



## New Building Construction Checklist

- Complete a building permit application available from the City of Monticello
- Submit a scaled drawing site plan showing lot with dimensions and building location with all driveways, walkways, patios and fences and a full set of scaled drawing building plans, including drainage and erosion control plans. Plans must be submitted at least 7 days prior to construction
- The permit fees shall be paid upon application, and the cost is as follows:
  - Single Family Residential and Residential Duplex - \$300
  - Commercial Building - \$500
  - Water Tap Fee -\$750 per residential unit with 1" service, cost for larger services based on design
  - Sewer Tap Fee - \$750

### Inspections required:

1. Pre-construction site meeting with builder to verify site conditions prior to work beginning
2. Setback check – stake out building location on site and call City for setback check prior to construction beginning. The property pins must be located and marked by the property owner prior to the setback inspection being done
3. Erosion control – correct installation and maintenance of erosion control as specified in *City of Monticello Municipal Code, Title XV: Land Usage* and *City of Monticello Manual of Practice, Chapter 13* for specific requirements
4. Foundation – Construction barrier fencing a minimum of 4' tall, of bright orange or other readily visible color is required to be placed around all open excavations. Fencing shall be kept in good repair throughout the course of the work and must not be removed until excavation is closed
5. Sanitary and water service inspection – The city must inspect the services before there are backfilled. Basement plumbing fixtures and drains must be on an ejector system. See *City of Monticello Municipal Code, Title V: Public Works* for specific requirements
6. Drive approach – the portion of the drive between the property line and the street must be formed and inspected by the city before being poured. Concrete must be 6" thick with  $\frac{3}{4}$ " expansion joints at sidewalk/drive street
7. Certificate of occupancy walk-through – Post construction site meeting with builder to verify compliance with city requirements prior to city issuing certificate of occupancy

### The City of Monticello adheres to these codes:

- City of Monticello Municipal Code – zoning, utilities, general enforcement, erosion control
- IRC 2003 (International Residential Code)
- IBC 2003 (International Building Code)
- NFPA Life Safety Code 2003
- National Electric Code 2005
- State of Illinois Plumbing Code 2004





# City of Monticello Building Permit Application

**PROPOSED SQUARE FOOTAGE:**

Building: \_\_\_\_\_ Garage: \_\_\_\_\_ Addition: \_\_\_\_\_ Shed: \_\_\_\_\_

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**In the following section, please place "None" in the blank where the information requested is not applicable. For mailing address, please include street, city, state and zip code.**

**CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

**ARCHITECT OR ENGINEER:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

**PLUMBING CONTRACTOR:** \_\_\_\_\_

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

Illinois License #: \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

**HVAC CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

**ROOFING CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

Illinois License #: \_\_\_\_\_

**SPRINKLER CONTRACTOR:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

**PRINCIPAL TYPE OF FRAME:** \_\_\_\_\_ Wood \_\_\_\_\_ Concrete \_\_\_\_\_ Steel

**FOUNDATION:** \_\_\_\_\_ Basement \_\_\_\_\_ Crawlspace \_\_\_\_\_ Concrete Slab \_\_\_\_\_ Skids

**ROOF:** \_\_\_\_\_ Composition (shingle) \_\_\_\_\_ Cedar Shakes \_\_\_\_\_ Other- Specify \_\_\_\_\_



# City of Monticello Building Permit Application

**NUMBER OF STORIES:** \_\_\_\_\_

**FIREPLACE:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**PRINCIPAL TYPE OF HEATING FUEL:** \_\_\_\_\_ Gas \_\_\_\_\_ Oil \_\_\_\_\_ Electricity  
\_\_\_\_\_ Coal \_\_\_\_\_ Other- Specify \_\_\_\_\_

**TYPE OF SEWAGE DISPOSAL:** \_\_\_\_\_ Public \_\_\_\_\_ Private (Septic Tank, etc)

**TYPE OF WATER SUPPLY:** \_\_\_\_\_ Public \_\_\_\_\_ Private (well)

If Public:

Size of water line: \_\_\_\_\_ 3/4" \_\_\_\_\_ 1" \_\_\_\_\_ 1 1/4" \_\_\_\_\_ Other – Specify \_\_\_\_\_

Type of Piping: \_\_\_\_\_ Plastic \_\_\_\_\_ Copper \_\_\_\_\_ Other – Specify \_\_\_\_\_

**WILL THERE BE CENTRAL AIR CONDITIONING?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**WILL THERE BE AN ELEVATOR?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**NUMBER OF OFF-STREET PARKING SPACES:** Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_

**\*\*\*PLEASE SUBMIT:** One set of site plans showing setbacks, lot lines and the location of improvement. For new home construction, please submit a set of house plans.

**\*\*\*PLEASE NOTE:** All property pins must be located. Please contact the City at 217.762.2583 when pins are located and the location of the improvement is flagged for setback inspection.

**\*\*\*PLEASE NOTE:** The following building codes are applicable in the City of Monticello. IRC 2003, IBC 2003, State Plumbing Code 2004, National Electric Code 2005, & the NFPA Life and Safety Code 2003.

## **WHO IS THE PRIMARY CONTACT PERSON FOR ANY QUESTIONS OR CONCERNS IN REGARDS TO THIS PROJECT?**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Mobil Phone: \_\_\_\_\_

I hereby certify that the proposed work is authorized by the owner or record and I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Application Date

ee: \_\_\_\_\_

The City of  
**Monticello**

Building Department  
210 N. Hamilton  
Monticello, IL 61856  
Phone: 217-762-2583

**Sanitary Sewer Application**

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

**Application made by** \_\_\_\_\_  
**being the owner of the property located at** \_\_\_\_\_  
**Subdivision** \_\_\_\_\_ **Zoning District** \_\_\_\_\_

The following indicated fixtures will be connected to proposed water service.

- |   |   |                                    |                                       |
|---|---|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen Sinks    | <input type="checkbox"/> Water Closets    | <input type="checkbox"/> Bath Tubs | <input type="checkbox"/> Showers      |
| <input type="checkbox"/> Lavatories       | <input type="checkbox"/> Urinals          | <input type="checkbox"/> Water A/C | <input type="checkbox"/> Laundry Tubs |
| <input type="checkbox"/> Garbage Grinders | <input type="checkbox"/> Washing Machines | <input type="checkbox"/> Other     |                                       |

No roof drains, field tile or sump pump discharge are to be connected to the sanitary sewer.

Company performing the plumbing work \_\_\_\_\_

In consideration of granting this permit, the owner agrees to the following:

1. To accept and abide by all provisions of Sewer Ordinances of the City of Monticello, Illinois, and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the building sewer line through his/her property at no expense to the City.
3. To notify the Building Administration Department when the building sewer is ready for inspection and connection to the public sewer has been made, but before any portion of the work is covered.

A Connection fee of \$ \_\_\_\_\_ Paid \_\_\_\_\_

Application made by \_\_\_\_\_ Address \_\_\_\_\_  
(Owner, Owner Agent) \_\_\_\_\_  
\_\_\_\_\_

Application approval and permit issued by \_\_\_\_\_ Date \_\_\_\_\_

The City of  
**Monticello**

Building Department  
210 N. Hamilton  
Monticello, IL 61856  
Phone: 217-762-2583

**Water Service Application**

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

Permission is hereby granted to \_\_\_\_\_

Location of Building or Structure: \_\_\_\_\_

Addition: \_\_\_\_\_ Zoning District \_\_\_\_\_

The following indicated fixtures will be connected to proposed water service.

- |   |  |                                    |                                       |
|---|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Kitchen Sinks    | <input type="checkbox"/> Water Closets | <input type="checkbox"/> Bath Tubs | <input type="checkbox"/> Showers      |
| <input type="checkbox"/> Lavatories       | <input type="checkbox"/> Urinals       | <input type="checkbox"/> Water A/C | <input type="checkbox"/> Laundry Tubs |
| <input type="checkbox"/> Garbage Grinders | <input type="checkbox"/> Lawn Faucets  | <input type="checkbox"/> Other     |                                       |

The size and type of piping used \_\_\_\_\_

Company performing the plumbing work \_\_\_\_\_

In consideration of granting this permit, the owner agrees to the following:

1. To accept and abide by all provisions of Water Ordinances of the City of Monticello, Illinois, and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the service line through his/her property at no expense to the City.
3. To be responsible for the payment of all water rent charged to this property.
4. No water meters in crawl spaces.

A \_\_\_\_\_ inch water meter installation fee of \$ \_\_\_\_\_ Paid \_\_\_\_\_

Application made by \_\_\_\_\_ Address \_\_\_\_\_  
(Owner, Owner Agent) \_\_\_\_\_

Application approval and permit issued by \_\_\_\_\_ Date \_\_\_\_\_