



## *Village of Sherman*

401 St. John's Drive  
Sherman, IL 62684  
Office: 217-496-2621  
Fax: 217-496-3420

### **Building Permit Application – New Construction - COMMERCIAL**

#### 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 and permit fee is paid.
3. 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.
4. Place an "NA" in spaces where you are not making a response.
5. Specific questions or problems can be answered and addressed by the Zoning Enforcement Officer.
6. Attach additional pages where necessary to provide complete information.
7. 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.
8. The builder must stake building and identify pins for lot lines.

Project Address: \_\_\_\_\_

Legal Description (Development & Lot): \_\_\_\_\_

Township (Fancy Creek or Williams): \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Proposed Building Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lot Size:	Existing Zoning:	Building Size:
Area (sf):		Area (sf):

Number of Off-Street Parking Spaces	Existing Uses:	Height / Number of Floors
Open:		Height:
Enclosed:		# of Floors:

Total Square Feet	Basement
	YES NO

Proposed Use of New Structure:

Multi-Family (more than two families) / Specify:	# of Units
Transient Hotel, Motel, Dormitory / Specify:	# of Units
Amusement or Recreation	
Church / Other Religious	
Heavy / Light Industrial	
Service Station / Repair Garage	
Institutional / Hospital	
Office / Bank / Professional Service	
Store / Mercantile	
Tanks / Towers	
Signs	
Parking Lot	
Structure in a Large Scale Development (one building permit per building)	
Other (please specify)	

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.

I understand that a permit must be obtained from and a tap and development fee paid to the Village of Williamsville (217) 566-3806, and also a permit obtained from and a tap-on fee paid to the Springfield METRO Sanitary District (217) 528-0491.

I understand that three (3) copies of the approved plan with the architectural seal must be submitted for commercial and multi-family buildings, one copy of which will be forwarded to the Fire Department.

<b>Cost of Completed Structure:</b>	
<b>Permit Fee (See Schedule):</b>	
<b>Date of Architectural Seal (Where Applicable):</b>	
<b>Expiration Date of Architect's License (Where Applicable):</b>	
<b>Signature of Applicant:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Application Date:</b>	
<b>(For Village of Sherman Office Use Only)</b>	
<b>Building Permit Number:</b>	
<b>Date Permit Issued:</b>	
<b>Approved and Payment Received By (Zoning Enforcement Officer):</b>	

## Project Directory

List of Contractors	Name, Address, Phone, Contact Person
<b>Design Professional</b>	
<b>General Contractor</b>	
<b>Sub Contractor</b>	
<b>Sub Contractor</b>	
<b>Sub Contractor</b>	
<b>Sub Contractor</b>	

## **Building Permit Fee Schedule**

### **Base Fee**

\$20.00 per 100 square feet or any fraction thereof up to 2,000 square feet, \$5.00 per 100 square feet or any fraction thereof.

For Building with area of 2,000 square feet or less:

$$\text{Base Fee} = \left( \frac{\text{Bldg Area}}{100} \right) \times \$20.00 = \underline{\hspace{2cm}}$$

For Building with area greater than 2,000 square feet:

$$\text{Base Fee} = \$400.00 + \left( \left( \frac{\text{Bldg Area} - 2000}{100} \right) \times \$5.00 \right) = \underline{\hspace{2cm}}$$

2,000 sq ft or Less	
1,100	\$220
1,200	\$240
1,300	\$260
1,400	\$280
1,500	\$300
1,600	\$320
1,700	\$340
1,800	\$360
1,900	\$380
2,000	\$400

Over 2,000 sq ft	
3,000	\$450
4,000	\$500
5,000	\$550
6,000	\$600
7,000	\$650
8,000	\$700
9,000	\$750
10,000	\$800
15,000	\$1,050
20,000	\$1,300
25,000	\$1,550
30,000	\$1,800

### **Registration and Inspection Fee**

\$500 for each permit application

Total Fee (New Construction) = Base Fee \$\_\_\_\_\_

+ \$ 500.00 (Registration & Inspection Fee)

= \$\_\_\_\_\_ Total Fee

## **OWNER/APPLICANT RESPONSIBILITIES**

From the date of issuance of this building permit, the lot owner 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 and 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. Comply with all federal, state, and Village laws, rules, regulations and ordinances.
8. Violations of these requirements may result in a STOP WORK ORDER or citation.

## **BUILDING CODES**

The following building codes have been adopted by the Village of Sherman:

- a. 2006 International Building Code
- b. 2005 National Electrical Code
- c. 2000 Life Safety Code, NFPA 101
- d. 2006 International Property Maintenance Code
- e. Current Illinois Plumbing Code
- f. Current Illinois Accessibility Code

## **ILLINOIS ENERGY CONSERVATION CODE**

All construction must meet the requirements of the 2009 International Energy Conservation Code (IECC). **The Village of Sherman requires the submittal of a certificate of compliance to the 2009 IECC with the Building Permit Application.** This certificate may be generated by the US Department of Energy's REScheck code compliance tool or other comparable compliance materials that prove compliance with the 2009 IECC.

## **PLAN REVIEW**

The Village of Sherman 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
- One copy of Certificate of Compliance with Illinois Energy Conservation Code

## **ZONING & 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 24 hours before inspection is needed.
- 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 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**

Sherman Fire Protection District, 2215 East Andrew Rd, Sherman, IL 62684. Phone: 217-496-2213

1. All commercial buildings in the Village of Sherman shall be equipped with a Knox Box, flush mounted in the building exterior near the main entrance to the building. The Knox Box shall be mounted at a height of 72" above the finished grade.
2. 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 shall be installed where required by the Building Code.
  - a. The fire department connection shall be 2 @ 2.5" dia. 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 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.

### **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 Sanitary District Sewer Tap Permit for the home under construction. This document shall be issued 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 it's discretion issue a Temporary Occupancy Permit.