

PLEASE ALLOW 2 WEEKS FOR PROCESSING

CITY OF BREESE BUILDING AND ZONING  
800 N. 1st (618) 526-7151 Fax (618) 526-4575  
APPLICATION FOR BUILDING PERMIT AND ZONING EXAMINATION

## APPLICATION INSTRUCTIONS FOR ALL APPLICANTS:

COMPLETE PARTS 1,2,3,4,5 AND 10 OF THIS FORM. IF PLUMBING WORK, ALSO COMPLETE PART 7. FOR OTHER PERMITS, ALSO COMPLETE PART 9.		IF ELECTRICAL WORK, ALSO COMPLETE PART 6. IF MECHANICAL WORK, ALSO COMPLETE PART 8. PARTS 11-15 ARE FOR DEPARTMENTAL USE ONLY.	
APPLICATION DATE _____		OFFICIAL USE ONLY. DATE IN _____	
IS THE OWNER THE APPLICANT Y / N _____		OUTSIDE PLAN REVIEW Y / N _____	
<b>TYPE PERMIT:</b> <input type="checkbox"/> BUILDING <input type="checkbox"/> PLUMBING <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL <input type="checkbox"/> DECK <input type="checkbox"/> ACCESSORY BUILDING		TIME IN: _____ PERMIT NUMBER _____	
<input type="checkbox"/> POOL <input type="checkbox"/> SIGN <input type="checkbox"/> FENCE <input type="checkbox"/> OTHER			
<b>PART 1 - PROPERTY INFORMATION</b>			
Street Address _____		Apartment # _____	
Property Tax I.D. # _____		Current Zoning _____	
Subdivision Name _____		Lot # _____	
<b>PART 2 - OWNER INFORMATION</b>			
First Name _____		Last Name _____	
Business Name _____			
Street Address _____		City _____ State _____ Zipcode _____	
Mailing Address _____		City _____ State _____ Zipcode _____	
Home Phone _____		Work or Cell Phone _____	
<b>Part 3 - CONTRACTOR INFORMATION</b>			
	Name of Contractor	Address	Phone #
Applicant ( Not Owner )			
Architect / Engineer			
General Contractor			
Excavator			
Concrete			
Carpentry			
Electrician			
Plumber			
Sewer			
Masonry			



### PART 3 - CONTINUED

	Name of Contractor	Address	Phone #
Drywaller			
Painter			
Sprinkler			
Paving			
Fire Alarm			
Landscaper			
Flatwork			

### PART 4 - CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR 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/HER AUTHORIZED AGENT. I AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION, IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIAL'S AUTHORIZED REPRESENTATIVES SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

SIGNATURE OF OWNER / APPLICANT	ADDRESS	PHONE #
RESPONSIBLE PERSON IN CHARGE OF WORK (TITLE)	PHONE #	ALT. PHONE #

### PART 5 - BUILDING PERMIT

PERMIT # \_\_\_\_\_

#### IMPROVEMENT TYPE:

- ☐ NEW CONSTRUCTION
- ☐ ADDITION
- ☐ ALTERATION
- ☐ REPAIR/REPLACE
- ☐ DEMOLITION
- ☐ RELOCATION
- ☐ FOUNDATION
- ☐ CHANGE OF USE
- ☐ PRE-FAB SHED
- ☐ OTHER
- ☐ STORAGE
- ☐ Low Hazard
- ☐ Moderate Hazard
- ☐ MOTOR FUEL STORAGE
- ☐ REPAIR GARAGE
- ☐ PARKING GARAGE
- ☐ CARPORT
- ☐ BUSINESS

#### PROPOSED USE:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ASSEMBLY</b></li> <li><input type="checkbox"/> Theater with stage</li> <li><input type="checkbox"/> Theater without stage</li> <li><input type="checkbox"/> Nightclub</li> <li><input type="checkbox"/> Restaurant</li> <li><input type="checkbox"/> Church</li> <li><input type="checkbox"/> Museum</li> <li><input type="checkbox"/> Arena</li> <li><input type="checkbox"/> <b>FACTORY/INDUSTRIAL</b></li> <li><input type="checkbox"/> Low Hazard</li> <li><input type="checkbox"/> Moderate Hazard</li> <li><input type="checkbox"/> <b>HAZARDOUS</b></li> <li><input type="checkbox"/> Detonation Hazard</li> <li><input type="checkbox"/> Deflagration Hazard</li> <li><input type="checkbox"/> Combustion Hazard</li> <li><input type="checkbox"/> Health Hazard</li> <li><input type="checkbox"/> Hazardous Production Materials</li> <li><input type="checkbox"/> <b>MERCANTILE</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>INSTITUTIONAL</b></li> <li><input type="checkbox"/> Hospital</li> <li><input type="checkbox"/> Jail</li> <li><input type="checkbox"/> Nursing Home</li> <li><input type="checkbox"/> Group Home</li> <li><input type="checkbox"/> Day Care</li> <li><input type="checkbox"/> <b>EDUCATIONAL</b></li> <li><input type="checkbox"/> Grades 1-12</li> <li><input type="checkbox"/> College</li> <li><input type="checkbox"/> <b>RESIDENTIAL</b></li> <li><input type="checkbox"/> 1 Family</li> <li><input type="checkbox"/> 2 Family</li> <li><input type="checkbox"/> Townhome/ Condo</li> <li><input type="checkbox"/> Multi Family</li> <li><input type="checkbox"/> Hotel/Motel</li> <li><input type="checkbox"/> Assisted Living</li> <li><input type="checkbox"/> <b>UTILITY/MISCELLANEOUS</b></li> <li><input type="checkbox"/> <b>PUBLIC UTILITY</b></li> </ul> |
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PART 10 - SITE PLAN

SCALE \_\_\_\_\_ Inches = \_\_\_\_\_ Feet



## FOR DEPARTMENT USE ONLY

## PART 11- DATA ENTRY

APPLICATION REVIEWED: (Date)

BY:

Review needed by other departments: Y / N

Electric

Police

Street

Water and Sewer

Fire

City Hall

## PART 12- FLOOD PLAIN REVIEW

Flood Map No.

Effective Date:

Lowest Floor Level

Flood Zone

Base Flood Elevation

## PART 13- ZONING PLAN REVIEW

Zoning District

Map No.

Lot Area (From Part 5)

Lot Coverage %

Lot Area per Unit

Easements

Off Street Parking Space (Required)

Number Provided

Loading Space

Signs (Number)

Size

Type

Location

## PART 14- APPLICATION REVIEW NOTES

## PART 15- FEES

	Date	Permit No.	Fee Amount
Zoning Permit Fee			
Building Permit Fee			
Electrical Permit (Inspection) Fee			
Plumbing Permit (Inspection) Fee			
Mechanical Permit (Inspection) Fee			
Sign Permit Fee			
Fence Permit Fee			
Electrical Connection Fee			
Sewer Connection Fee			
Water Connection Fee			
Certificate of Occupancy Fee			
Plan Review Fee			
Other Fees			

TOTAL FEES

\$

-

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ TITLE \_\_\_\_\_

**ALL PERMITS EXPIRE TWELVE MONTHS FROM THE DATE OF ISSUE**

A BUILDING OR STRUCTURE HEREINAFTER ERECTED SHALL NOT BE USED OR OCCUPIED IN WHOLE OR IN PART UNTIL THE CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED BY THE BUILDING OFFICIAL.

**INCOMPLETE BUILDING PERMIT APPLICATION SUBMITTALS  
WILL BE RETURNED TO THE APPLICANT**

ALL APPLICANTS MUST HAVE THE FOLLOWING INFORMATION TO BE CONSIDERED A COMPLETE SUBMITTAL.

1. BUILDING PERMIT INFORMATION SHEET SIGNED. 2 COMPLETE SETS OF DRAWINGS ( FLOOR PLAN, FOUNDATION, ELEVATIONS, ETC.) 1/4" = 1" SCALE. DRAWINGS MUST BE SEALED FOR COMMERCIAL PROJECTS.
2. SPECIFICATION SHEET COMPLETELY FILLED OUT AND SIGNED.
3. FRONT SHEET OF APPLICATION COMPLETELY FILLED OUT INCLUDING ALL CONTRACTOR INFORMATION. PLUMBERS AND ROOFERS MUST HAVE A COPY OF THEIR ILLINOIS STATE LICENSE ATTACHED. PLUMBING CONTRACTORS LICENSE REQUIRED.
4. PAGE 2 OF THE APPLICATION MUST BE COMPLETELY FILLED OUT INCLUDING SQUARE FOOTAGE AND NOTATE IF BASEMENT IS FINISHED OR UNFINISHED. EGRESS WINDOWS ARE REQUIRED FOR ALL BASEMENTS.
5. SITE PLAN MUST BE COMPLETE WITH FOOTAGE FROM PROPERTY LINES, PLACEMENT OF UTILITIES, ETC.
6. MANUFACTURED FIREPLACE SPECS, TRUSS DRAWINGS, ENGINEERED PRODUCT DRAWINGS AND SPECIFICATIONS REQUIRED.



# City of Breese

## Building Inspections Required

### Footings

Prior to pouring footings and/or piers, City will inspect building dimensions, setbacks, correct sizing and reinforcing of footings, adequate seep tile installed with weep holes through basement footings. Garage and porch footings at or below frost line. Garage and/or porch/patio footings to bear on basement footings at intersecting walls.

**Erosion control properly installed.**

**Minimum PSI for footings: 2500**

### Foundation Forms

Prior to pouring foundation walls, City will inspect building dimensions, setbacks, vertical dowels and/or 2" x 2" keyway, proper reinforcing, window and door bulkheads, beam pockets, sewer sleeves if applicable, proper thickness and height. **Erosion control properly installed.**

**Minimum PSI for foundations: 3000**

### Foundation

Prior to initial backfilling, City will inspect for honeycombs, waterproofing, adequate rock covering seep tile, sediment barrier between rock and backfill. **Erosion control properly installed.**

### Final Framing

Inspect for sizing, spacing and grades of lumber. Check for required spans of floor trusses/joists and roof trusses/rafters. Check for notches and holes in studs, ceiling and floor joists to verify they do not exceed limits. Check for cripples under headers, kingpins under girder trusses and beams. Joist hangers and hurricane clips with correct nailing. All double plates tied together. Stairs have proper rise/run ratio. All backing and bracing in place. Housewrap required. Final framing inspection cannot be completed until electrical and plumbing has been inspected and approved. **Erosion control properly installed.**

### Roofing

Confirm vapor barrier installed on sheathing, drip edge on overhangs, valley flashing installed, adequate ventilation required. Ice dam 2 feet inside building lines. **R905.2.7.1 Erosion Control properly installed.**

### Drywall

Inspect for damaged drywall, use of proper fasteners and nail/screw spacing, assure proper drywall is being used and correct thickness. Moisture resistant in all bathrooms, 5/8" firecode on ceilings. **Erosion control properly installed.**

### Sump pump

## Final

Check for quality of trim (no gaping holes to big for wood filler), doors close and latch properly, handrails required height and size. Ballisters spaced accordingly.  
Exterior finished (brick, E.I.F.S., siding, soffit, gutters with drain tile, windows and doors caulked, house numbers visible from street.) Smoke/ Carbon monoxide detectors  
Assure that downspouts piped away from house and not draining toward neighbor.  
**Erosion control properly installed.**

## Plumbing

Rough in and final

Check for proper sizing of pipe for drain, waste and vent. Verify location of vents and cleanouts. Inspect waterlines, expansion tank, shutoff valves.  
**These inspections must be performed by a licensed plumber.**

## Electrical

Rough in and final

Verify wire sizes, panel sizes, circuit configuration, GFCI-Arcfault locations.  
**Must be certified to perform these inspections.**

## Specifications

**Frost line** per ammendment 4-1-11  
30" below finish grade

**Footings R403.1**

Minimum 16" x 8" single story  
Minimum 20" x 10" two story  
2 #4 rebar continuous throughout  
#4 vertical rebar 24" OC or 2" x 2" keyway

**Foundations R 404.1.4**

10" thick walls will require 20" x 10" footing  
4 #4 rebar continuous throughout  
anchor bolts 1' from all corners and 6' OC

**Headers R502.5(1)**

Any bearing header with a span of 6' or greater requires 2 cripples on either end

**Stairs R311.5.3**

7 1/2" Rise + 1/4"	10" "Run + 3/8"
-1/4"	-0"

**Ballisters R311 R312**

4" OC on landings and balconies  
4 3/8" OC on stairs

**Handrail R311 R312**

36" height on landings and balconies  
34" - 38" height on stairs



## Design Criteria

Frost line	30" Min.below finish grade	amm. 4-1-11
Termite infestation	Moderate to heavy	R301.2(6)
Weathering probability of concrete	Severe	R301.2(3)
Decay probability	Slight ot moderate	R301.2(7)
Basic Wind Speed	90 mph	R301.2(4)
Ground Snow Load	20 psf	R301.2(5)
Seismic Design Category	D1	R301.2(2)

## Erosion Control

### Option 1

Straw bales **staked** at front and sides of property and around any surface drain on or adjacent to property being developed.

### Option 2

Silt fencing installed at front and sides of property and around any surface drain on or adjacent to property being developed. **Proper installation** requires fencing to be trenched or dug in a minimum of 4" with the bottom 4" of fabric covered so as to not let any soil wash under fabric and onto street and/or into storm sewer.

Consideration should be given to neighboring lots so as to not let soil wash onto lots and/or finished yards. Erosion control shall be used in these areas if deemed necessary by the Building Official. **Erosion control not properly installed and maintained shall warrant a Stop Work Order if not corrected within 24 hrs.**

## Notice of Inspection

24 hour notice shall be required for all inspections. If Building Official has not performed inspection within 24 hrs of notice, Contractor may proceed without inspection. Inspection hours shall be 7:30 a.m. through 4:00 p.m. Monday through Friday excluding Legal Holidays.

Work performed without inspection shall warrant an immediate Stop Work Order. All work on project shall cease until Contractor can prove conformity with codes.

## Lot Lines/ Building Lines

Lot Lines and Building Lines shall be staked and string line streched to verify Building size and proper setbacks.

## Approved Plans

A complete set of approved plans shall be available on the jobsite at times of inspection.

**This is a synopsis of Work Inspected, Specifications, and Design Criteria**

**Any questions regarding Building Codes or Inspections may be referred to**

Don Voss  
Public Works Manager  
618-526-7151

**THE INSPECTION REQUIRED BY THE CITY OF BREESE IS FOR THE CITY'S PURPOSES ALONE. A SATISFACTORY INSPECTION BY THE CITY IS NOT A GUARANTEE OF THE QUALITY OF WORKMANSHIP OF THE PROJECT AND IS NOT TO BE RELIED UPON BY THE PROPERTY OWNER AS A DETERMINATION OF THE QUALITY OF WORKMANSHIP. THE PROPERTY OWNER IS ENCOURAGED TO EMPLOY THEIR OWN BUILDING INSPECTOR TO DETERMINE QUESTIONS OF QUALITY OF WORKMANSHIP AND HABITABILITY FOR THEIR OWN USE AND PURPOSES.**



# CITY OF BREESE

## BUILDING PERMIT FINE SCHEDULE

A) These fees are applicable to the general contractor, sub-contractor and the owner/property owner. In addition to a ticket being issued, a stop work order will be issued to remain in effect until the ticket has been paid and the violation has been corrected.

	Offense	Fine*
1.	Working without a permit when one is required.	\$ 100.00
2.	Proceeding without an inspection. (Must pass inspection prior to being covered up.)	\$ 100.00
3.	Scheduling an inspection and not being prepared when the inspectors arrive.*** Fee shall double each time an inspector must return to the site for the same inspection. (e.g. First time on site and not prepared- no charge, second time- \$25.00, third time- \$50.00, fourth time- \$100.00.....)	\$25.00**
4.	Mud on pavement bears a written warning for the first offense. The General Contractor is advised in the warning to remove mud from pavement within two (2) hours (General Contractor is responsible for notifying Sub- contractors). Notice also states that this will be the only warning throughout the entire project. If the City observes or receives another complaint, a stop work order shall be issued along with a ticket. First time offense-written warning, second offense-\$50.00, third offense- \$100.00, fourth offense- \$150.00 and so forth.	\$ 50.00
5.	Failure to call for a final inspection.	\$ 100.00
6.	Occupying the structure before issuance of Certificate of Occupancy.	\$ 100.00
7.	A Certificate of Occupancy fee of \$200 is paid when the Building Permit is issued, to be used as a bond. This bond is reimbursed 100% upon completion of construction and a permanent Certificate of Occupancy is issued at time of Final Inspection. If issued a temporary Certificate of Occupancy and work is not completed in the time allotted on the temporary occupancy permit, then \$100 of the bond is forfeited as a fine. Failure to obtain the permanent Certificate of Occupancy within 120 days of issuance of temporary occupancy permit shall forfeit the remaining \$100 as a fine.	\$200.00****

\* If offender(s) refuses the ticket or refuses to pay the fine, the Stop Work Order shall remain in effect and the fine shall continue to accrue each day the violation exists.

\*\* Does not apply to re-inspectons of corrected work.

\*\*\* Applies to all inspectons.

\*\*\*\* Bond is refundable if all provisions are met.

B) Notification is made to the permit holder of the applicable penalties when permit application is submitted. They must read the information sheets provided and sign to verify that they have read and understand them. A copy will be returned to them and the homeowner if applicable.

C) For working without a permit, both the General Contractor and the Homeowner will receive a ticket. For covering up work without an inspection, or for scheduling an inspection without being prepared, both the General Contractor and the sub-contractor shall receive a fine. Failure to call for a Final Inspector and occupying the structure without a Certificate of Occupancy, both the owner and General Contractor shall be issued fines.

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(Applicant Signature)

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(Date)