

CITY OF CHILLICOTHE

CHECKLIST FOR NEW SINGLE FAMILY DWELLINGS AND DUPLEXES

- PROVIDE A COMPLETED PERMIT APPLICATION. The consolidated application is for zoning approval and a building permit.
- PROVIDE 2 COPIES OF THE SITE PLAN. At least one copy should be hard copy and you may submit one copy in electronic format. Providing the detailed site plans is required to verify compliance with zoning requirements and help in determining and issuing any required right away permits. See the list of items to be included on the site plan.
- PROVIDE 2 SETS OF BUILDING PLANS. At least one copy should be hard copy and you may submit one copy in electronic format. Residential plans are not required to be architecturally sealed. See the list of items to be included on prints.
- PROVIDE ENGINEERING SPECIFICATIONS FOR TRUSSES, I-JOIST, LVL's, LAM's AND STEEL BEAMS, ECT. All beam specifications are required at the time of application. Other specifications may be provided at a later date.
- PROVIDE A RESCHECK. All permits must meet Illinois Energy Conservation Code which follows the latest published edition of the INTERNATIONAL ENERGY CONSERVATION CODE (IECC). More information can be found @ <https://www.illinois.gov/cdb/business/codes/Pages/IllinoisEnergyConservationCode.aspx> . If using REScheck to verify compliance it must pass the current edition of REScheck, available @ <https://www.energycodes.gov/rescheck> . A prescriptive method may also be used; a detailed checklist can be provided to help verify compliance.
- STATE RADON ACT. All new residential construction must follow the State of Illinois – Radon Resistant Construction Act (420 ILCS 52 - <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3422&ChapterID=37>)
- APPLICATIONS ARE AVAILABLE ON LINE AT <http://www.cityofchillicotheil.com> . Click on Departments, click on Zoning/Building and select Permit Application for the permit application and permit fee information.
- APPLICATIONS AND SUPPORTING DOCUMENTATION MAY BE SUBMITTED BY E-MAIL. Please send all required information to Denise Passage - dpassagemanager@mchsi.com .
- THE APPLICANT IS REQUIRED TO OBTAIN THE PERMIT PRIOR TO STARTING CONSTRUCTION
- THE AVERAGE REVIEW AND PROCESS TIME REQUIRED PRIOR TO THE ISSUANCE OF A NEW SINGLE FAMILY PERMIT IS 72 HOURS.
- FOR ANY QUESTIONS OR CONCERNS YOU MAY CONTACT THE ZONING ADMINISTRATOR, DENISE PASSAGE, AT (309) 274-5056 OR VISIT OUR OFFICE LOCATED ON THE AT CITY HALL, 908 N. 2ND STREET, CHILLICOTHE, IL 61523.

ITEMS TO BE INCLUDED ON RESIDENTIAL PRINTS

1. Site plan drawn to an identified scale

- Label property lines
- Show the distance between the property lines and the proposed structure
- Depict the driveway and show the width
- Show directional North arrow

2. Elevations

- Show all 4 sides of the house (include exterior wall coverings)

3. Foundation Plan

- Footing size
- Pier pad location and size
- Wall type and height (height of backfill)
- Vertical rebar size and on center spacing
- Vapor barrier
- Label required egress window
- Indicate location of sump pump and floor drain
- Indicate if basement is unfinished or finished (if finished, label rooms and provide sq. ft.)

4. Floor Plans

- Indicate the sq. ft. of living space
- Label all rooms
- Show dimensions of rooms and include size of wall openings and header sizes
- Label required egress windows
- Show wall height (all that exceed 8' provide a framing detail)

5. Provide length of dryer vent (include the number and type of elbows)

6. Provide wall section representative of building submitted

- Include insulation R values
- Show ice shield
- Size of overhang
- Show vapor barrier
- Indicate wall sheathing or alternate

7. Provide engineering specifications for all laminated beams, LVL's, Steel Beams, I-Joist and trusses

- Provide layout for I-Joist and truss systems

Providing us with the above information reduces our review time, allows us to issue you the permit faster and helps eliminate discrepancies during the construction of your project.