____

Building Permit Fee: _____

Comments: _____

Approved: _____ (Pages 6 - 9: retained by owner)

Code Official

Date

CERTIFICATION OF AWARENESS OF THE 2024 ILLINOIS ENERGY CONSERVATION CODE

Note: This form must be filled out completely, **signed before a Notary Public**, and submitted to the Building & Zoning Department for approval before permit will be issued.

Construction site address: _____

I, _____, certify that I am aware of the building requirements of the Illinois Energy Conservation Code and will have on record for the above address required documentation and testing reports in the following areas: Insulation ratings, glass and door U-factor ratings, heating and cooling equipment efficiency, building air leakage testing, duct tightness testing, and REScheck/REMrate/COMcheck results.

Sign in person before a Notary Public:

Signature of Contractor

Date

Name of Company (if applicable)

Mailing Address of Individual/Company

Phone Number

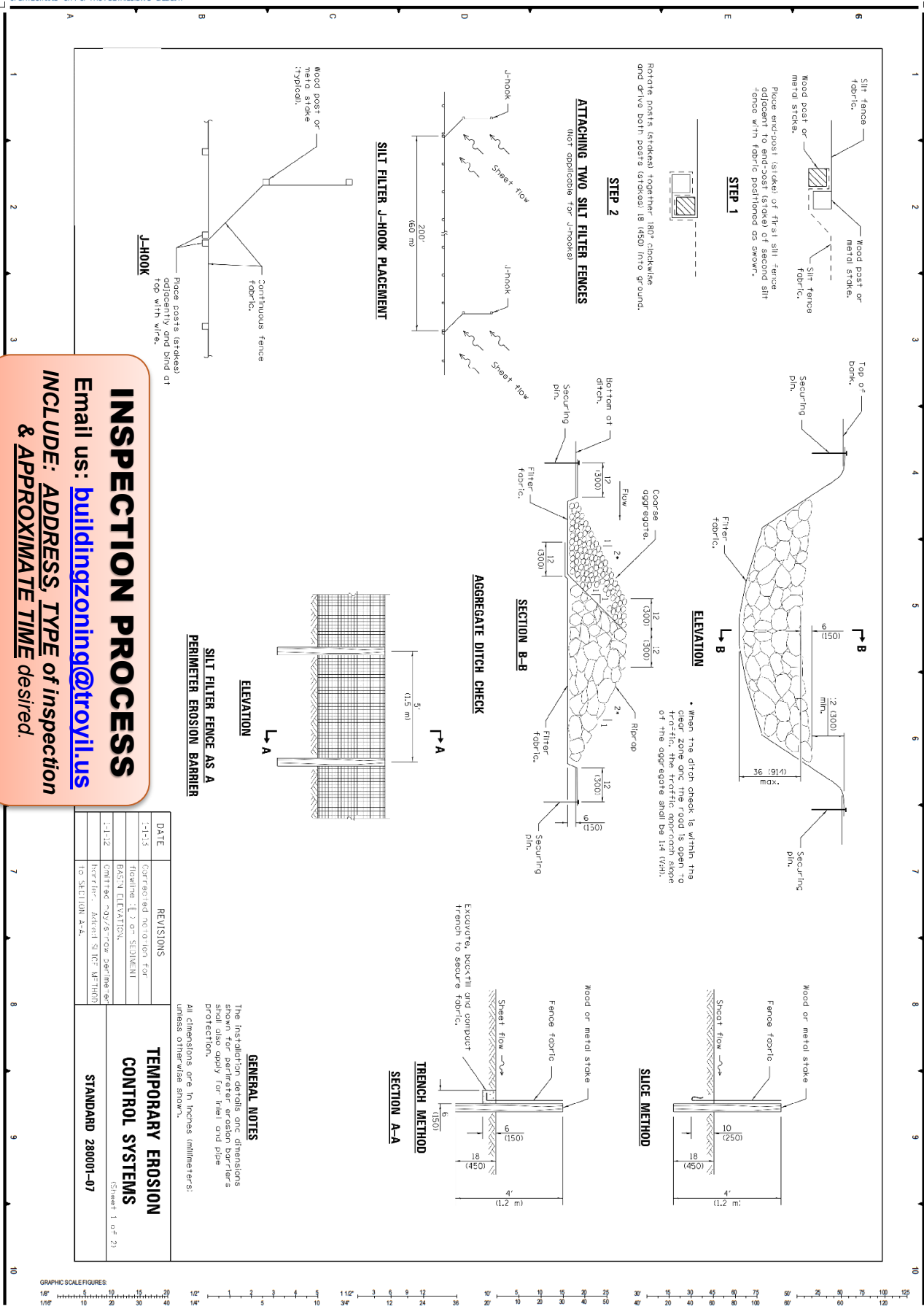
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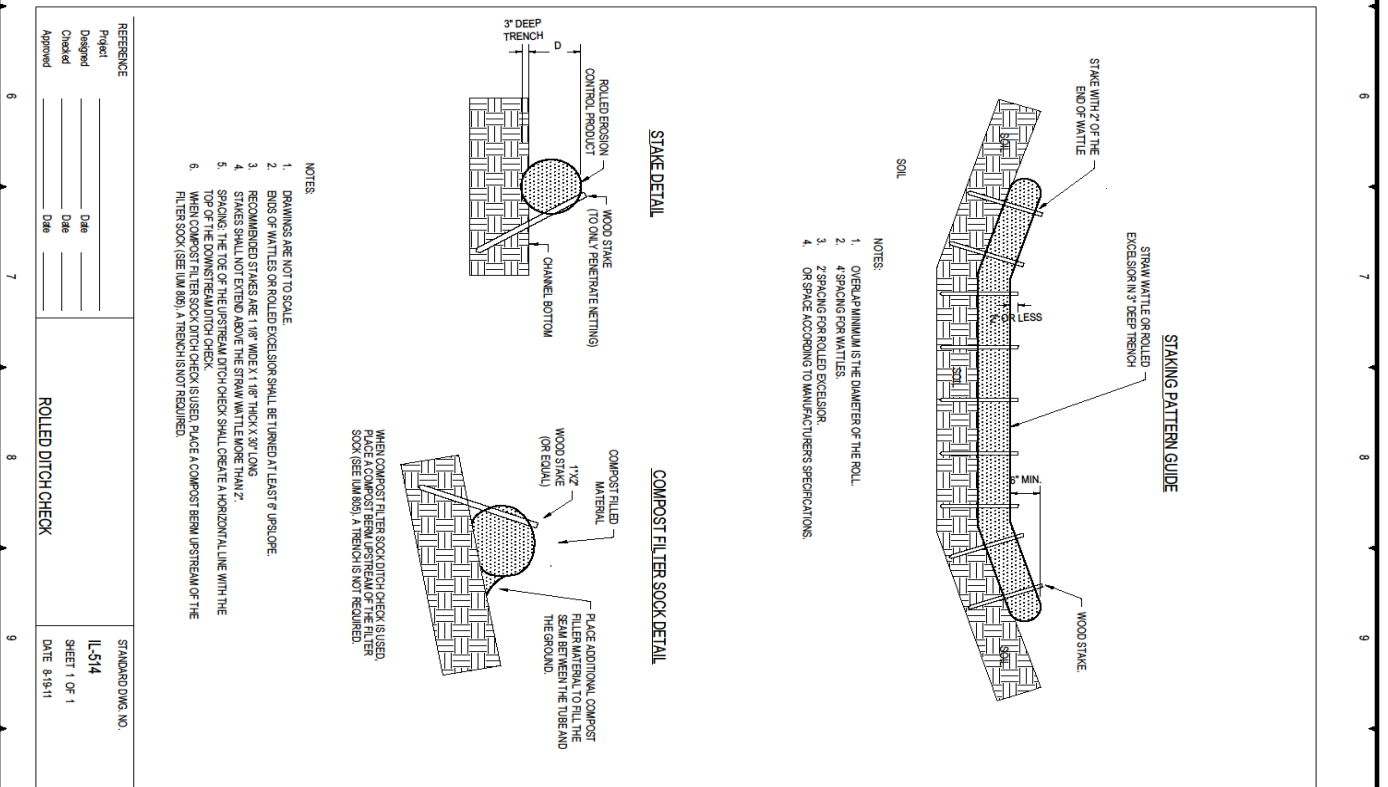
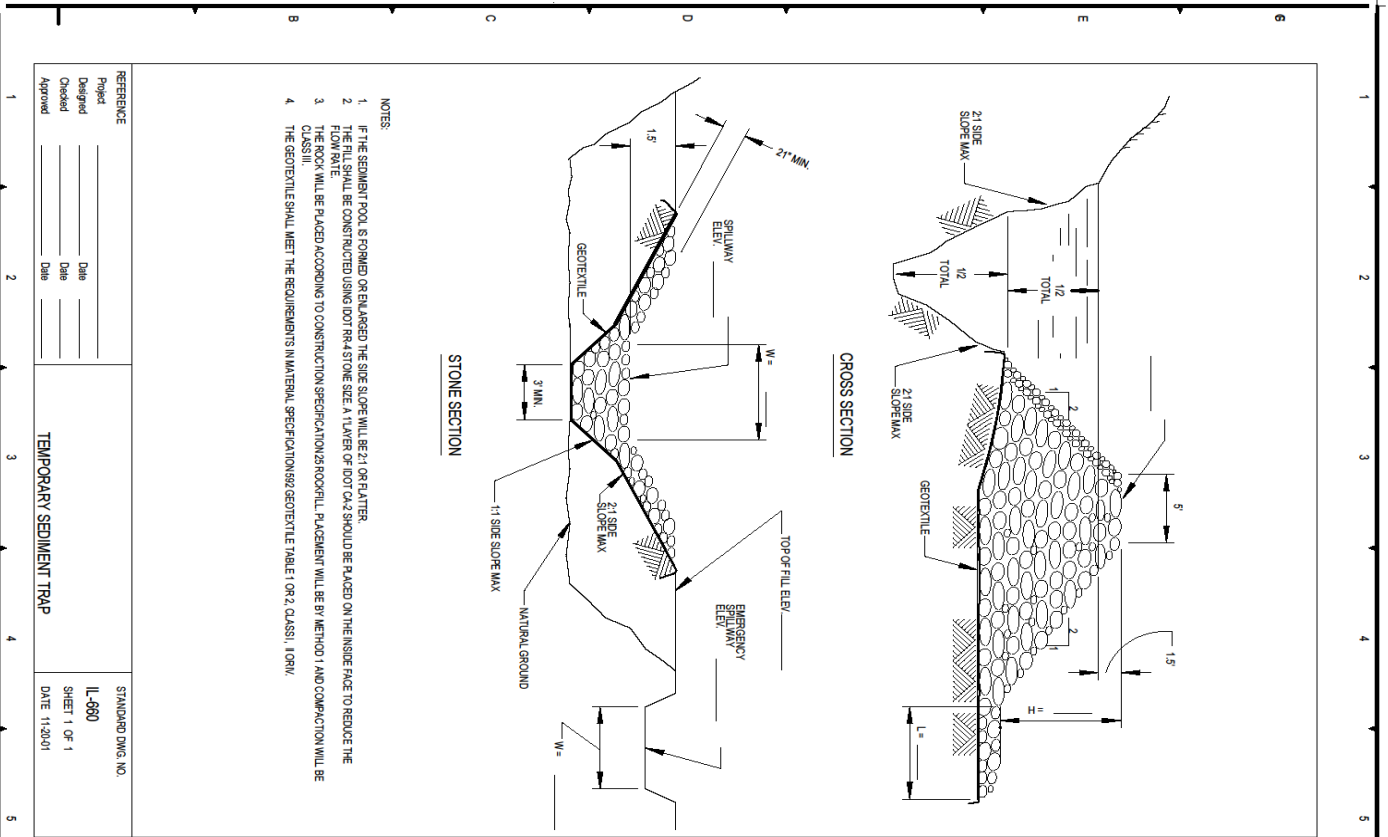
Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Notary Seal

* * * * *





EROSION CONTROL FOR HOME BUILDERS

SOIL EROSION IS A SERIOUS AND EXPENSIVE PROBLEM IN MADISON COUNTY

Soil erosion and sedimentation go hand-in-hand. Both are serious problems to lot owners and the community. In general, erosion removes topsoil and creates gullies greatly increasing the cost of establishing grass. Sediment that leaves a construction site clogs roads, fills culverts, storm sewers, road ditches and chokes vegetation. Sediment also pollutes streams, rivers and lakes. It spoils wildlife and fish habitat. Sediment is expensive to remove once it has settled in the bottom of a lake.

HOW MUCH SOIL EROSION OCCURS FROM A BUILDING LOT?

The following information provides some low cost, practical methods that a lot owner can use to minimize the erosion and resulting sedimentation that results from the development of a parcel of land.

In our area, a moderately sloping lot that has been stripped of vegetation and left bare from March through October while building in going on, can expect to lose about 5 to 15 tons of soil due to erosion. The soils we have in Madison County are high in clay and silt content. They erode very easily. When soils erode, the silt portion of the soil settles out in roads, ditches, ponds and lakes. The clay particles stay in suspension and can cause a body of water to appear brown and muddy. This valuable top soil, when in place is the foundation for the lawn and other plantings. When eroded this sediment is now a serious pollutant.

The first rule of erosion control is to keep the time the lot is void of vegetation to a minimum. Insist that your builder only disturb the least amount of area as possible at any given time.

The area that is being disturbed should also be kept as small as possible.

Lot owners can have a significant effect on the water quality of our community

It is not uncommon for building lots to experience over 15 tons of soil loss to erosion during the home building phase.

TEMPORARY SEEDING AND MULCHING

Vegetative methods of erosion control are the least expensive and usually the most effective. Establishing grass protects the soil from the impact of falling rain and holds the soil in place. Temporary seeding and mulch provide a quick cover to control erosion before the final grading and landscaping has occurred.

SEEDING

An adequate seed bed should be prepared first by raking or roto-tiling. Here are some good mixtures to establish a temporary seeding.

Species	Rate per 1000 sq. ft.	Seeding Dates
Oats	3 pounds	Early Spring - July 1
Cereal Rye	3 pounds	Early Spring - Oct. 15
Wheat	3 pounds	Early Spring - Oct. 15
Perennial Ryegrass	6 pounds	Early Spring - Oct. 15

MULCHING

The seed should also be applied with an adequate cover of mulch. The mulch acts as an **immediate** barrier to protect the soil as the grass is getting established. **It is the single most important measure a lot owner should do to control erosion.**

Straw is the most widely used mulch. It should be applied at a rate of about 90 pounds per 1000 square feet. Straw can be applied by hand or applied mechanically by use of a straw blower.

The straw must be anchored by one of the following methods:

- Mulch anchoring tool such as a crimper or disc
- Plastic mulch netting, properly stapled in place.
- Liquid mulch binder
- As an alternative to these, water can be applied to keep the mulch in place

Another type of mulch are **erosion control blankets**. These are prefabricated rolls of natural or synthetic fiber material that is sandwiched between permanent or degradable netting. Strips of the blanket are rolled down the hill and anchored to the soil with degradable staples.

Mulch provides immediate erosion control and should be applied any time during the year.

The most cost effective method to control erosion is to quickly establish a temporary seeding with an adequate mulch.

SEDIMENT CONTROL BY USE OF SILT FENCE

Silt fences are a type of sediment trap. They are installed around the perimeter of a construction site. Their purpose is to catch sediment in the runoff water. By holding the runoff temporarily, they allow some of the silt to settle out. When installed properly they can remove about 40% of the silt from the water. Silt fences are a barrier to runoff and should be installed across the slope of the land. Here are some of the factors that go into a successful installation:

- The lower end of the mesh fiber should be trenched into the ground about 9-12 inches.
- Wooden stakes should support the fence and should be installed every 5 feet on the downhill side of the fence.
- They should not be used where water will concentrate into a gully.
- Silt fence should be installed prior to soil disturbance.
- They should not be used around the inlet to storm sewers.
- Silt fence will need to be reset/replaced when it is about 1/3 full of silt.
- The maximum area draining into a silt fence should not exceed 0.5 acres.

Silt fences can be effective as a sediment retention device.

STRAW BALES- BEST ADVICE- DON'T USE THEM!!!

STRAW BALES SHOULD NOT BE USED AS AN EROSION OR SEDIMENT CONTROL PRACTICE. THEY CATCH VERY LITTLE SEDIMENT. WATER USUALLY RUNS UNDER OR AROUND THE BALES. BALES CONCENTRATE THE FLOW OF WATER. GULLY EROSION IS USUALLY WORSE WITH THE USE OF STRAW BALES.

DRAINAGE AROUND HOMES

- Most wetness problems are caused by homes built on soil with a seasonally high water table. (Not a spring)
- Foundation drains installed at or below the basement floor level are effective if outletted to a ditch or pipe that is lower and will drain by gravity.
- Sump pumps should be outletted to a storm sewer or natural drainage ditch
- Foundation drains that bring water back into the sump pump only provide temporary help. The water is simply recycled.

MADISON COUNTY SOIL AND WATER CONSERVATION DISTRICT

As soon as gutters and downspouts are in place, extensions of the downspouts should be installed. These should extend to a grass or paved area in order to minimize erosion. They can be removed once the lawn is established.

7205 Marine Road
Edwardsville, IL 62025
Phone: 618-696-7300
extension 3
Fax: 618-696-9144

DOWNSPOUT EXTENDERS

WHERE TO GET HELP

Minimizing soil erosion is much more cost effective than catching sediment as the soil washes off of a building site.

Keeping soil on construction sites is vastly cheaper than cleaning up the sediment caused by soil erosion. When sediment is allowed to run off construction sites the community bears the burden of cleaning up the choked streams, culverts, ditches, lakes and ponds.

The methods covered here have proved to be effective in many communities throughout Illinois.

For more information about erosion control methods and sediment pollution control methods for building sites contact::

Controlling soil erosion is one of the most positive environmental actions a homeowner can do.

The Madison County Soil and Water Conservation District
7205 Marine Road
Edwardsville, IL. 62025
phone 656-7300 ext. 3
Fax 656-9144