



Permit No. _____

BUILDING PERMIT APPLICATION

Village of Hennepin, Illinois

TO THE ENFORCING OFFICER OF THE VILLAGE OF HENNEPIN ZONING ORDINANCE

627 East High Street, P.O. Box 194, Hennepin, Illinois 61327

Phone: (815) 925-7138 Fax: same Cell: (815) 252-2702

Applicant Name _____

Telephone Number _____

Subdivision _____

Unit _____ Block _____ Lot No. _____

Parcel # (Property Tax ID #) _____

Contractor Name _____

Phone Number _____

Full Mailing Address _____

Contractor License # _____

Application is hereby made for a Building Permit involving the premises legally described as follows.
(Insert legal description and address of property as it appears on deed or abstract.)

Approximate Cost of Improvement \$ _____

Square footage of Improvements _____ sq. ft.

- ☐ New Construction
- ☐ Altering and Existing Structure
- ☐ Addition – Attached
- ☐ Single Family Residence
- ☐ Two Family Residence (Duplex)
- ☐ Multi-Family Residence, _____ units
- ☐ Accessory Structure
- ☐ Fence, height _____ ft.
- ☐ Sign
- ☐ Industrial Building
- ☐ Commercial Building
- ☐ Office
- ☐ Other _____

Residential Building Permit Fee:

Base Fee \$50.00

\$5.00 per 100 sq. ft. up to 1,000 sq. ft. - plus

\$2.00 per 100 sq. ft. over 1,000 sq. ft.

Commercial Building Permit Fee:

Base Fee \$100.00

\$6.00 per \$1,000 up to \$10,000 - plus

\$1.00 per \$1,000 over \$10,000

Membrane structure \$20.00 annually

Fence Permit Fee - \$20.00

Shed permit \$30.00

Sign Permit Fee - \$15

Lot Dimensions _____ x _____ = _____ sq. ft.

Setbacks:

Front _____ ft.

Rear _____ ft.

Left side _____ ft.

Right side _____ ft.

(Please Circle One)

- | | | | | |
|-----|----|-----|-----|--|
| YES | NO | N/A | 1. | Have you included your legal description? |
| YES | NO | N/A | 2. | Have you shown your lot dimensions? |
| YES | NO | N/A | 3. | Does your application include a parking plan? |
| YES | NO | N/A | 4. | Is your property properly zoned? Zoning is _____ |
| YES | NO | N/A | 5. | Have you included all existing and requested building dimensions? |
| YES | NO | N/A | 6. | Will this construction cover water or sewer lines? |
| YES | NO | N/A | 7. | Does this construction comply with front, side and rear yard setbacks? |
| YES | NO | N/A | 8. | Is your proposed construction staked out? |
| YES | NO | N/A | 9. | Does your construction require a water permit?
_____ Permit Number |
| YES | NO | N/A | 10. | Does your construction require a sewer permit?
_____ Permit Number |

NOTE: A certified survey of your property may be required before issuance of a permit.

Contractor or Builder _____

Address _____

Village, State, Zip _____

Telephone _____

Fax _____

FOR OFFICE USE ONLY Case No. _____

Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____

Documentation of Authority Submitted: _____

Date to go before the Planning Commission: _____

Commission Action: _____

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines, water supply, and sewerage disposal system are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow on map and indicate scale.)

(Make all measurements carefully)

(Please make sketch to scale, example 1 square = 4 feet)

A large grid of 40 columns and 30 rows of squares, intended for a site sketch. The grid is composed of small squares, each representing 4 feet by 4 feet. It is used for drawing the lot, existing buildings (marked X), and proposed buildings (marked P).

NOTICE TO APPLICANT: Location of Buildings or Structures must be staked out on Property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting the Administrative Office.

The dimensions of the lot and exact location of all existing and proposed buildings and structures are shown on the drawing marked "A" on page 3 of this form and is made a part of this application.

I declare that the above and attached information is correct and agree in consideration of and upon issuance of a building permit to do or allow to be done only such work as is herewith applied for, and that such premises and its existing and purposed building or structures shall be used or allowed to be used for only such purposes as are set forth above or other uses permitted.

I hereby acknowledge that I have been informed by the Village of Hennepin that it is solely my responsibility to determine that exact location of my property line(s) and that the issuance of a building permit is in no way agreeing with or validating my determination of property lines.

I FURTHER DECLARE THAT THE BUILDINGS AND USE OF THE LAND COMPLIES WITH ALL OF THE PROVISIONS OF THE ZONING ORDINANCE OF THE VILLAGE OF HENNEPIN, ILLINOIS, AND THAT I WILL HOLD HARMLESS THE VILLAGE OF HENNEPIN, ILLINOIS FROM ANY PRESENT OR FUTURE PROPERTY LINE DISPUTES WHICH MAY RESULT FROM THIS ZONING ACTION. After the structure is completed, a separate Certificate of Compliance will be issued after an inspection of the premises (of the completed structure) as described in the Zoning Application.

Owner (s) _____ (typed)
_____ (signature)

Lessee _____

Address _____

Dated _____

Approved and granted _____ (date)

DENIED _____ (date)

Zoning Administrator Village of Hennepin _____ (signature)



Building Permits General Requirements

VILLAGE OF HENNEPIN, ILLINOIS

General Permit Requirements

A Building Permit must be obtained for construction of new structures, additions to existing structures, or any activity, which constitutes an external change. Such projects as re-roofing or siding or existing structures do not require a permit.

The Village's ZONING ORDINANCE defines "STRUCTURE" as anything constructed or erected; the use of which requires permanent location on the ground. Included in this definition are patios, decks, storage sheds (on permanent foundation), carports, in-ground swimming pools, and fences.

Permit Fee

Commercial Building Permit:

Base Fee \$100.00

\$6.00 per \$1,000 up to \$10,000 - plus

\$1.00 per \$1,000 over \$10,000

Residential Building Permit

Base Fee \$50.00

\$5.00 per 100 sq. ft. up to 1,000 sq. ft. - plus

\$2.00 per 100 sq. ft. over 1,000 sq. ft.

Fence Permit: \$20.00

Shed permit \$30.00

Membrane structure \$20.00 Annually

Sign Permit: \$15.00

Zoning regulations vary among the zoning districts, and applicants should determine the specific requirements applicable to their project.

Application for Permit

To obtain a Permit, the applicant is to complete the application and submit the completed form to zoning Enforcement Officer. The building permit form can be obtained at Village Hall, from the Zoning Enforcement Officer or printed from the Village website.

Permit Approval/Issuance

In most cases, approval of the permit application is subject only to the Village's verification of compliance with appropriate zoning regulations.

In order to expedite verification of zoning compliance, applicants are asked to "stake" the proposed construction and identify property stakes. If property stakes cannot be identified by the applicant or located by Village staff, a certified plat of survey must be submitted.

Once property stakes have been located and the proposed construction "staked", the Village will measure setbacks from property lines. Upon verification that measured setbacks comply with zoning regulations, a permit will be issued. The Zoning/Building Permit is to be posted during construction.

Fencing Building Permit Requirements

Application For Permit

To obtain a PERMIT, the applicant is to complete the application and submit the completed form to Village Hall. The permit can be obtained at Village Hall or printed from the Village website.

General Height and Setback Specifications

No person shall within the Village erect, construct, or maintain any wooden fence or any section or portion thereof which exceeds thirty-six inches (36") in height above the surface of the ground for the first thirty feet (30') back from the front line of the lot, lots, or parcels of ground not exceeding six feet (6') in height above the surface of the ground for the remainder of the distance to the rear end of such lot, lots, or parcels of ground, except where such partition fence forms a necessary part of the same outbuilding on the premises.

Barbed Wire/ Electrical Fencing

For an agricultural use, barbed wire or an above ground electrically charged fence may be permitted in town east of Route 26, south of Route 71 and Interstate 180 and north of Coffee Creek. An electrical fence shall not be on a boundary fence and shall be located thirty-six (36) inches inside a boundary fence.

Swimming Pool Fencing

Inground swimming pools shall be fenced and secured to prevent unauthorized entry. The fencing shall be no more than one (1) inch from the ground, at least six (6) feet in height, and completely enclose the pool area.

Permanent above ground swimming pools requiring a building permit must be completely surrounded by a fence or wall not less than six (6) feet in height with no openings large enough to permit children to pass through other than gates or doors that can be fastened to protect against entry. A dwelling house or accessory building may be used as part of such required enclosure. A temporary pool is an above ground pool that is taken down at the end of each swimming season and put up again at the beginning of the swimming season. Any temporary pool must have the entrance ladder removed when not in use.

Signs

No sign shall be constructed, erected, originally painted, converted, altered, rebuilt, enlarged, remodeled, relocated, or expanded until a permit for such sign has been obtained in accordance with the standards and procedures set forth by the Village of Hennepin. No sign shall be installed before a permit is issued. A sign permit is not required for minimal alterations to an existing sign or regular maintenance.

Application Requirements: The application shall contain the following requirements:

Location of the building or structure for which the sign is proposed.

A drawing of the proposed sign to scale indicating height, dimensions, wording, and elevation and state specifically the type of sign, location on the lot, and any landscaping of a freestanding sign base. The drawing should show the entire lot complete with setbacks to all property lines, existing building footprint, signs, north arrow, and scale.

Review by Zoning Enforcement Officer: The Zoning Enforcement Officer shall review the sign permit application to determine whether it complies with all of the applicable regulations within this Ordinance. The Zoning Enforcement Officer shall decide whether the sign permit application be granted or denied as they relate to the standards and the purposes of the sign classifications of the Village. All signs shall be inspected by the Zoning Enforcement Officer to ensure compliance with the application filed with the Village.

Additional requirements may apply, therefore, applicants are encouraged to review the Village's ZONING ORDINANCE.

Please contact the Zoning Enforcement Officer at (815) 925-7138 or (815) 252-2702 with questions.

C:\My Documents\Putnam Co\Hennepin\Zoning\Forms\Building Permit.doc