



Application for a Village Building Permit

Note: If improvements are made by someone other than the home owner, or if the structure is a commercial, industrial, or multi-family structure; a licensed/registered plumber, roofing contractor and electrician are required to do the work.

OFFICE USE ONLY

Permit No. _____

Fee _____

Receipt No. _____

Zoning Dist: _____

Site Dev. Permit Required Y/N _____

Application is hereby made for a building permit involving premises described below.

Date of Application _____

Applicant _____

Address _____ City _____ Zip _____

Telephone Number _____

Interest in Property: Owner _____ Contractor _____ Other _____

Owner of Record _____

Location of Property _____

Approximate Age of Structure _____ Built in 1978 or earlier _____ Built after 1978 _____

Parcel Number _____

Existing Uses of Property _____

Type of Improvement (Please Check):	Proposed Use:	Non-Residential Use
____ New Structure	<u>Residential</u>	____ Amusement/Recreational
____ Addition	____ One or Two Family	____ Church/Place of Worship
____ Alteration	____ Multi-Family	____ Industrial
____ Repair/Replacement	____ Deck	____ Service Station/Repair
____ Moving/Relocating	____ Fence	____ Hospital/Institutional
____ Electrical Only	____ Attached Garage	____ Office/Bank/Professional
____ Other _____	____ Detached Garage	____ Public Utility/Tank/Towers
Ownership:	____ Other (specify below) _____	____ School/Library/Educational
____ Private		____ Stores/Mercantile
____ Public		____ Other _____

Estimated value of Improvement (Rounded to the nearest \$100). Must be accurate. Application will be returned if determined to be inaccurate. _____

Please provide total square footage of each floor and basement area, including breeze ways, garages, porches, etc.

Basement_____sq. ft.

Garage_____sq. ft.

Other_____sq. ft.

1st Floor_____sq. ft.

Deck_____sq. ft.

Determined by project at office:

2nd Floor_____sq. ft.

Porch_____sq. ft.

Plumbing_____

Electrical_____

Mechanical_____

Height (Fences and Accessory Buildings Only): _____

TOTAL FEE AMOUNT \$_____

Please provide the names, addresses and telephone numbers of all contractors. Incomplete information will delay permit:

General Contractor

Plumbing Contractor (include License #)

Phone: # _____

Phone # _____ License #058- _____

Lead Cert# _____

Registration# 055- _____

Framer/Carpenter

Electrical Contractor (include License #)

Phone # _____

Phone # _____ License # _____

Concrete Contractor

HVAC/Mechanical Installer

Phone # _____

Phone # _____

Roofing Contractor

Architect

Phone # _____ License # _____

Phone # _____

The authorized applicant / property owner's signature below hereby attests:

1. All information contained in the application and on any accompanying documents are true and correct.
2. Proposed construction will not take place on any granted easement, public or private, nor violate and covenant or restriction applicable to the subject property.
3. Applicant / Owner and any contractors will conform to the regulations set forth in the Village of Creston Zoning and Building Ordinances.
4. All work performed under said permit will be in accordance with the plans and plat diagram which accompany this application, except for changes as may be authorized by the Building Officer.
5. Applicant / Owner is aware that inspections will be required and that all necessary inspections will be conducted in accordance with the "Required Inspections" procedure sheet.
6. The permit will become null and void if work or construction authorized is not commenced within 180 days.
7. The permit will become null and void if no inspections are scheduled or conducted at least every 180 days.
8. Work will not commence until permit is issued. Permit fees will be DOUBLED if work is started without first obtaining permit.

Signature of Owner or Application

Date

Application Received By

SITE PLAN

FOR ACCESSORY STRUCTURES (decks, sheds, fences, etc.) OR RESIDENTIAL ALTERATIONS OR ADDITIONS ONLY, THE FOLLOWING INFORMATION MUST BE INDICATED ON THE SITE PLAN BELOW (OR ON AN OFFICIAL PLAT OF SURVEY):

- 1. Lot size and dimensions.**
- 2. Name and location of all roads abutting property.**
- 3. Structures on property (existing and proposed).**
- 4. Front, side and rear yard setbacks (Distance between the lot line and structure(s)).**
- 5. Distance in feet between all structures on the lot.**
- 6. Please indicate north by an arrow.**

STAKE OUT DATE _____

NOTE: ALL SITE PLANS FOR COMMERCIAL CONSTRUCTION OR NEW PRIMARY RESIDENTIAL STRUCTURES MUST BE PROVIDED ON OFFICIAL PLAT OF SURVEY.



Village of Creston / Building Department

110 North Main Street

Creston, IL 60113

Village Hall: (815) 384-4140

Permit Applicant To Detach & Save This Page

Building Permit Checklist

- ☐ Permit application filled out completely
- ☐ Complete set(s) of building plans & specifications (1) for residential (3) for commercial, included with application
 - ☐ Site Plan / Plat of Survey provided
 - ☐ Deposit check included with application

What Happens Next?

Your application and all required submittals may be dropped off at the Village Hall. Site plans will be reviewed by the Village Zoning Administrator. Building Plans for residential construction will be reviewed by Village Building Inspector. Commercial and Industrial projects will be sent to a third-party plan review service (additional review fees will be incurred). Depending on the complexity of your project, turnaround will typically take between one to three weeks. Thoroughness and attention to detail in your application and submittals will help expedite the process.

When your permit is ready, you will be contacted by village staff. Any additional fees will be collected at this time. You will receive a permit card and a plan review relating to your specific project. You may not begin work until the permit is issued. Your permit card must be displayed on the property. You should carefully read the plan review for important information regarding your project. Then, it is your responsibility to call for all required inspections as outlined in your permit package.
