

Village of Moweaqua

Date: _____ Permit No: _____

A.	LOCATION OF PROPERTY	Application For Site Examination And Building Permit	
1.			
2.	(No.) _____ (Street) _____ and Between: (Cross Street) _____ (Cross Street) _____		
3.	Property Index number (PIN) _____		
B. IDENTIFICATION OF PERMIT APPLICANT AND CONTRACTOR			
1.			
2.	Owner or Lessee: (Name) _____ (Mailing Address) _____ (Phone) _____		
	(Actual Property Address of Owner if different than Location of Project)		
3.	Contractor: (Name) _____ (Mailing Address) _____ (Phone) _____		
C. DOCUMENTATION OF OWNERSHIP			
The permit applicant must show ownership of the property. Attach a copy of the deed or contract for deed. Note: the deed or contract must clearly show the legal description of the property.			
D. CONSTRUCTION DETAILS			
1.	2.	3.	
TYPE OF IMPROVEMENT	TYPE OF CONSRUCTION	DIMENSIONS	
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Moving <input type="checkbox"/> Foundation Only	<input type="checkbox"/> House <input type="checkbox"/> Garage <input type="checkbox"/> Business <input type="checkbox"/> Repair <input type="checkbox"/> Industrial <input type="checkbox"/> Apartment <input type="checkbox"/> Other <input type="checkbox"/> Fence	No. Stories _____ No. Rooms _____ No. Apts. _____ Width _____ ft. Length _____ ft. Height _____ ft.	
4.	5.	6.	
EXTERIOR OF WALLS	FOUNDATION	ROOF	
<input type="checkbox"/> Wood <input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete Block <input type="checkbox"/> Brick Veneer <input type="checkbox"/> Stucco <input type="checkbox"/> Stone <input type="checkbox"/> Other	<input type="checkbox"/> Brick <input type="checkbox"/> Concrete <input type="checkbox"/> Concrete Block <input type="checkbox"/> Other	<input type="checkbox"/> Shingles <input type="checkbox"/> Tile <input type="checkbox"/> Metal <input type="checkbox"/> Other _____	

Building Permit Procedure

1. Prior to presenting an application for a building permit, the owner shall locate the survey pins, stake them and also stake the foundation perimeter of the project.
2. The owner shall accurately reflect the location of the project on the property by a drawing, which is part of the building permit application. The drawing shall accurately state the distance of the project from all lot lines.
3. After items 1 and 2 are completed the permit applicant shall turn the application and fee to the Village Clerk. The applicant will then be contacted by the Building Inspector for an initial inspection. During the initial inspection, the Building Inspector shall determine if the permit applicant's estimate of the location of property lines is reasonable and if the set backs are in accordance with the Code. The Building Inspector shall take digital photographs of the site, documenting the location of the project's foundation perimeter and its relationship with the property lines.
4. If at any time the Building Inspector determines the setbacks are not in accordance with the Code, the Building Inspector will inform the permit applicant that a variance will need to be requested and shall provide the permit applicant with copies of the applicable ordinance. The Building Inspector shall issue an order that no construction is to take place until the variance is secured.
5. The Building Inspector will contact the adjoining landowner's to determine if they believe the permit applicant's estimate of the location of property lines is reasonable.
6. If the Building Inspector believes there is a dispute between the permit applicant and adjoining landowner's that cannot be resolved the Building Inspector shall issue an order for the permit applicant to survey the property using a licensed land surveyor.
7. If there is no dispute then the Building Inspector shall secure the adjacent landowner's signature on the permit application form indicating agreement with the placement of the permit applicant's project.
8. After the foundation footing trenches have been dug but before any concrete or other foundation material has been set in place, the permit applicant shall then contact the Building Inspector who shall conduct a second inspection. The purpose of this second inspection is, among other things, to determine if the actual location of the foundation footings are in the locations approved in the building permit.
9. If the foundations are in the proper location and all other requirements of the Code have been met, the Building Inspector shall issue a notice to proceed.
10. If at any time the Building Inspector determines there has been a violation of the Code, the Inspector has the power to issue a stop work order and no further construction will be allowed until such time as the work shall be determined to be in compliance. The stop work order shall be posted on the property and may be sent by regular and certified mail to the permit applicant.

Notice is deemed to be effective on the date the stop work order is posted on the property.

11. In the event that the permit applicant fails to follow Code standards or violates an order of the building inspector, such a failure or violation constitutes a violation of the Code. The minimum fine for such a violation shall be \$500.00.
12. In the event the Building Inspector must return to the property as a result of the owner's failure to follow Code standards or order of the Building Inspector, a re-inspection fee of \$25.00 will be assessed for each return inspection.
13. NOTE: To Owner and/or Builder:
The State of Illinois requires that the Owner and/or Builder must have plumbing systems inspected by the Illinois Department of Public Health Plumbing Inspector. The Inspector can be reached at (217)-278-5900.