

CITY OF ROBINSON BUILDING PERMIT APPLICATION FOR IMPROVEMENT/USE PERMIT & CERTIFICATE OF OCCUPANCY

All building permit applications must be returned with the following documents:

- Property Record Card for the property involved
 - Deed for the property involved
 - Aerial photograph of the property involved
 - Original Plat of area involved, if available
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- All items can be obtained in the Courthouse Annex at 108 S. Douglas St., Robinson, IL.
 - Lot drawing must have measurements of new improvement, existing buildings, driveways, decks, structure height, how far from property line, etc.

Building permits will not be accepted or processed after 11-12-13 without the required documentation as directed by the City Council and City of Robinson Resolution 2013-R-15.

**APPLICATION FOR IMPROVEMENT/USE PERMIT
& CERTIFICATE OF OCCUPANCY**

PERMIT # _____

(Please print and see reverse side for worksheet)

APPLICANT _____ PHONE # _____

ADDRESS of APPLICANT _____

OWNER of PROPERTY _____

ADDRESS of OWNER _____ PHONE # _____

STREET # OF PROPERTY _____

LEGAL DESCRIPTION of PROPERTY _____

Call the Supervisor of Assessment at 618/544-8221 for the legal description of the property

LOT # _____ SUB-DIVISION _____

PROPOSED CONSTRUCTION AND/OR USE _____

PRESENT USE of PROPERTY _____ PROPOSED USE _____

The applicant acknowledges full responsibility for ascertaining the existing and apply of any restrictive covenants and other building limitations not subject to zoning.

Signature of Owner _____

Date _____

Signature of Agent _____

Date _____

TO LOCATE BURIED CABLES & LINES CALL J.U.L.I.E. 1-800-892-0123

DO NOT FILL IN BOTTOM PORTION

ZONING DISTRICT _____		PLOT PLAN PROVIDES	ORDINANCE REQUIRES
LOT:	width	_____	_____
	depth	_____	_____
	area	_____	_____
BUILDING HEIGHT		_____	_____
IMPERVIOUS SURFACE AREA		_____	_____
YARDS:	front	_____	_____
	side	_____	_____
	side	_____	_____
	rear	_____	_____
OFF-STREET PARKING SPACES		_____	_____

PROPOSED IMPROVEMENT: Issued _____ Denied _____ Administrator _____ Date _____

* Proposed Improvement Will Not Comply with Section _____

CERTIFICATE of OCCUPANCY: Issued _____ Denied _____ Administrator _____ Date _____

* Proposed Use Will Not Comply With Section _____

BOARD ACTION REQUIRED _____ DATE FILED _____

OTHER ACTION REQUIRED _____ DATE FILED _____

ACTION by BOARD _____ DATE _____

OTHER ACTION _____ DATE _____

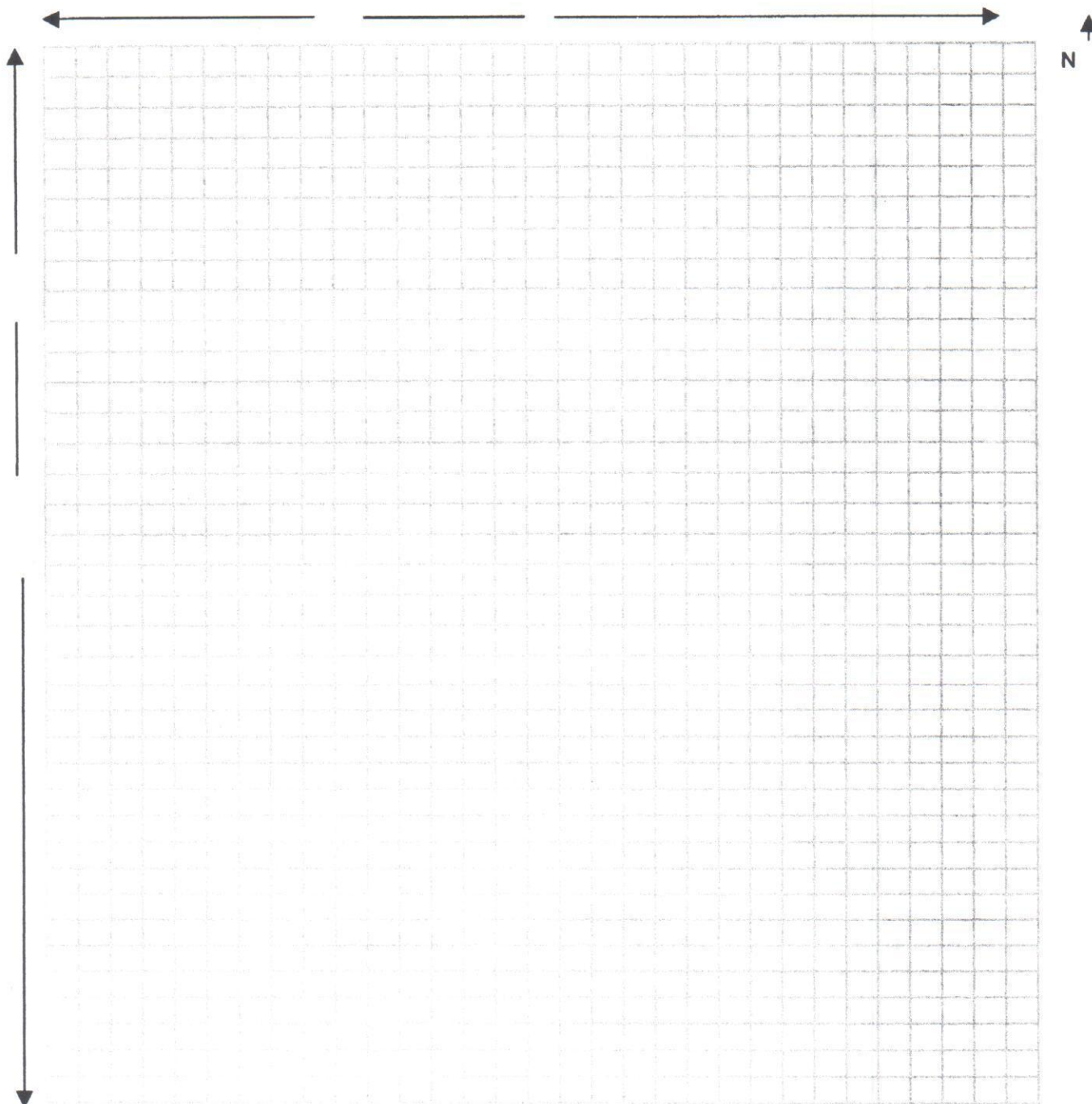
FEES REQUIRED \$ _____

**CITY OF ROBINSON
ZONING DEPARTMENT WORKSHEET**

ADDRESS OF IMPROVEMENT: _____

BRIEF DESCRIPTION OF WORK: _____

LOT DRAWING:



**** LOCATE ALL EXISTING BUILDINGS, DRIVEWAYS, DECKS, ETC...**

HEIGHT OF PROPOSED STRUCTURE: _____