



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600

Zoning Administrator
(618) 939-8763

RESIDENTIAL ACCESSORY BUILDING APPLICATION

Building Permit, Utility Installation, Inspection & Certificate of Occupancy Guidelines and Requirements

BUILDING PERMIT GUIDELINES AND REQUIREMENTS

RESIDENTIAL ACCESSORY APPLICATION: Building permit application for residential accessory buildings, decks, pools, patio covers, etc.

The following is required before your Residential Building Permit Application can be considered for approval:

1. Application for Building Permit and Certificate of Zoning Compliance completed in full and signed.
2. Show a detailed site plan of your lot using the graph page of the application, or attach separately.
3. Include drawings of the floor plan, elevation view, and cross-section of the roof, wall, or foundation.
4. Email a PDF of all drawings to zoning@waterloo.il.us.

The City of Waterloo has adopted the 2006 International Residential Code with revisions, the National Electric Code, the National Fuel Gas Code and NFPA 54, and the Illinois State Plumbing Code. Consult Chapter 6, Building Code, of the City of Waterloo Code of Ordinances for details.

Please note: Plumbers and roofers must be licensed by the State of Illinois.

All utility connection fees, inspection fees and building fees must be paid before the building permit can be issued.

PARTICLE BOARD. In no case shall particle board (OSB), yellow pine or chipboard be used for roof sheathing. Roof Sheathing must be ½ inch fir plywood grade or better, or the Zip System® roof panels with the Zip System® tape.

ALL ACCESSORY BUILDINGS OVER 200 SQUARE FEET WILL BE REQUIRED TO HAVE A FROST-PROOF FOUNDATION.

UTILITY INSTALLATION INFORMATION

For Gas and Electric Installation, contact the Utility Department at 618-939-8600, ext. 216. Allow at least one (1) week notice.

Don't forget to call JULIE, Illinois' One-Call System, at 811 or 800.892.0123 before you dig.

INSPECTION GUIDELINES AND REQUIREMENTS

It is the responsibility of the applicant to notify the appropriate contact when work has progressed to a point where an inspection is required.

REQUIRED INSPECTIONS AND CONTACTS

- ✓ SITE – building is staked along with lot lines - City of Waterloo Building Inspector at 618-939-8600 ext. 208.
- ✓ BUILDING* - footings, waterproofing/backfill; frame and electrical; and final occupancy – City of Waterloo Building Inspector at 618-939-8600 ext. 208 (*48 hour notice required*).
- ✓ INTERIOR PLUMBING – below grade rough-in; above grade rough-in; and final occupancy - Plumbing Inspector at 618-410-4908.
- ✓ SEWER LATERAL – upon completion of tap-in but prior to covering (Must be installed as shown in City of Waterloo Construction Details.) - City of Waterloo Utility Department at 618-939-8600, ext. 216. (If applicant notifies the City by 9:30 a.m., inspection will be same day. If applicant notifies the City after 9:30 a.m., inspection will be the next business day.)
- ✓ EXTERIOR PLUMBING – upon installation of water service but prior to covering ** (Must be flared connection to the Curb Stop – 1" K Copper.) - City of Waterloo Utility Department at 618-939-8600, ext. 216. (If City is notified by 9:30 a.m., inspection will be same day; if after 9:30 a.m., inspection will be the next business day.)

* For more detailed requirements, contact the City of Waterloo Building Inspector or the Plumbing Inspector.

** For details of water service installation, see attached Detail "W-6" or contact the City of Waterloo Utility Department.

CERTIFICATE OF OCCUPANCY

When the Building Official receives confirmation of final inspection approval from the Building Inspector and Plumbing Inspector, and notification from the Public Works Department that water and natural gas have been approved and turned on, a Certificate of Occupancy can be obtained.

It is a violation of the City of Waterloo Ordinance to occupy or utilize any new structure for any purpose until the Building Official has issued a Certificate of Occupancy.

I have read and understand the above Building Permit Guidelines and Requirements.

Applicant



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APPLICATION FOR RESIDENTIAL ACCESSORY BUILDING PERMIT AND CERTIFICATE OF ZONING COMPLIANCE

FOR OFFICE USE ONLY

Permit Number: _____ Date: _____
Permit Issued: _____ Square Feet of Improvement: _____
Permit Fee: _____
Permit Denied: _____
Cause of Denial: _____

1. Name of Applicant(s): _____ Date: _____
Address: _____
Phone: _____
Email Address: _____
2. Property Interest of Applicant: ☐ Owner ☐ Contractor ☐ Contract Purchaser
☐ Lessee ☐ Other
3. Name of Owner (if other than applicant): _____
Address: _____ Phone: _____
Email Address: _____
4. Location of Proposed Construction
Address: _____ Lot No: _____
Subdivision (include phase of development): _____
5. Current Zoning District: _____ (zoning map is on the city's website)
6. Existing Use of Property: ☐ Vacant Lot ☐ Residential ☐ Commercial
☐ Agricultural ☐ Industrial ☐ Other
7. Proposed Use of Property: ☐ Residential ☐ Commercial ☐ Agricultural
☐ Industrial ☐ Other
8. Type of Residential Construction: ☐ Addition to Principal Building ☐ Accessory Building
☐ Deck ☐ In-Ground Pool ☐ Above-Ground Pool ☐ Patio Cover – freestanding
☐ Solar ☐ Egress Window



9. Building Materials: _____
10. TOTAL Square Feet of Proposed Construction: _____
11. Does the proposed structure lie within any floodplain area? () Yes () No
12. **UTILITIES** – does the current property have any of the following:
Electric: () 200 amp () 400 amp () other _____ amp
Gas: () 275,000 btu - standard () 415,00 btu () 1,200,000 btu () other _____ btu
Water (1" meter): () Yes () No Sewer: () Yes () No Lawn Irrigation: () Yes () No
Service Connections Requested:
Electric: () 200 amp () 400 amp () other _____ amp
Gas: () 275,000 btu - standard () 415,00 btu () 1,200,000 btu () other _____ btu
Water (1" meter): () Yes () No Sewer: () Yes () No Lawn Irrigation: () Yes () No

Do any existing service lines need to be relocated? () Yes () No

13. **CONTRACTORS:**
General (name and business name): _____
Phone: _____ Email: _____
Electric (name and business name): _____
Phone: _____ Email: _____
State of Illinois License No: _____
Plumbing (name and business name): _____
Phone: _____ Email: _____
State of Illinois License No: _____
Roofing (name and business name): _____
Phone: _____ Email: _____
State of Illinois License No: _____

Application is hereby made for a Certificate of Zoning Compliance and Building Permit, as required under the Ordinances of the City of Waterloo, Illinois for the erection and use of buildings and premises. In making this application, the applicant represents all of the above statements and any attached maps and drawings to be a true and accurate description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the City's Ordinance.

Applicant's Signature: _____
Owner's Signature: _____
(if other than Applicant) _____

TEMPORARY CERTIFICATE OF ZONING COMPLIANCE

Changes in site plans or specifications **SHALL NOT** be made without written approval of the appropriate City Officials. Failure to comply with the above shall constitute a violation of the provisions of the City of Waterloo Zoning Ordinance.

Dated:

Zoning Administrator

40-2-3 (A) AREA AND BULK REGULATIONS

ZONE DISTRICTS		MINIMUM LOT SIZE				MINIMUM FRONT YARD SETBACKS REQUIRED FROM THE CENTERLINE					MINIMUM YARD DIMENSIONS				BUILDING HGT & COVERAGE		ACCESSORY BUILDING AND USES IF DETACHED MINIMUM DISTANCE TO:					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Minim. District Size in Acres	Max # of Dwelling Units per Lot	Minim. Area in Square Feet	Width at Bldg Line in Linear Feet	Mean Depth in Linear Feet	Local Street	Collector Streets	Arterial Streets	County Hwy's	State and Federal Hwy's	Minim. Depth of Side Yard Abutting Street	Depth of Side Yard Abutting a Lot in Feet; Minimum For Either Side	Minim. Dist. to Nearest Bldg on Adjacent Lot	Depth of Rear Yard	% of Site Coverage (Max)	Max. Hgt. of Principal Bldg	Max. Hgt. in Linear Feet	Principal Bldg in Linear Feet	Center Line of Street in Linear Feet	Side Lot Adjacent to Street in Linear Feet	Side Lot Line in Linear Feet	Rear Lot Line in Linear Feet
1. "A - 1" Agricultural	N/A	1 per 5 acres	5 acres	300'	300'	50'	63'	75'	65'	75'	25'	20'	40'	30'	5%	35'	25'	10'	85'	25'	20'	10'
2. "R - 1" Single- Family Residence	15	1 per 18,000 sq. ft.	18,000 sq. ft.	100'	125'	50'	63'	75'	65'	75'	25'	15'	30'	30'	50%	35'	20'	10'	85'	25'	15'	6'
3. "R - 2" Single- Family Residence	10	1 per 14,000 sq. ft.	14,000 sq. ft.	80'	100'	50'	63'	75'	65'	75'	25'	10'	20'	30'	50%	35'	20'	10'	85'	25'	10'	6'
4. "R - 3" Single- Family Residence	5	1 per 10,500 sq. ft.	10,500 sq. ft.	80'	100'	50'	63'	75'	65'	75'	25'	7.5'	15'	25'	50%	35'	20'	10'	85'	25'	4'	6'
5. "R - 4" Two-Family Residence	5	1 per 5,250 sq. ft.	10,500 sq. ft.	80'	100'	50'	63'	75'	65'	75'	25'	10'	20'	30'	50%	35'	20'	10'	85'	25'	4'	6'
6. "R - 5" Multi-Family Residence	5	1 per 4,500 sq. ft.	13,500 sq. ft.	65'	100'	50'	63'	75'	65'	75'	25'	10' * * Zero lot line for ROW Dwellings, however; 10' from bldg end to lot line.	20'	30'	50%	35'	20'	10'	85'	25'	10'	6'
7. "R - 6" Condominium Residences	5	1 per 4,500 sq. ft.	13,500 sq. ft.	65'	100'	50'	63'	75'	65'	75'	25'	7.5'	15'	30'	50%	35'	20'	10'	85'	25'	10'	6'
8. "B - 1" Office Business	N / A	See Use Schedule	10,000 sq. ft.	100'	100'	50'	63'	75'	65'	75'	25'	10'	20'	25'	50%	35'	15'	10'	85'	25'	10'	10'
9. "B - 2" General Business	N / A	See Use Schedule	15,000 sq. ft.	100'	150'	75'	113'	125'	115'	125'	75'	10'	20'	25'	50%	35'	15'	12'	100'	25'	10'	10'
10. "B - 3" Central Business	N / A	See Use Schedule	N / A	N / A	N / A	N / A	N / A	N / A	N / A	N / A	N / A	NONE REQUIRED However, Abutting a "R" District a Side Yard of 15' Required	N / A	20'	80%	N / A	N / A	12'	N / A	N / A	Same as L9 COL13	20'
11. "I - 1" Assembly Industrial	10	N / A	N / A	N / A	N / A	100'	113'	125'	115'	125'	100'	25'	50'	20'	50%	N / A	N / A	12'	100'	25'	N / A	20'
12. "I - 2" General Industrial	20	N / A	N / A	N / A	N / A	100'	113'	125'	115'	125'	100'	50'	100'	50'	50%	N / A	N / A	12'	100'	25'	N / A	20'



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To: All Accessory Building Permit Applicants

As the competent person in charge of this building permit, be aware of the following information:

1. Building permit shall be posted on site at all times during the building process.
2. Any sediment on a public road shall be removed by shoveling or street cleaning, not flushing, before the end of each work day.
3. The City Inspector may require silt fence to be installed on a case by case basis any time during the construction process. Please read City of Waterloo ordinance 34-4-26 in regards to erosion control as this will be enforced.
4. Please be aware when making final grading to ensure proper drainage is taken in consideration along the foundation of buildings (R401.3), side lot lines and rear lot lines. All water must drain away properly from foundation to swales and not on to neighbor's property. During final inspection the building inspector can hold from signing final occupancy until grading is compliant.
5. **RESTRICTIVE COVENANTS:** You should be aware that there may be restrictive covenants for your subdivision or development that apply to this proposed structure, shed, deck, pool, etc. These restrictive covenants have been recorded at the Monroe County Courthouse and are private agreements between a property owner and a developer or association. It is your responsibility to make certain that your proposed project does not violate any of the provisions of a recorded restrictive indenture, recorded restrictive covenants, or other form of recorded declaration or agreement setting forth restrictions on the use of your property.

You can check with your developer or association, or at the Monroe County Courthouse, to see if there are restrictive covenants for your subdivision or development that may apply to your project.