

CITY OF FLORA

COMMERCIAL - INDUSTRIAL

BUILDING PERMIT APPLICATION



PLEASE COMPLETE AND RETURN TO:

**Chad Bayles
Building Official/Code Enforcement**

**131 E 2nd Street, PO Box 249
Flora, IL 62839**

**(618)662-7111
7:00 am B 4:00 pm**

Mandatory Inspections

Dear Permit Holder:

The 2024 International Code requires that the following inspections be performed prior to continuing on to the next phase of construction.

- 1) Footing & Foundation, excavated with reinforcing in place prior to pouring concrete.**
- 2) Framing prior to installation with/without sheathing installed.**
- 3) Plumbing rough in.**
- 4) Electric rough in.**
- 5) Dry wall prior to taping.**
- 6) Electrical final.**
- 7) Plumbing final.**
- 8) Mechanical final.**
- 9) Final prior to occupancy.**

Permit fees will be determined after permit application approval. To avoid delays, all inspections should be scheduled at least 24 hours in advance. Failure to call for an inspection may require removal of installed material so that items covered may be inspected.

To schedule inspections or if you have any questions, contact me at 662-7111 between 7:00 a.m. and 4:00 p.m., or in person at City Hall, 131 East Second Street.

Respectfully,

Chad Bayles
Building Official
Code Enforcement

REQUIRED INSPECTIONS

- Site Inspection – Inspection will be made after application for permit has been applied for. Building area shall be clear of debris, and boundaries of system components shall be staked out indicating exact locations of where construction will occur.
- Foundation Inspection – Inspection is to be made after all excavations (or post holes) are complete and cleaned out. All loose, disturbed soil should be removed with only dry, undisturbed soil remaining. If any soil has been disturbed and re-compacted, a compaction test may be required. The only materials that may be placed in the excavation prior to inspection are concrete forms and reinforcing steel, if required. All forms and reinforcing steel must be completely in place prior to inspection.
- Under-floor (or slab) inspection – To be made after all under-floor equipment, conduit, piping, accessories, or other equipment items are in place, but before any floor sheathing is installed or concrete is placed.
- Framing Inspection – No electrical, plumbing, mechanical, or drain system, or portion thereof, may be covered, concealed, or put into use until it has been tested, inspected, and approved for use. Inspections must be made before covering underground pipes or sheeting over system components within buildings.
- Mechanical (Heating, Cooling, or Ventilation equipment, including gas piping) – Mechanical systems are to remain exposed and accessible to inspections until such inspection has been done and the system accepted.
- Gypsum board (or Lath) Inspection – to be made after all gypsum board (or lath) is in place, but before any taping, joint compound, or plastering is applied.
- Septic Inspection – Inspection is to be made after all excavations are complete and cleaned out. All loose, disturbed soil should be removed with only dry, undisturbed soil remaining. Septic system must be completely in place prior to inspection.
- Final Inspection – To be made after finish grading and the building is completed and ready for occupancy.

Other inspections – In addition to the inspections specified above, the building official may require other inspections of any construction work to ensure compliance with the provisions of the codes.

It is the duty of the person doing the work to notify the building official that work is ready for inspection. Requests for inspections should be made at least one business day before the inspections is needed. Every reasonable effort will be made to perform inspections on shorter notice, but cannot be guaranteed. Please do not request inspections if the work to be inspected will not be completed. A re-inspection fee may be assessed if another visit is necessary due to incomplete work.

CITY OF FLORA BUILDING PERMIT APPLICATION
(This must be completed before a permit can be issued.)

Date _____

Owners Name _____

Phone _____

Address _____

City/State/Zip _____

General Contractor _____ Phone _____

Address _____

City/State/Zip _____

Electrical Contractor _____ Phone _____

Address _____

City/State/Zip _____

Mechanical Contractor _____ Phone _____

Address _____

City/State/Zip _____

Plumbing Contractor _____ Phone _____

Address _____

City/State/Zip _____

ESTIMATED COST OF COMPLETE PROJECT
(including labor)

\$ _____

CITY OF FLORA BUILDING PERMIT APPLICATION
SITE PLAN



Lot Size _____X_____
Front Yard Set Back _____
Side Yard Set Back _____
Rear Yard Set Back _____

CITY OF FLORA
COMMERCIAL – INDUSTRIAL
REQUIREMENTS FOR A BUILDING PERMIT

4-1-8

(A) Applications for permits required by this section shall be made in writing to the building official who shall issue the same upon approval and upon receipt of payment. The city clerk shall collect all fees as required by this section.

(B) All applications shall require the following documents prior to consideration:

1. Site Plan: Site plan, with all utility locations;
2. Certificate of Compliance: Certificate of compliance from the zoning administrator of the city;
3. Building Drawings:

(b)1. Site plan with all utility construction existing and proposed. To include storm water detention, sewer, electrical, gas and water lines, erosion control.

2. Cover sheet must include the following statements: *design criteria from the building code, as amended, electrical code, as amended, Illinois state plumbing code, as amended, construction type and use groups;*

3. All construction documents must contain the stamp of an architect currently licensed in the state to assure compliance with the building codes of the city in accordance with the laws of the state;

4. Complete floor plan; Architectural (A)

5. Complete elevations – four (4);

6. Electrical drawings; (E)

7. Mechanical ;(M)

8. Structural ;(S)

9. Plumbing ;(P)

10. Heating, ventilating and air conditioning ;(HVAC)

11. Sprinkler system (if applicable);

12. Special inspection program prepared by the Registered Design Professional

13. Must provide COMcheck certification to verify compliance with 2024 International Energy Conservation Code. For more information go to www.energycodes.gov

14. Pre-engineered Building

- a. Sealed foundation plan
- b. Certification letter from manufacturer

15. Permit fees to be determined after application review.

*And any other documentation as required and needed by the building official of the city to ensure compliance with the building code of the city.

