

# City of Red Bud

## BUILDING PERMIT APPLICATION

Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Property Interest of Application: \_\_\_\_\_

Application is hereby made for a BUILDING PERMIT AS REQUIRED UNDER THE ZONING ORDINANCE of the City of Red Bud for the demolition, erection, moving or alterations, and use of buildings and premises. In making this application the applicant represents all the following statements and any attached maps and drawings as a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for is issued based upon the representations made herein and that any permit may be revoked without notice if any of the representations are not correct.

1. Location of property:

a) Street address: \_\_\_\_\_

b) Legal description of property: \_\_\_\_\_  
\_\_\_\_\_

c) Property located in \_\_\_\_\_ Zoning District.

2. Use of existing and/or proposed structures: \_\_\_\_\_  
\_\_\_\_\_

3. Proposed Construction or use: \_\_\_\_\_  
\_\_\_\_\_

4. Plans and specifications:

a) Plans: A Plat drawn to scale is attached and shows the following:

- 1) Actual shape and size of lot of property
- 2) Location, ground area dimensions, and identification of use of all (existing & proposed) buildings, structures, driveways, parking areas, etc.
- 3) Dimensions of front, side and rear yards
- 4) For USE VARIANCE, detailed information in graphic and/or narrative form.

b) Proposed construction will be staked off and ready for approval inspection after \_\_\_\_\_

c) A Plat is attached: \_\_\_\_\_

d) Basement \_\_\_\_\_; Crawl Space \_\_\_\_\_; Slab \_\_\_\_\_

e) Square feet of structure area \_\_\_\_\_ (not including basement).

f) One Story \_\_\_\_\_; Two Story \_\_\_\_\_

g) Carport \_\_\_\_\_; Garage \_\_\_\_\_; Square feet \_\_\_\_\_

h) Estimated cost \$ \_\_\_\_\_

5. Has a previous building permit been issued for this proposed construction? \_\_\_\_\_

6. Applicant hereby requests: (Check one or more of the items below)

ISSUANCE OF INITIAL BUILDING PERMIT (check correct item)

\_\_\_\_\_ Cost .15 per square foot of space measured from outside of foundation (includes attached garage, basement, and additional stories). Minimum \$25.00, payable at time of application.

\_\_\_\_\_ Detached garage/shed/porches/decks, etc. .10 per square foot. Minimum \$25.00, payable at time of application.

ISSUANCE OF SUBSEQUENT BUILDING PERMIT IF CONSTRUCTION IS NOT COMPLETE AT THE TIME THE PREVIOUS PERMIT EXPIRED.

\_\_\_\_\_ Cost \_\_\_\_\_ per square foot of space measured from outside of foundation (includes attached garage, basement, and additional stories). Minimum \$ \_\_\_\_\_, payable at time of application.

\_\_\_\_\_ Detached garage/shed/porches/decks, etc., \_\_\_\_\_ per square foot. Minimum \$ \_\_\_\_\_, payable at time of application.

USE VARIANCE \_\_\_\_\_ (Cost \$200.00 for hearing + list of property owners adjacent to the premises.)

BULK VARIANCE \_\_\_\_\_ (Cost \$200.00 for hearing + list of property owners adjacent to the premises.)

AMENDMENT \_\_\_\_\_ (Cost \$200.00 for hearing).

It is understood that any permit issued on this application will not grant any right of privilege to demolish, erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance or by other ordinances, codes or regulations of the City of Red Bud. The applicant further agrees to notify the Enforcing Officer at the stages of construction stated on the Permit, if granted. The Enforcing Officer shall upon completion of construction, inspect the premises and issue or refuse a Certificate of Occupancy. It is further understood that unless a substantial start on construction is made within six (6) months, and unless construction is completed within eighteen (18) months from the date of issuance of this permit, this permit shall be null and void.

\_\_\_\_\_  
(Applicant's Signature)

Do not write below this line

Applicant's  
Initials

Date of Permit: \_\_\_\_\_

Date of Expiration of Permit: \_\_\_\_\_

Date New Permit is required if construction is not complete at the time previous permit expires: \_\_\_\_\_

Cost of New Permit if construction is not complete at the time previous permit expires: \_\_\_\_\_

Permit Granted \_\_\_\_\_ Permit Rejected \_\_\_\_\_

If rejected-reason is because \_\_\_\_\_

\_\_\_\_\_  
(Code Administrator's Signature)

## CONTRACTORS CHECK LIST

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE RED BUD CITY HALL WHEN READY FOR INSPECTIONS.

For Building Inspections call Jeff Mueller at 618-282-2315 or 618-223-0293  
For Plumbing Inspections call Randy Rudloff at 618-410-4908

Should an inspection not pass or should a contractor call for an inspection and not be ready, an additional fee of \$50.00 will be required for reinspection.

NOTE: OSB, flake board, chipboard, or any type of particleboard is not permitted for roofs. Plywood must be ½" or greater.

All basements, whether finished or not, are required to have two means of egress.

Contact City Inspector when house is staked and property corners are marked to ensure that house is properly situated on the lot.

Provide City Inspector with Floor Plan and Roof and Floor truss plans. Provide electrical, HVAC, and plumbing diagrams and yard drainage plan if available.  
The more information provided up front, the less likely hood of failed inspections.

### REQUIRED BUILDING INSPECTIONS

Inspections by City: (AT LEAST **24 HOURS** NOTICE IS REQUIRED)

1<sup>ST</sup> Inspection: Before footings are poured

2<sup>nd</sup> Inspection : Before foundation is backfilled. Drain tile must be inside and outside of basement.

3<sup>rd</sup> Inspection: Before house is insulated and drywall up. Rough frame and electrical inspection will be done. Exterior of home should be sided and weather-tight.

(Will also inspect for the following items)

No OSB, flake board or any type of particleboard is permitted on roofs.

Studs: Interior and exterior 16" on center (o.c.)

Floor joists – 16" o. c. with the exception of some floor trusses.

Roof trusses no more than 24" o.c.

Retaining Walls must meet guard rail codes.

All Framed Chimneys must be lined with 5/8" fire rated dry wall on sides and ceilings at every floor.

Must have at least one 3' exterior door.

Windows: Sleeping Rooms must have a minimum net clear opening of 5.7 sq. ft./820 sq. inches

Bedroom Windows in Basement and egress window in basement : Must have a minimum net clear opening of 5 sq. ft./720 sq. inches

4<sup>th</sup> Inspection : FINAL INSPECTION: BEFORE OCCUPYING>

(Will Inspect for the following)

Test all electrical outlets and switches.

Smoke detectors hard wired. One goes off, all go off.

Make sure everything is completed and in working order.

Exterior of structure must be complete. Gutters and downspouts must be buried at least 5' from foundation.

Yard must be graded with sufficient slope away from foundation, yard seeded to prevent erosion to comply with Ordinance.

House Numbers must be clearly visible in accordance with 911 Regulations and mailbox installed.

Plumbing Inspection (AT LEAST **48 HOURS** NOTICE IS REQUIRED)

1<sup>st</sup> Inspection : below grade plumbing inspection.

2<sup>nd</sup> Inspection : before drywall is installed.

# City of Red Bud

## Ordinance # 934 2-1-99

### Zoning Code

#### Section 40-7-3 (Pages 1038 and 1039 of the Revised Code of Ordinances)

#### PERMITS: OCCUPANCY, BUILDING, SPECIAL USE AND DEMOLITION.

(A) No lot or structure or part thereof that has been created, developed, erected, enlarged, altered, relocated or reconstructed after the effective date of this Code shall be used or occupied until an occupancy permit has been issued by the Code Official. The Code Official shall issue no occupancy permit unless he determines, by inspection, that the lot or structure as completed, and the proposed use thereof, conforms to all applicable provisions of this Code. No development or construction shall commence until the owner has applied for and received a building permit.

(B) Building and Special Use Permits shall be valid for a period of **six (6) months** from the date of issuance or approval by the City for the purpose of commencing construction. The structure shall be completed so as to qualify for an occupancy permit within **eighteen (18) months** of issuance of the building permit. Failure to initiate the construction/special use etc. within this time period shall void the permit. An occupancy permit shall be valid until the owner of a structure wishes to alter, enlarge or relocate it.

(C) Demolition permits are required in accordance with this Code. No demolition permit shall be issued by the Code Official until the City Utility and the City Street Departments have reviewed the demolition permit application and have inspected the site to determine that adequate safeguards are to be maintained with respect to utility hookups and traffic control. Upon receipt of written approval of the Utility and Street Departments, the Code Official Inspector may issue the demolition permit. Demolition must be completed within **twelve (12) months** of issuance of the demolition permit.

(D) The Code Official shall be responsible for compliance with this Section.

ORDINANCE NO. 1237

AN ORDINANCE AMENDING CHAPTER 40 OF THE CITY CODE OF THE CITY OF RED BUD, ILLINOIS, ENTITLED "ZONING CODE" PERTAINING TO BUILDING PERMITS AND OCCUPANCY PERMITS.

BE IT ORDAINED by the City Council of the City of Red Bud, Randolph County, Illinois as follows:

**SECTION I.** Section 40-7-3(A) of the City Code of Red Bud, Illinois entitled "Zoning Code" is hereby amended to read as follows:

(A) **Occupancy Permit.** No lot or structure that has been created, developed, erected, enlarged, altered, relocated or reconstructed after the effective date of this Code shall be used or occupied until an occupancy permit has been issued by the Code Official. The Code Official shall issue no occupancy permit unless he determines, by inspection, that the lot or structure as completed, and the proposed use thereof, conforms to all applicable provisions of this Code.

Notwithstanding the foregoing, the Code Official shall issue a partial occupancy permit if:

- 1) The requirements set forth hereinbelow are met;
- 2) The owner has applied for and received a new building permit as required by Subsection (B) of this Section; and
- 3) The entire structure cannot be completed due to strikes, accidents, acts of God, weather conditions, shortages of labor and materials, or other delays beyond the owner's control.

The partial occupancy permit shall be issued only for that portion of the structure that has:

- 1) A complete and functioning restroom;
- 2) All life safety improvements, including but not limited to smoke detectors, sprinklers, fire doors, emergency lighting, emergency egress, and security system, complete and functioning;
- 3) All utilities, complete and functioning; and
- 4) All remaining items required by the International Building Code, 2003 addition, including Appendix Chapters A through G as published by the International Code Council, complete and functioning.

A partial occupancy permit shall be valid for a period of six (6) months from the date of issuance, and shall cause the existing building permit to be null and void without further action of the City.

Before the issuance of a partial occupancy permit, the owner shall file with the Code Official a performance bond payable to the City and for the use of the City, in a sum deemed sufficient by the Code Official to cover the costs of completion of the unfinished items required

the City.

- 3) The structure shall be completed so as to qualify for an occupancy permit within eighteen (18) months of issuance of the building permit. Failure to obtain an occupancy permit within the time period shall cause the building permit to be null and void without any action by the City.
- 4) If any building permit becomes null and void as provided either in this Subsection (B) or Subsection (A) of this Section, the owner must apply for and receive a new building permit before continuing construction. The structure shall be completed so as to qualify for an occupancy permit within 6 months of issuance of the new building permit. Failure to obtain an occupancy permit within the time period shall cause the new building permit to become null and void without any action by the City. The owner may apply for additional building permits, each of which shall become null and void 6 months after issuance without any action of the City if the structure is not completed within the period so as to qualify for an occupancy permit. If the new building permit is not applied for and obtained within fourteen (14) days of the date it becomes null and void, the City may seek any and all remedies provided in Section 40-7-7 of this Code.
- 5) The fee for each application for a building permit for a structure is \$0.15 per square foot of space measured from the outside of the foundation, including attached garage, basement, and additional stories, with a minimum fee of \$25.00. Notwithstanding the foregoing, the fee for an application for a building permit when a partial occupancy permit has been granted shall be calculated as follows: \$0.15 per square foot of space measured from the outside of the foundation, including attached garage, basement, and additional stories, multiplied by a fraction, the numerator of which is the square foot of space of the entire structure less the square foot of space for which the partial occupancy permit has been granted and the denominator of which is the square foot of space of the entire structure.

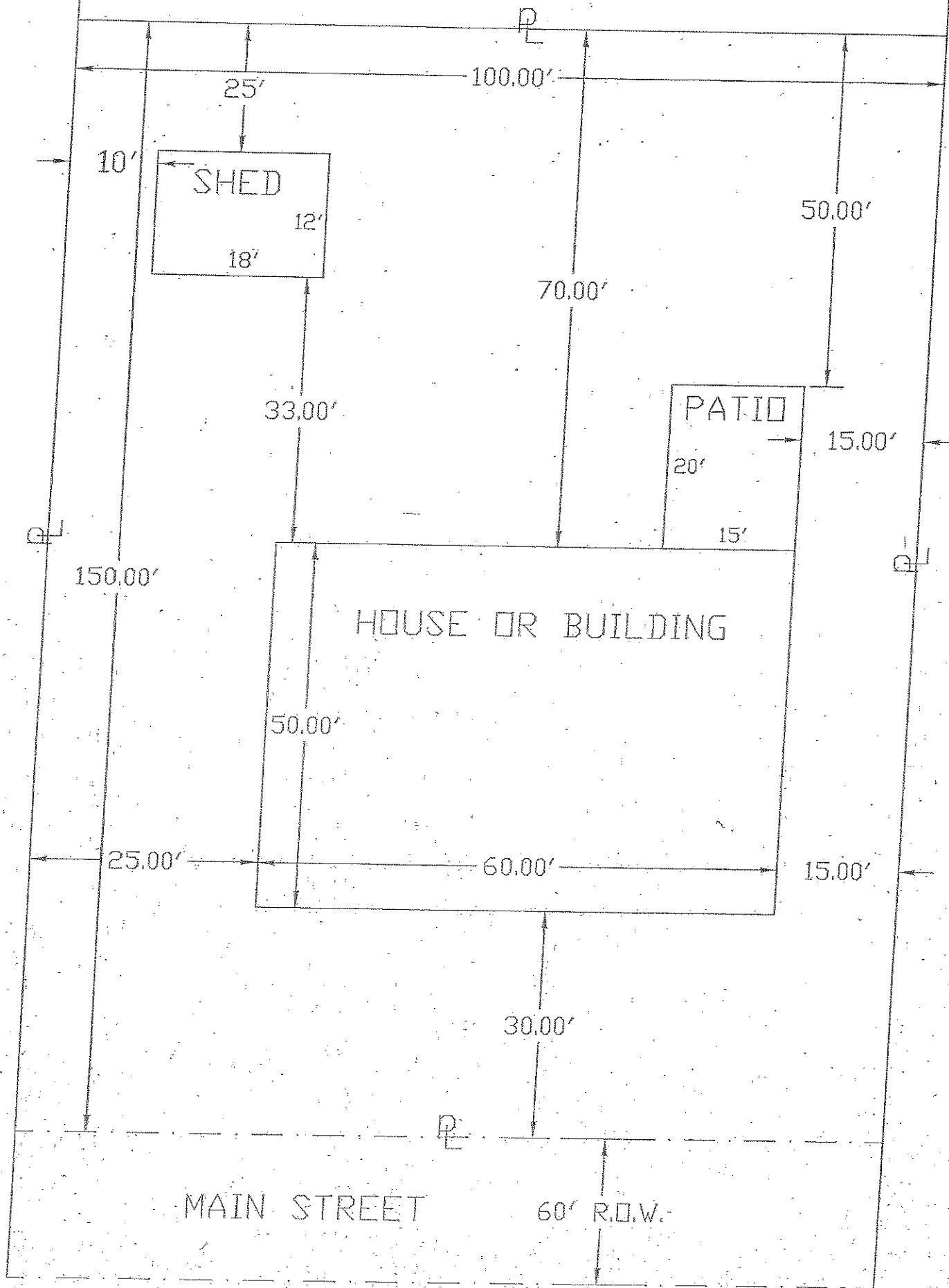
SECTION III. This ordinance shall be applicable to all building permits which have been issued but for which occupancy permits have not been issued as of the effective date of this ordinance, and to all building permits issued after the effective date of this ordinance.

SECTION IV. All ordinances or parts thereof, in conflict with the provisions of this ordinance, are hereby repealed to the extent of such conflict.

SECTION V. This ordinance shall take effect ten (10) days after its passage, approval and publication in pamphlet form.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2010, pursuant to a roll call vote as follows:

# EXAMPLE BUILDING PERMIT SKETCH





40-4-9 SWIMMING POOLS: Every swimming pool two(2) feet or greater in depth, whether public or private, shall be enclosed by a wall or fence at least four (4) feet in height above the finished grade and must have a gate that shall be locked when the pool is not in use. An above ground pool four (4) feet or higher, need not have a fence with a gate, so long as the ladder is removed when not in use or is folded and locked.