

Building Permit Package

Commercial Construction



Village of Sherman Building Permit Package

Type of Permit:

- New**
- Remodel** (change of use, egress or structure)
- Build-Out** (interior constr. within existing shell)

Business Name:

Business Address

Instructions

1. Please print or type all information neatly and legibly.
2. Review or processing of any application will **not** be conducted until complete plans, specifications and other necessary information have been submitted.
3. Applicants must complete every part of this form, unless special directions indicate otherwise. Blanks will delay the processing of your application & issuance of your permit.
4. Place an "NA" in spaces where you are not making a response.
5. Attach additional pages where necessary to provide complete information.
6. Commercial Building Permits require the submittal of three (3) sets of construction documents prepared and sealed by a registered design professional in accordance with the State of Illinois statutes. Construction documents shall meet the requirements of Section 106 of the International Building Code, 2006.
7. 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.

Proposed Use of New Structure (Check-off what permit is for):

	Multi-Family (4 Plex, Apts.) Specify:	Number of Units
	Transient Hotel, Motel, Dormitory. Specify:	Number of Units
	Amusement or Recreation	
	Religious / Not-For-Profit	
	Restaurant / Food Services	
	Industrial	
	Service Station / Repair Garage	
	Institutional / Hospital	
	Office / Bank / Professional Service	
	Store / Mercantile	
	Tank(s) / Tower(s)	
	Sign(s)	
	Parking Lot / Drive Way	
	Structure in a Large Scale Development (one building permit per building)	
	Other (please specify):	

Accessory Structure (Check-off what permit is for):

	Garage
	Storage Building
	Deck / Patio
	Exterior Stairway
	Swimming Pool
	Fence
	Sign
	Other (please specify):

Basic Information

Designated Emerg. Contact:	Name:	Phone: ()
Proposed Business Use:		
Project Address:		
Subdivision & Lot Number:		
Parcel Tax ID Number:		
Township (circle one):	Fancy Creek	or Williams
Owner:		
Address:		
Telephone:	()	
Contractor:		
Contractor Address:		
Contractor Telephone:	()	
Lot Size	Existing Zoning	Building Size
Width: Length:		Width: Length:
# Off-Street Parking Spaces	Existing Uses	Height / Number of Floors
Open: Enclosed:		Height: # of Floors:
Total Square Feet		Basement (circle one)
		YES NO
Upper Floor Total # ½ Baths	Upper Total # ¾ Baths	Upper Floor Total # Full Baths
Basement Total # ½ Baths	Basement # ¾ Baths	Basement Total # Full Baths
Number Bedrooms	Basement Dimension/Sq.Ft.	Garage Dimension/Sq.Ft.
	/	/

List of Contractors

Position	Contact Information
Design Professional	Contact Person: Business Name: Address: Phone:
General Contractor	Contact Person: Business Name: Address: Phone:
Sub-Contractor	Contact Person: Business Name: Address: Phone:
Sub-Contractor	Contact Person: Business Name: Address: Phone:
Sub-Contractor	Contact Person: Business Name: Address: Phone:

BUILDING PERMIT FEE SCHEDULE

- Inspection and Registration Fee: \$500.00 (not applicable for remodel or build out)
- Permit Fee (first 2,000 sq. ft.): \$20.00 per 100 square feet or any fraction thereof up to 2,000 sq. ft.
- Permit Fee (beyond 2,000 sq. ft.): \$5.00 per 100 square feet or any fraction thereof (round-up).
- Large Scale Development Fee: \$100.00
 - *Example #1 - for a 15,000 square foot commercial building:*
 - Inspection Fee: \$500
 - Permit Fee for first 2,000 square feet: $\$20 \times 2,000 / 100 =$ \$400
 - Permit Fee for remaining 13,000 sf: $\$5 \times 13,000 / 100 =$ \$650
 - **Total Fee: \$1,550**
 - *Example #2 - Large Scale Development with multiple buildings (3):*
 - Building 1 @ 6,000 sf
 - Building 2 @ 2,000 sf
 - Building 3 @ 2,500 sf
 - Total Building Area = 10,500 sf
 - Inspection Fee: \$500
 - Permit Fee for first 2,000 sf: $\$20 \times 2,000 / 100 =$ \$400
 - Permit Fee for remaining 8,500 sf: $\$5 \times 8,500 / 100 =$ \$425
 - Large Scale Development Filing Fee: \$100
 - **Total Fee: \$1,425**

Permit Fee based on Sq. Ft.	Cost	Square Feet continued	Cost
1,100	\$220	4,000	\$500
1,200	\$240	5,000	\$550
1,300	\$260	6,000	\$600
1,400	\$280	7,000	\$650
1,500	\$300	8,000	\$700
1,600	\$320	9,000	\$750
1,700	\$340	10,000	\$800
1,800	\$360	15,000	\$1,050
1,900	\$380	20,000	\$1,300
2,000	\$400	25,000	\$1,550
3,000	\$450	30,000	\$1,800

Costs

Estimated Cost of Completed Structure (required information):	\$
Permit Breakdown	Permit Cost
Inspection and Registration Fee:	\$
Permit Fee:	\$
Large Scale Dev. Plan Filing Fee:	\$
Total Permit Fee:	\$
Date of Architectural Seal:	
Expiration Date of Architect's License:	
VILLAGE OF SHERMAN OFFICE USE ONLY	
Engineer, Approved By/Date:	
Payment Received By/Date:	
Building Permit Number:	#
Date Permit Issued:	

OWNER/APPLICANT RESPONSIBILITIES

From the date of issuance of this building permit, the lot owner/applicant and his representative(s) shall be responsible for the following:

1. Repair of any damage caused by his work to the public infrastructure that lies on or adjoining to his lot. The public infrastructure includes, but is not limited to the sanitary sewer system, storm water conveyance system, potable water distribution system, streetlights, curb and gutter, sidewalk, and other underground infrastructure.
2. Repair of any blockage caused by his work of the storm water conveyance system for the area on or adjacent to his lot. Existing drainage swales or ditches which are blocked or altered by the proposed grading or construction will be repaired.
3. Control runoff from the lot so that sediment is retained on-site. Temporary on-site control measures shall be constructed and functional prior to initiating clearing, grading, excavating and/or fill activities on the site. Disturbed areas shall be stabilized with temporary or permanent seeding, sodding, mulch, or other acceptable methods within seven (7) calendar days following the site grading. Erosion barriers such as silt fencing shall be erected at locations where surface drainage may carry sediment off site. Spoil piles which are not removed from the site within thirty (30) days following the site grading shall be stabilized with temporary seeding and erosion barriers.
4. Remove spoil piles from the site and properly dispose of all waste dirt and debris.
5. Allow authorized Village representatives access to the site & structure for the purpose of inspection.
6. Maintain the approved drainage pattern on the lot. The approved drainage pattern including slopes, swales, ditches, sump pump discharges, and downspout discharges shall be maintained throughout construction and upon completion of the work. Any intended change to the property which will alter or change the location or quantity of surface water entering or leaving the property must be submitted to the Village for review and approval.
7. It is the responsibility of the **builder** to ensure that the building construction conforms to all codes, regulations and laws in effect at the time of the permit application.
8. Violations of requirements may result in a **STOP WORK ORDER** or citation.

BUILDING PERMIT EVALUATION CRITERIA

The Village of Sherman will evaluate Building Permits based upon the most current Municipal Code of the Village. The complete text of the code can be found at www.sterlingcodifiers.com under Section 9-1-1 of the Sherman Village Code. Variances from the criteria may be requested by the applicant and will be reviewed on a case by case basis. Occupancy Permit must be issued prior to any building being used (occupied).

Building Codes

Building Codes Adopted by Reference by the Village of Sherman

- 2006 International Building Code
- 2005 National Electric Code
- 2000 Life Safety Code, NFPA 101
- 2006 International Property Maintenance Code
- Current Illinois Plumbing Code
- Current Illinois Accessibility Code
- Current International Energy Code

Illinois Energy Conservation Code

State of Illinois Public Act 096-0778 (Illinois Energy Conservation Code) was signed into law on August 28, 2009. This act became effective on January 29, 2010. All commercial construction must meet the requirements of the current International Energy Conservation Code (IECC). Compliance with this code (and any subsequent changes) is state law. The Village of Sherman has no authority to modify or waive any of the requirements of the act.

General Criteria

The structure shall meet all the criteria and requirements in the Village Code. These include, but shall not be considered all inclusive:

1. Minimum lot area and width
2. Setback Requirements, note - individual subdivision covenants may be more restrictive.
3. Maximum Building Height
4. Grading and Drainage
5. Sump Pump and Downspout Requirements
6. Etc.

Plan Review

The Village of Sherman, Sherman Fire Protection District, Williamsville Water Department and/or its agents will review the Building Permit and Construction Documents prior the issuance of the Building Permit. The Permit review period will be a maximum of 2 weeks following the date of application submittal provided all required documents are submitted. Required documents include:

- Completed Building Permit Application.
- Three (3) sets of Construction Documents with full size drawings.
- One (1) copy of Certificate of Compliance with Illinois Energy Conservation Code.

Zoning and Layout Review

The applicant will provide field stakes identifying the basic layout of the proposed building and other major features. The applicant shall also provide field stakes identifying all property corners. The field staking shall be complete at the time of submittal of the permit application. The applicant or his/her agent will meet with the Village representative at the site and review the proposed staking. This field review must be complete prior to approval of the Building Permit.

Inspections

Commercial building inspections will be performed during construction to ensure compliance with Village ordinances and Building Codes.

The following inspections will be performed by Village of Sherman representatives:

- Zoning & Drainage inspection prior to issuance of a building permit. Owner must locate and stake out all property corners and proposed building footprint.
- Footing inspection prior to pouring footings. Owner must notify Village at a minimum of 24 hours in advance.
- Periodic site inspections for erosion and temporary drainage.
- Final Site Inspection upon completion of site work. Includes parking lot, drives, entrance, signage, storm sewer, sanitary sewer, water connection, electrical connection, fencing, etc.
- Occupancy Permit/Final Inspection. Owner must notify, at a minimum, Village 24 hours before inspection is needed.
- The Village of Sherman reserves the right to enter the site and conduct any inspection of the building or the site during construction. The property owner or his/her agent will provide access and accommodate all inspections.

The following inspections will be performed by an **Independent Qualified Building Inspector** contracted by the property owner or his agent:

- Plumbing Ground Work inspection, if applicable, before concrete floor is poured.
- Electrical Ground Work inspection, if applicable, before concrete floor is poured.
- Plumbing Rough-In, Electrical Rough-In, Mechanical Rough-In, inspections before drywall or plaster walls or ceilings are installed.
- Electrical Service Entrance.
- Fireplace inspection before drywall or plaster walls or ceilings are installed.
- Framing inspection before insulation, drywall or plaster is installed.
- Insulation inspection before drywall or plaster walls and ceilings are installed.
- Final inspection of plumbing, electrical, mechanical, doors, windows and hardware when all systems are installed, functioning and fully operational. Floor coverings, painting and cosmetic finishes not required for Final Inspection.
- Independent Qualified Building Inspector will file certified inspection results with the Village of Sherman no later than 48 hours after each inspection.
- Final Inspections must be complete before an Occupancy Permit will be issued.

The Independent Qualified Building Inspector shall have one or more of the following qualifications:

- Certified by the State of Illinois to be a qualified building inspector
- Certified by a nationally recognized building official certification organization.
- Qualified by an apprentice program certified by the Bureau of apprentice Training.
- Architect licensed in the State of Illinois.

Sherman Fire Protection District Requirements

The Sherman Fire Protection District is a separate governmental entity from the Village of Sherman. Their area of coverage encompasses the Village of Sherman. Their contact information is: Sherman Fire Protection District (SFPD) • 2215 East Andrew Road, Sherman, IL 62684 • 217-496-2213 • shermanfire@casscomm.com.

1. **Knox Box** - All commercial buildings in the Village of Sherman shall be equipped with a Knox Box. The preferred location is to the right side and within ten (10) feet of the main entrance. It may be located no lower than five (5) feet from the finished surface underneath it and no higher than six and one half (6 ½) feet above the same surface. If conditions are present that make this location difficult to obtain, please contact the SFPD so they may review the location and determine an agreed upon location.
2. **Fire Alarm Systems** – Fire alarm systems shall be installed where required by the Building Code.
 - a. An annunciator panel shall be installed just inside the main entrance. A permanent zone map should be attached to the wall adjacent to the annunciator panel.
 - b. Exterior audio/visual devices (horn/strobe) shall be installed at least 96” above the ground and shall have a clear sight line from the street.
 - c. Fire alarm systems shall be monitored with two phone lines. One dedicated line and one shared line.
3. **Sprinkler Systems** – Sprinkler systems shall be installed where required by the Building Code.
 - a. The fire department connection shall be 2 @ 2.5” diameter and must be accessible to the fire department starting the day the building is open to the public.
 - b. A minimum 12’ wide open fire lane must be provided leading to and away from the fire department connection. Any configuration which requires a fire truck to back into and out of the fire lane is **NOT** acceptable. The closest point of the 12’ fire lane must be located a minimum of the height of the building away from the building to protect the fire truck from falling debris.
4. **Electronic Floor Plans** – An electronic copy of the “as built” floor plans will be provided to the District for use in pre fire planning.

Proof of Water TAP

The applicant agrees to provide a copy of the signed Williamsville Water Department Water Tap Application, or a copy of the first Williamsville Water bill for the building under construction. This document shall be submitted to the Village Clerk prior to the issuance of any occupancy permit.

Proof of Sewer TAP

The applicant agrees to provide a copy of the Springfield Metro Sanitary District Sewer Tap Permit for the building under construction. This document shall be submitted to the Village Clerk prior to the issuance of any occupancy permit.

Final Occupancy Permit

The applicant agrees to notify the Village Clerk when building is ready for occupancy. The Village will perform a final occupancy inspection and issue an Occupancy Permit. The Village may at its discretion issue a Temporary Occupancy Permit.

AFFIDAVIT

I hereby certify that I have read and examined this application and my answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare.

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all federal, state, and village laws, rules, regulations and ordinances whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property.

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period exceeding 90 days at any time after work has begun (see: 10-3-2).

I understand that a permit must be obtained from and a tap and development fee paid to the Village of Williamsville Water Department, and also a permit obtained from and a tap-on fee paid to the Springfield Metro Sanitary District.

The information provided in this permit application is factual and true. We have built as stipulated by Village Ordinance, Subdivision Covenant and State Law. I understand that three (3) copies of the approved plan with the architectural seal must be submitted for commercial and multi-family buildings.

Signature of Applicant: _____

Address of Applicant: _____

Telephone of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Name Printed: _____

Signature of Contractor: _____ Date: _____

Name Printed: _____

For Official Village Use

The permit application meets the requirements for a Building Permit (all signatures required):

Village Engineer: _____ Date: _____

Village Zoning Officer: _____ Date: _____

Village Clerk: _____ Date: _____

Village of Sherman

401 St. John Drive • Sherman, IL 62684

217.496.2621

www.shermanil.org

Village of Sherman

CODE COMPLIANCE CERTIFICATE

To the best of my knowledge, information, and belief, the building constructed at the listed address of:

complies with all applicable codes, regulations and laws that were in effect at the time the permit was issued including:

- *2000 Life Safety Code*
- *2005 National Electric Code*
- *2006 International Building Code*
- *2006 International Property Maintenance Code*
- *Current Illinois Plumbing Code*
- *Current Illinois Accessibility Code*
- *Current International Energy Code*

Certification Made By:

(Builder Name Printed)

(Company Name)

(Company Address)

(Signature of Builder)

(Date)

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