

City of Lexington

329 W. Main Street
Lexington, IL. 61753

For questions, call: 309-365-3331

Application For Plan Review And Building Permit

Permit Procedures For New Construction, Additions, and Alterations

Submit Plans: To obtain a building permit, a complete set of plans must be submitted to this office. This requirement shall apply to all new construction, additions, and structural alternations. All new construction, additions and structural alternations must meet all building code requirements of the City of Lexington. Below is the list of information necessary for plan approval.

- Foundation plan, floor plans, elevations as requested, and wall sections
- Foundation, wall and roof construction type
- All pertinent dimensions
- Door and window sizes and locations
- Other information as required by this department.

Site Plan: A site plan must be submitted for every type of construction. Below is a list of the items which must be included with the site plan:

- Subdivision, lot number, and the common address
- All lot and building dimensions, all setbacks from property lines
- Driveway width and location, air conditioner and deck or patio location
- All existing structures, lot drainage information
- Other information as requested by this department

Plan Review: The City of Lexington follows the International Building Code (IBC) and National Electrical Code (See current city code for additional information www.lexington.org). After plans are submitted, a building and zoning review will be made. The permit holder will be responsible for comments made and/or changes requested in the review.

Site Inspection: It is the applicant's responsibility to locate the lot pins and to mark the area where the proposed structure will be located. (A survey may be required if your lot pins cannot be located.)

Permit: To obtain a permit, the applicant shall supply this department with the following information: general construction, electrical, plumbing and H.V.A.C. including costs. These costs are to be based on fair market values for material and labor. The estimated value or EAV must also be included. Scope specific forms such as: demolition permit, electrical permit, grading & drainage permit, moving permit, new sewer application, plumbing permit, and street cut permit can all be found online at http://www.lexington.org/economic_development.htm

Fees: All applicable fees shall be paid at the time the application is submitted.

CONSTRUCTION, ERECTION OR DEMOLITION, OF ANY BUILDING OR STRUCTURE CANNOT BEGIN UNTIL A PERMIT HAS BEEN APPROVED AND ISSUED BY THE CITY OF LE ROY BUILDING DEPARTMENT.

THIS PERMIT EXPIRES ONE (1) YEAR FROM DATE OF ISSUE

Applicants Must Complete All Items – Please Print

APPLICATION FOR

- ☐ **Building Permit** **Residential**
- ☐ **Building Permit** **Commercial**
- ☐ **Building Permit** **Industrial**
- ☐ **Plan Review** **Commercial**

OFFICE USE ONLY

Permit Number _____

Date Received _____

Zoning Classification _____

Permit Fee \$ _____

Water Meter \$ _____

Sewer Tap On \$ _____

Water Tap On \$ _____

SECTION 1

IDENTIFICATION

APPLICANT

Name: _____ Phone: _____

Address: _____

OWNER/LESSEE

Name: _____ Phone: _____

Address: _____

CONTRACTOR

Name: _____ Phone: _____

Address: _____

ARCHITECT/ENGINEER

Name: _____ Phone: _____

Address: _____

SECTION 2

LOCATION OF PROPOSED CONSTRUCTION AND/OR USE

Subdivision: _____ Block: _____

Lot: _____

Address: _____

SECTION 3

TYPE OF BUILD

- ☐ New Building – Residential
- ☐ New Building – Commercial
- ☐ New Building – Industrial
- ☐ Addition
- ☐ Razing
- ☐ Moving

- ☐ Alteration
- ☐ Electrical
- ☐ Repair/Replacement
- ☐ Mechanical/HVAC
- ☐ Other _____

SECTION 4

PROPOSED USE

- ☐ One Family
- ☐ Two or More Family – Enter # of Units _____
- ☐ Pool
- ☐ Fence
- ☐ Attached Garage – Dimensions _____
- ☐ Detached Garage – Dimensions _____

- ☐ Utility Shed
- ☐ Roofed Porch
- ☐ Deck or Unroofed Porch
- ☐ Accessory Building
- ☐ Other _____

SECTION 5

COST – MATERIAL & LABOR

These costs are to be based on fair market values or material and labor. You must include all construction costs. (City has the right to adjust the numbers to reflect fair market value when necessary.)

Framing/Concrete \$ _____

Electrical \$ _____

Plumbing \$ _____

Heating, Air Conditioning \$ _____

Other Improvement Cost \$ _____

Permit Fee\$ _____

Total Cost of Improvement \$ _____

SECTION 6

DESCRIPTION

Describe in detail proposed use of building or structure and the nature of the work to be performed.

SECTION 7

SELECTED CHARACTERISTICS OF BUILDING

Principal Type of Frame

- ☐ Masonry (Wall bearing)
- ☐ Wood Frame
- ☐ Steel Structure
- ☐ Reinforced Concrete
- ☐ Pole Type
- ☐ Other _____

Principal Type of Heating

- ☐ Gas
- ☐ Oil
- ☐ Electricity
- ☐ Heat Pump
- ☐ Other – Specify _____
- ☐ Green Options

Sewage Service

- ☐ New
- ☐ Existing

Water Service

- ☐ New
- ☐ Existing

Parking Spaces (Not Applicable for Residential)

Number of Off Street Parking Spaces

Residential Buildings Only

Number of Bedrooms _____
Number of Bathrooms:
Full _____
Partial _____

Dimensions

Number of Stories _____

Total Sq. Ft of Floor Area _____
(All floors based on exterior dimensions)

Elevations

Total Height of Structure _____

Building _____
Street _____

SECTION 8

SITE PLAN

1. Submit a drawing of your lot. Show all existing structures and proposed structures, including all streets, alleys, and easement.
2. Show the dimensions of your lot from the lot pins, and include the dimensions of the proposed new structure and setbacks.

SECTION 9

IMPORTANT INSTRUCTIONS

1. Notify the Building Department of the City of Lexington (309) 365-3331 for your site inspection. Please allow 5 days notice.
2. This is an application. The applicant will not be allowed to start construction until approval is received from the Building Department.
3. **Before you dig, call J.U.L.I.E. 1-800-892-0123**

I hereby certify 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, I agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Date

TO BE COMPLETED BY BUILDING DEPARTMENT

Building Permit

☐ Approved

Comments:

☐ Partially Approved

☐ Denied

☐ Withdrawn

Code Official Signature

Date

THE FOLLOWING INSPECTIONS WILL BE REQUIRED

☐ Layout

☐ Rough – In (Electrical, HVAC, Plumbing)

☐ Foundation

☐ Driveway

☐ Framing

☐ Final Occupancy

☐ Sewer

☐ Other _____

☐ Water

☐ Water Meter Installation

Comments:

THE FOLLOWING INSPECTIONS HAVE BEEN MADE AND ARE APPROVED.

☐ Layout

☐ Rough- In (Electrical, HVAC, Plumbing)

☐ Foundation

☐ Driveway

☐ Framing

☐ Final Occupancy

☐ Sewer

☐ Other _____

☐ Water

☐ Water Meter Installation

THE PROCESS IS NOT COMPLETE UNTIL ALL INSPECTIONS HAVE BEEN MADE AND APPROVED.