

**KNOX COUNTY CONSTRUCTION PERMIT  
~APPLICATION~**

KNOX COUNTY ZONING DEPARTMENT  
121 S. PRAIRIE ST., SUITE 1, GALESBURG, IL 61401  
PHONE (309) 345-3840 FAX (309) 343-0063

Application Date \_\_\_/\_\_\_/\_\_\_ Permit Issue Date \_\_\_/\_\_\_/\_\_\_ Permit # \_\_\_\_\_ Issued By \_\_\_\_\_

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(Print clearly using only blue or black ink and complete all parts of this application.)  
(Place an "X" or "✓" unless prompted to do otherwise.)

**SECTION 1-PROPERTY OWNER & BUILDER INFORMATION**

Property Owner Name(s) \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell # ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate # ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax # ( ) \_\_\_\_\_ - \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_  
Street Number & Name City State Zip

Proposed Construction Address \_\_\_\_\_  
Street Number & Name City State Zip

10-Digit Parcel Identification Number (PIN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Zoning Classification " \_\_\_\_\_ "

Legal Description: \_\_\_\_\_

Contractor/Builder Name \_\_\_\_\_

Contractor/Builder Mailing Address \_\_\_\_\_  
Street Number & Name City State Zip

Contractor/Builder Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ Fax # ( ) \_\_\_\_\_ - \_\_\_\_\_ License # \_\_\_\_\_

Certified Roofer Name \_\_\_\_\_

Certified Roofing License # \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

Plumbing Contractor Registration # \_\_\_\_\_

Certified Plumber Name \_\_\_\_\_

Certified Plumber's License # \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

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**SECTION 2-PROPERTY USAGE**

The subject property is primarily used for; (Check all that apply)

Open Space/Conservation \_\_\_ Agricultural \_\_\_ Residential \_\_\_ Commercial \_\_\_ Industrial \_\_\_

Does this property have an easement? Yes \_\_\_ No \_\_\_

If "Yes", please provide any information regarding the easement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is any portion of the property located within a designated wetland or floodplain? Yes \_\_\_ No \_\_\_

Have you applied for a well/septic permit? Yes \_\_\_ No \_\_\_ N/A \_\_\_

If "Yes", who will be providing your service? Health Dept. \_\_\_ Spoon River Valley Septic \_\_\_ Other \_\_\_\_\_

\*No building permit will be issued for a new home or structure which will require a septic/well permit, until the Knox County Zoning Office has received septic/well permit authorization from one of the above mentioned agencies.

List any and all **existing** buildings, structures, signs, driveways, off street parking areas and other features and describe use:

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**What type of construction are you requesting a permit for?** (Check all that apply)

Acc. Bldng. \_\_\_ Att. Garage \_\_\_ Cabin \_\_\_ Deck \_\_\_ Det. Garage \_\_\_ Dock \_\_\_ Dock / Stairway \_\_\_ Enc. Porch \_\_\_  
 Farm Bldng. \_\_\_ Fence \_\_\_ Gazebo \_\_\_ Grain Bin \_\_\_ 1 Story House \_\_\_ 1 1/2 Story House \_\_\_ 2 Story House \_\_\_  
 Lean-To \_\_\_ Log Home \_\_\_ Machine Shed \_\_\_ Misc. Structure \_\_\_ Open Porch \_\_\_ Pole Barn \_\_\_ Pool \_\_\_  
 Room Addn. \_\_\_ Shed \_\_\_ Sign \_\_\_ Sunroom \_\_\_ Tower \_\_\_ Walkway \_\_\_ Other \_\_\_

If "Other" please describe in detail \_\_\_\_\_

Has construction activity already taken place? Yes \_\_\_ No \_\_\_

If "Yes", explain to what extent:

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If "No", when do you expect to begin your project: \_\_\_/\_\_\_/\_\_\_, complete your project \_\_\_/\_\_\_/\_\_\_

**Estimated Value of Construction \$** \_\_\_\_\_

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**SECTION 3- NEW HOMES/ ROOM ADDITIONS**

(Stick Built/Manufactured Homes)

**HOUSE STYLE:** A-Frame \_\_\_ Bungalow \_\_\_ Cape Cod \_\_\_ Colonial \_\_\_ Contemporary \_\_\_ Cottage \_\_\_  
 Craftsman \_\_\_ Log \_\_\_ Ranch \_\_\_ Split Level \_\_\_ Victorian \_\_\_ Yurt \_\_\_ Other \_\_\_\_\_

<b>If building a:</b>	6" Logs	8' Logs	Other
Log Home			

**FOUNDATION:** Slab \_\_\_ Crawl Space \_\_\_ Basement \_\_\_

<b>If basement foundation:</b>	Living Space	Recreational Area	Other	Dimensions	Total Square Footage
Finished					Sq. ft.
Unfinished					Sq. ft.
Walk- Out					Sq. ft.

**FRAME:** Wood \_\_\_ Concrete Block \_\_\_ Brick \_\_\_ Log \_\_\_ Pole \_\_\_

**EXTERIOR:** Wood Siding \_\_\_ Aluminum Siding \_\_\_ Vinyl Siding \_\_\_ Log Siding \_\_\_ Metal Siding \_\_\_  
 Brick \_\_\_ Brick Veneer \_\_\_ Stucco \_\_\_ Other \_\_\_\_\_

**PARTIAL MASONRY TRIM:**

<b>What trim will be used:</b>	Total surface area square footage
Brick	Sq. ft.
Stone	Sq. ft.
Artificial Stone	Sq. ft.
Other _____	Sq. ft.

**SHINGLE:** Asphalt \_\_\_ Fiberglass \_\_\_ Wood \_\_\_ Clay Tile \_\_\_ Other \_\_\_\_\_

**INTERIOR WALLS:** Dry Wall \_\_\_ Plaster \_\_\_ Panel \_\_\_ Other \_\_\_\_\_

**MAIN & SECONDARY LEVELS:**

<b>Will this structure be:</b>	Dimensions	Total Square Feet
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Finished		Sq. ft.
Unfinished		Sq. ft.

**ATTIC & MISC.:**

Will this structure be:	Dimensions	Total Square Feet
Finished		Sq. ft.
Unfinished		Sq. ft.

**FURNACE & CENTRAL AIR:** Will there be Central Air? Yes \_\_\_ No \_\_\_

Furnace:	Gas	Electric	Solid Fuel	Geothermal
Forced Air				
Water				

Room Heater:	Gas	Electric	Solid Fuel	Propane
Vented				
Non-Vented				

**FIREPLACE:** Will there be a fireplace? Yes \_\_\_ No \_\_\_ If "Yes", how many? \_\_\_\_\_

Will this structure be:	Same Stack	Separate Stack
1 Story		
2 Story		
3 Story		
Pre-Fabricated		

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**SECTION 4- MODULE /MOBILE HOMES**

Size:	Dimensions	Total Square Feet
Single Wide (8' x 40' to 18' x 80')		Sq. ft.
Double/Triple Wide (20' x 40' to 36' x 80')		Sq. ft.

**FOUNDATION:** Slab \_\_\_ Crawl Space \_\_\_ Basement \_\_\_

Is basement foundation:	Living Space	Recreational Area	Other
Finished			
Unfinished			
Walk- Out			

**SKIRTING:** Metal \_\_\_ Vinyl \_\_\_ Hardwood \_\_\_ Plywood \_\_\_ Concrete Block (just wall) \_\_\_

Is there a "Tip Out" or "Slide Out"? Yes \_\_\_ No \_\_\_

If "Yes":	Dimensions	Total square footage
Tip Out		Sq. ft.
Slide Out		Sq. ft.

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**SECTION 5- PLUMBING & OUTDOOR FIXTURES**

**KITCHEN:** How many? \_\_\_ 1-Sink (Standard) 1-Dishwasher \_\_\_

**FULL BATHROOM:** How many? \_\_\_ 1-Sink (Standard) 1-Lavatory (Standard) 1- Bathtub or Shower (Standard)

**½ BATHROOM:** How many? \_\_\_ 1-Lavatory (Standard) 1- Sink (Standard)

**LAUNDRY ROOM:** How many? \_\_\_ 1-Sink (Standard) **WET BAR:** How many? \_\_\_\_\_

**SECTION 6- GARAGES, SHED & ACCESSORY BUILDINGS**

Size	1 Car (275-364 sq. ft.)	2 Cars (484-676 sq. ft.)	3+ Cars (864+ sq. ft.)	Dimensions	Total Square Feet
Attached					Sq. ft.
Detached					Sq. ft.
Built- In					Sq. ft.
Basement					Sq. ft.

**ADDITIONAL GARAGE AREA:**

Finished/Unfinished	Dimensions	Total Square Feet
Living (Finished)		Sq. ft.
Recreation Area (Finished)		Sq. ft.
Unfinished		Sq. ft.

**FRAME:** Wood \_\_\_ Concrete Block \_\_\_ Brick \_\_\_ Log \_\_\_ Pole \_\_\_

**EXTERIOR:** Wood Siding \_\_\_ Aluminum Siding \_\_\_ Vinyl Siding \_\_\_ Log Siding \_\_\_ Metal Siding \_\_\_  
Brick \_\_\_ Brick Veneer \_\_\_ Stucco \_\_\_ Other \_\_\_\_\_

**SHED/ACCESSORY BUILDING:** Is there any "Finished" area located inside structure? Yes \_\_\_ No \_\_\_

If "Yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

Finished/Unfinished	Dimensions	Total Square Feet
Finished		Sq. ft.
Unfinished		Sq. ft.

**FOUNDATION:** Slab \_\_\_ Skids \_\_\_ Other \_\_\_\_\_

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**SECTION 7- PORCHES & DECKS**

Is this structure an:	Dimensions	Total Square Feet
Open Framed Porch (OFP)		Sq. ft.
Open Masonry Porch		Sq. ft.

Closed Framed Porch (CFP)		Sq. ft.
Knee Wall w/ Glass Porch		Sq. ft.
Knee Wall w/ Screen Porch		Sq. ft.
Solid Wall Enclosed Frame Porch		Sq. ft.
Enclosed Masonry Porch		Sq. ft.

If this structure is a Deck:	Dimensions	Total Square Feet
Wood		Sq. ft.
Vinyl		Sq. ft.
Other _____		Sq. ft.

If these structures are Entry Stairs:	1- Step	2- Steps	3+ Steps
Concrete			
Metal			
Wood			
Other _____			

If this structure is a Concrete Stoop, how many risers does it have? 1-Riser \_\_\_ 2-Risers \_\_\_ 3+ Risers \_\_\_

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**SECTION 8- GRAIN BINS, FARM BUILDINGS, MACHINE SHEDS & MISC. FARM**

**GRAIN BIN:** Will this be an Aeration Bin \_\_\_ Dryer Bin \_\_\_ Other \_\_\_\_\_

	Diameter	Total Number of Bushels
Grain Bin		
Grain Dump	N/A	
Stand Alone Dryer	N/A	

**FARM BUILDINGS, MACHINE SHEDS & POLE BARN:** Is there any "Finished" area located inside structure?

Yes \_\_\_ No \_\_\_ If "Yes", please explain: \_\_\_\_\_

**PLUMBING -BATHROOM** How many? \_\_\_\_\_ **MUD ROOM** How many? \_\_\_\_\_

What will this structure be used for? \_\_\_\_\_

Finished/Unfinished	Dimensions	Total Square Feet
Finished		Sq. ft.
Unfinished		Sq. ft.

**FOUNDATION:** Slab \_\_\_ Skids \_\_\_ Other \_\_\_\_\_ Pole Barn Eave Height \_\_\_\_\_

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**SECTION 9-FENCING & POOLS**

Is this fence a: Privacy Fence \_\_\_ Chain Linked Fence \_\_\_ Farm Fence \_\_\_ Other \_\_\_\_\_

Size: Under 200' \_\_\_ Over 200' \_\_\_

Is this an: Above Ground Pool \_\_\_ In-Ground Pool \_\_\_

This pool will be: Heated \_\_\_ Non-Heated \_\_\_

Liner: Concrete \_\_\_ Vinyl \_\_\_

Shape: Rectangle \_\_\_ Round \_\_\_ Oval \_\_\_ Other \_\_\_\_\_

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**SECTION 10- MISC. STRUCTURES**

Please describe the proposed structure and its use: \_\_\_\_\_ Scale Tonnage \_\_\_\_\_

Finished/Unfinished	Dimensions	Total Square Feet
Finished		Sq. ft.
Unfinished		Sq. ft.

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**SITE PLAN**

Prepare a **SITEMAP** below, accurately depicting the size, shape and dimensions of the subject property, the location, size and dimensions of any and all existing and proposed buildings, structures, fences, signs, driveways, off-street parking areas, and other features. Identify and label these features.

Show accurate distance measurements from all existing and proposed buildings, structures, fences, signs, driveways, off-street parking areas, and other features to all property boundaries. Identify and label utility easements of record. Identify and label water well and septic system locations, if existing or proposed.

**NORTH**

**WEST**

**EAST**

SOUTH  
**NOTICE TO APPLICANT:**

Only after a Knox County Zoning Department representative approves this application, will you be issued the necessary construction permit. **After you receive your permit, you must display it where it can be easily seen and then you may begin the construction activities as approved therein.** Additional conditions may apply. Completing this application and paying the required fee does not constitute permission to begin construction activities. Construction must not start until after an approved Knox County construction permit is issued.

**APPLICANTS DECLARATORY STATEMENT:**

By completing and signing this application, I declare that I have thoroughly read and clearly understand all portions of this Application, and that the information provided herein is complete and correct, and agree, in consideration of the approval and issuance of a Knox County construction permit, to perform or allow to be performed only such work as is herein applied for, and that said property and its existing and proposed building, buildings, structure, structures, or any other improvements will be used or allowed to be used for such purposes as are described above, or other uses permitted by the Knox County Zoning Resolution; I understand that by performing any other work, or by using the subject property for other purposes, I will surrender all privileges granted by the construction permit issued me; and, I understand that the application fee paid is not refundable.

**Also, I hereby declare that approved construction activities will commence within six (6) months from the date of approval of a Knox County construction permit, and that all approved work will be completed within twelve (12) months from said approval date. I understand that once issued a Knox County construction permit, it expires one (1) year from the date issued.**

**I verify that I have read the Declaratory Statement and also the attached Illinois General Assembly Bill Status for SB 2820 State Residential Building Code:**

Print your name: \_\_\_\_\_ Property Owner/ Representative

Sign your name: \_\_\_\_\_ Date signed: \_\_\_/\_\_\_/\_\_\_

**REMINDERS:**

1. Obtain and keep a copy of this application for your records.
2. Post your approved construction permit at the work location, for reference by contractors, workers, and County and township officials.

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**ZONING FEE'S**  
(Zoning Department Use Only)

Square footage for all structures:	Dimensions	Total Sq. Ft/					
Total Above Ground		Sq. ft.					
Total Below Ground		Sq. ft.	<b>Zoning Fee's</b>				
Eave Height	N/A	Sq. ft.	\$10	\$20	\$40	Other	Total
Total Finished		Sq. ft.					
Total Unfinished		Sq. ft.					

**Estimated Value of Construction \$ \_\_\_\_\_ Application Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_**  
**Cash/ Check # \_\_\_\_\_**