

New Residential Construction

Village of Sherman Building Permit

Owner:	
Address:	
Phone:	Email:
Date:	

Proposed Use of New Structure (check box that describes project, provide additional info if asked):

<input type="checkbox"/>	Single-Family	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Two Family (Duplex or Town Home)	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Parking Lot / Drive Way	Total Sq. Feet:	Total Cost: \$
<input type="checkbox"/>	Other (Please specify):	Total Sq Feet:	Total Cost: \$
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Basic Information (all information shall be filled out)

Project Address:	
Subdivision & Lot Number:	
Property Tax ID Number (PIN):	
Township (circle one):	Fancy Creek or Williams
Emergency Contact & Phone:	
Contractor:	
Contractor Address:	
Contractor Telephone:	

FOR VILLAGE USE ONLY

Building Permit Number

Building Permit Procedures-Process

1. Builder/Owner obtains permit application from website or Village Office. Builder/Owner will abide by pertinent subdivision covenants. HOA must sign off on application, where applicable.
2. Builder/Owner submits application to Village Building-Zoning Officer with appropriate fee.
3. Building-Zoning Officer contacts Village Engineer and informs of the permit type, Builder/Owner contact information, and the address of proposed construction.
4. Village Engineer will review the plans submitted and contact the Builder/Owner with any questions.
5. Builder locates and flags property corners in the field, and stakes out building foundation for inspection by Village Engineer. Builder calls Village Engineer when area is staked out to schedule inspection at 217-679-0044.
6. Village Engineer will perform inspection. If there are deficiencies, Village Engineer will issue letter to Builder/Owner (copy to Building-Zoning Officer) discussing deficiencies or concerns.
7. Builder/Owner will correct/revise permit application if necessary and resubmit to Village Zoning Officer. Zoning Officer will notify Village Engineer of revised permit. Village Engineer will review permit application again. If there are no deficiencies, or if all deficiencies have been addressed, Village Engineer will sign off on the permit application recommending approval.
8. Once the first inspection has been approved, a Building Permit will be issued. **NO EXCAVATION ON THE BUILDING SITE MAY BEGIN UNTIL BUILDING PERMIT IS ISSUED. COPY OF BUILDING PERMIT MUST BE POSTED AT BUILDING SITE OR ACCESSIBLE.**
9. Builder/Owner will contact Village Engineer after footings have been excavated. Village Engineer will inspect. **FOOTINGS MAY NOT BE POURED UNTIL FOUNDATION IS APPROVED.**
10. Builder/Owner will contact Village Engineer when sump pump has been connected to storm sewer or rear yard drain. Sump pump connection shall not be buried until inspected and approved by the Village Engineer or Building-Zoning Officer.
11. Builder/Owner will contact Village Engineer when building is ready for occupancy. Village Engineer will arrange for an inspection. If there are no deficiencies, a Certificate of Occupancy will be issued. **OCCUPATION OF THE BUILDING WILL NOT BE ALLOWED WITHOUT A CERTIFICATE OF OCCUPANCY.** A Temporary Certificate of Occupancy may be issued under certain conditions. Occupancy permit is only issued for new home construction.

IMPORTANT: OCCUPATION OF RESIDENCE PRIOR A CERTIFICATE OF OCCUPANCY WILL RESULT IN FINES TO THE BUILDER AND THE OWNER PER ORDINANCE 2013-08 OF THE VILLAGE OF SHERMAN CODE OF ORDINANCES.

Application Instructions

- Please print or type all information neatly and legibly.
- Review or processing of any application will **not** be conducted until complete plans, specifications and other necessary information have been submitted.
- Applicants must complete every part of this form, unless special directions indicate otherwise. Blanks will delay the processing of your application and issuance of your permit.
- Place an "X" or a checkmark where applicable.
- Attach additional pages where necessary to provide complete information.
- A plot plan must be attached showing the location of the proposed structure. The plot plan must include a north indicator and must show distances from the building to the front, back and side lot lines.
- The builder or applicant must locate and stake out all property corners and proposed building footprint.
- Subdivision Covenants – Covenants and restrictions may apply to your property which is more restrictive than the Village of Sherman Zoning and Subdivision Ordinances. It is your responsibility to meet any requirements.
- HOA - Developer Sign Off. Where applicable, no application will be processed without the signature of the current HOA President or designated representative.

Building Permit Fee Schedules

New Residential Construction Fee Schedule

\$20.00 per 100 square feet or any fraction thereof up to 2,000 square feet, plus \$5.00 per 100 square feet over 2,000 square feet or any fraction thereof (round-up when calculating). Example: 1,000 Square feet @ \$20.00 per 100 square feet = \$200

Registration and Inspection Fee

Base Fee (new construction only):	= \$500.00
Permit Fee (see table):	+ \$ _____
Total Fee:	= \$ _____

Sq. Ft.	Fee	Sq. Ft.	Fee
1,100	\$220	2,400	\$420
1,200	\$240	2,500	\$425
1,300	\$260	2,600	\$430
1,400	\$280	2,700	\$435
1,500	\$300	2,800	\$440
1,600	\$320	2,900	\$445
1,700	\$340	3,000	\$450
1,800	\$360	3,200	\$460
1,900	\$380	3,400	\$470
2,000	\$400	3,500	\$475
2,100	\$405	3,600	\$480
2,200	\$410	3,800	\$490
2,300	\$415	4,000	\$500

Miscellaneous Fees

- Sump Pump (retrofit add-on) = \$25
- Pool = \$50
- Fence = \$50
- Accessory Structure = \$50.00

Septic Tank (If new building construction is using septic tank also show on plot plan):

Number of Bedrooms:	
Size of Proposed Tank:	Gal.
Result of Percolation Test:	
Time Required for Water to Fall 6 Inches:	Min.
Proposed Seepage Field:	Sq. Ft.

Costs

Total Square Feet:	
Estimated Cost of Completed Structure:	
Permit Fee (See appropriate fee schedule):	

VILLAGE OF SHERMAN OFFICE USE ONLY

Building Permit Number:	
Date Permit Issued:	
Check Number, Amount & Payment Received By:	

Home Owners Association (HOA) Statement

The proposed structure or improvement (check one): is or is not located within a neighborhood with covenant restrictions and the proposed structure or improvement does or does not conform to covenant restrictions.

 Homeowners Association Official Date

No active HOA on file with the Village. _____
 Official Signature Date

Plot Plan Drawing Requirements

The plot plan must show all of the following information related to the lot and the proposed structure:

- a. Name, phone number, and current mailing address of applicant.
- b. Address of property where proposed structure will be located.
- c. Date Plot Plan was submitted. Any Revised Plot Plan shall include the revision date.
- d. Property lines on lot with dimensions from corner to corner. Indicate scale drawing drawn to.
- e. Easement lines with dimension from property line.
- f. Lot setback lines with dimensions from property line.
- g. North Arrow and drawing scale. Plot plan should be drawn to scale.
- h. Location and outline of existing structures.
- i. Location and outline of proposed structures. Show dimensions from proposed structure to property lines.
- j. Layout of proposed sidewalk, driveway, and fences.
- k. Name and location of fronting streets.
- l. Show dimension from bottom of footing to top of foundation wall on FOUNDATION ELEVATION drawing included with application or provide additional drawing(s). Show more than one dimension if applicable.
- m. Intended drainage plan for the property after proposed structure is completed. Show locations where surface water enters property and where surface water leaves property.
- n. Layout of sump pump discharge line and discharge point. No sump pump line shall be discharged into the street unless specifically authorized by the Village.
- o. Layout of gutter downspout discharge line(s) and discharge point.
- p. Location of any visible utility features such as: Telephone pedestals, utility poles, light poles, manholes, drainage inlets, fire hydrants, electrical transformers, etc.
- q. The applicant may obtain a copy of portions of the subdivision plans from the Village Hall to assist in the development of the plot plan.

Plot Plan Drawing



