

KNOX COUNTY ZONING DEPARTMENT
NEW HOME CONSTRUCTION PERMIT APPLICATION
Missi Wheeler- Chief Deputy Zoning Officer

Knox County Zoning Department
121 S. Prairie Street, Suite 1
Galesburg, IL 61401

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Checklist for building a new home

- Contact Knox County Zoning Department for clarification on what setbacks are required in the zoning district.
If zoned “R” Residential, 30/30 front & rear setback, 10/10 each side setback
If zoned “A” Agricultural, 50/50 front & rear setback, 20/20 each side setback
If zoned “C” Conservation, 50/50 front & rear setback, 20/20 each side setback

- Contact the Knox County Health Department for a well/septic permit
1361 W. FREMONT STREET
GALESBURG, IL 61401
309-344-2224
Well/septic permit must be approved by the Health Department **BEFORE** the building permit can be issued. Health Department should fax over a copy of the approval.
Outside City Limits – need well/septic permit
Inside City Limits – need verification of city to hook up
- **Anyone completing plumbing must contact the State Plumbing Inspector Brian McGrath at 309-276-6195.**

Building permit

- Follow the Knox County Zoning Department construction permit application.
A site map & construction plans with materials being used **MUST** be attached to the application. Two (2) sets of plans are required.
Homeowner must sign both signature pages.
See Unified Development Fee Schedule

- **If the land has NOT been disturbed, (check land use layer) need to file an Eco-Cat IDNR (Illinois Dept. of Natural Resources) consultation fee of \$ 125 for Eco-Cat. Bring in the consultation into Zoning Dept. before a permit is issued.**

KNOX COUNTY
NEW HOME CONSTRUCTION PERMIT APPLICATION

Please fully complete all applicable parts of the application form.

Building permit fees are based on per square footage. Please see the Unified Development Fee Schedule below. **Fees will be doubled if any construction has been started before obtaining a permit from the Knox County Zoning Office.**

The structure being built needs to be properly staked out, allowing dimensions, corners, and setbacks to be verified as to the Knox County Resolution. Please check with the Zoning Department to clarify what setbacks are required in your zoning district.

A site map and construction plans with materials being used **MUST** be attached with this application. Two (2) sets of plans are required.

If the land has **NOT** been disturbed, (check land use layer), the applicant will need to file an ECO-Cat with the IDNR (Illinois Dept. of Natural Resources) Consultation Fee for the ECO-Cat is \$125. A copy of the consultation will need to be brought into the Zoning Office before a permit can be issued.

If you have any questions about completing the application, please call the Knox County Zoning Office at (309) 345-3840.

KNOX COUNTY UNIFIED DEVELOPMENT FEE SCHEDULE

Please make the check payable to **Knox County Zoning Department**

CONSTRUCTION PERMIT FEES

Nonrefundable \$25.00 application fee for all construction applications.

Floor area — above/below ground living area, finished basements, or commercial buildings: \$0.20 per square foot

Floor area — non-living area / unfinished basement: \$0.20 per square foot

Accessory building or structure smaller than the footprint of the principal building — small shed, garage, decks, porches: \$0.10 per square foot

Accessory building or structure larger in size than the footprint of the principal building — large garage, workshop, storage shed: \$0.20 per square foot

Privacy Fences / Per Sign: Up to 200 linear feet: \$50

Over 200 linear feet: \$100

ATTENTION: For all applicants, when work is commenced or proceeded with, prior to obtaining the required permits when petitions involve after-the-fact situations, violations, illegal nonconformities, or other nonconformities not resulting from a change to the Zoning Resolution or Subdivision Regulations, the established fees shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of said resolutions, or any applicable county ordinance or regulation, nor from the penalties prescribed in these resolutions, ordinances, and regulations.

KNOX COUNTY NEW HOME 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 _____

(Print clearly using only blue or black ink and complete all parts of this application.)

(Place an "X" unless prompted to do otherwise.)

SECTION 1 - PROPERTY OWNER & BUILDER INFORMATION

Property Owner Name(s) _____

Phone # () _____ - _____ Cell # () _____ - _____ Alternate # () _____ - _____ Fax # () _____ - _____

Email: _____

Property Owner Mailing Address _____

Street Number & Name City State Zip

Proposed Construction Address _____

Street Number & Name City State Zip

10-Digit Parcel Identification # (PIN) _____ - _____ - _____ - _____ Zoning Classification " _____ " _____

Legal Description: _____

Contractor/Builder Name _____

Contractor/Builder Mailing Address _____

Street Number & Name City State Zip

Contractor/Builder Phone # () _____ - _____ Fax # () _____ - _____ License # _____

Plumbing Contractor Registration # _____

Certified Plumber Name _____

Certified Plumber's License # _____ Expiration Date ___/___/___

Anyone completing plumbing must contact the State Plumbing Inspector Brian McGrath at 309-276-6195.

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 _____

***No building permit will be issued for a structure that is adding any plumbing unless a well/septic permit or authorization has been received from one of the agencies below.**

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

If "Yes" who will be providing your service? Knox County Health Dept. (309-344-2224) _____ Or

Spoon Valley Lake (309-879-2368) _____ Or other _____

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

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

Acc. Bldg. ___ Att. Garage ___ Cabin ___ Deck ___ Det. Garage ___ Dock ___ Dock / Stairway ___ Enc. Porch ___
Farm Bldg. ___ Fence ___ Gazebo ___ Grain Bin ___ 1 Story House ___ 1 ½ 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: _____

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

Estimated Value of Construction: \$ _____
This must include all materials and labor!!!

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 _____

If building a:	6" Logs	8' Logs	Other
Log Home			

FOUNDATION: Slab ___ Crawl Space ___ Basement ___

If basement foundation:	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:

What trim will be used:	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:

Will this structure be:	Dimensions	Total Square Feet
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		

SECTION 4- MODULAR/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.

SECTION 5- PLUMBING

BASE HOME INCLUDES 5 Fixtures.

1-Kitchen sink, 1-water heater, 1-bathroom sink, 1-tub or 1-shower or 1 tub/shower combo, and 1-toilet.

How many sinks? _____ How many Bathtubs? _____ How many Showers? _____ How many Toilets? _____

How many Bathtub/shower combos? _____ Any other plumbing fixtures? _____

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 Veneer ___ Brick ___ Stucco ___ Other _____

SHED/ACCESSORY BUILDING: Is there any "Finished" area located inside the structure? Yes ___ No ___

If "Yes", please explain: _____

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

FOUNDATION: Slab ___ Skids ___ Other _____

SECTION 7- PORCHES & DECKS

If 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 ___

SECTION 8-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 _____

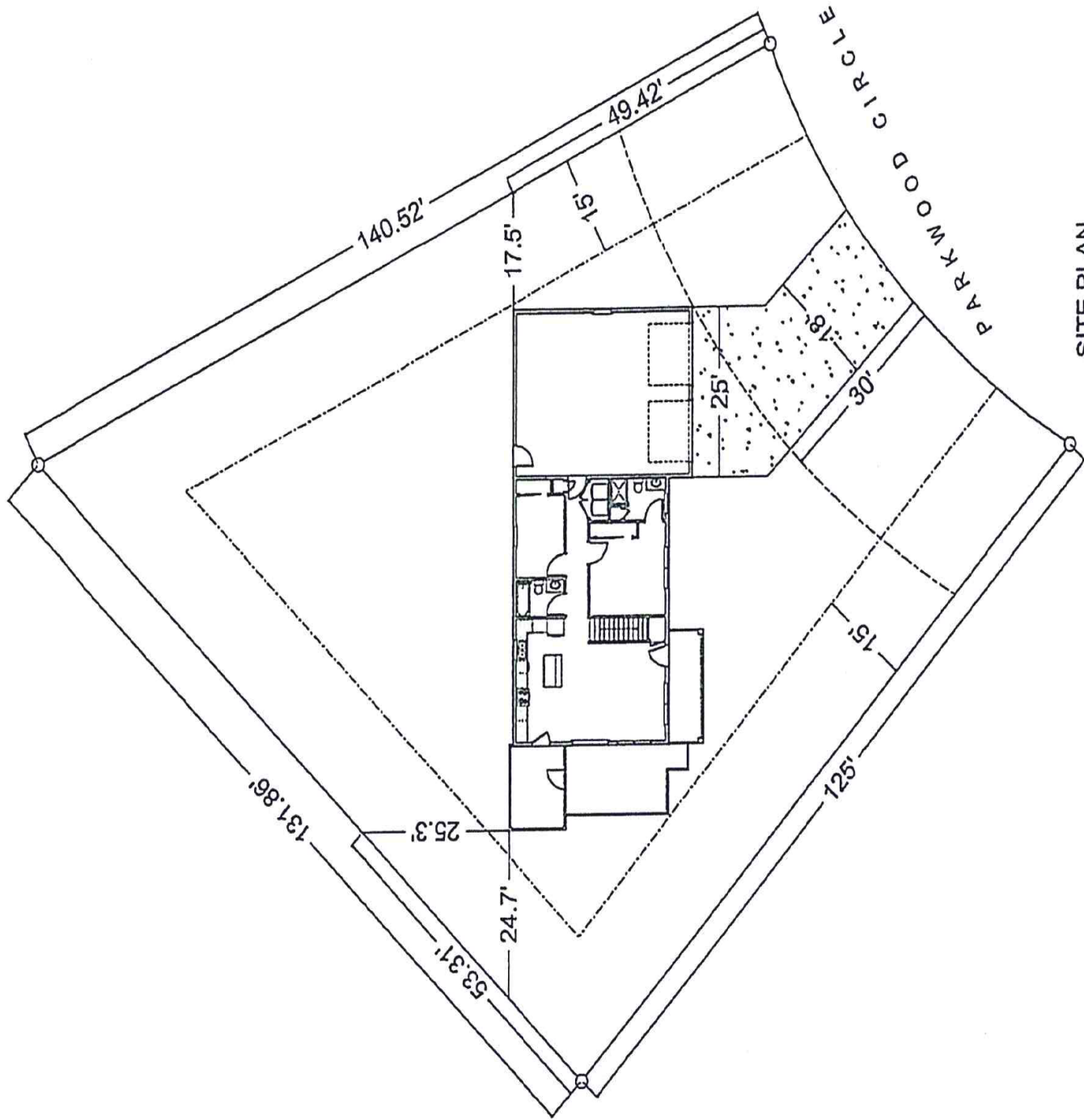
SECTION 9- MISC. STRUCTURES

Please describe the proposed structure and its use: _____

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

SAMPLE SITE PLAN

Here is an example of a site plan that is required with this application. Please show the setbacks you will have from all the appropriate property lines as outlined in the Knox County Zoning Resolution.



SITE PLAN
 LOT #20 OAK RUN
 SCALE = 1:20

SECTION 10- SITE PLAN & MAP

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:

Owners Printed Name: _____

Owners Signed 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.

INSPECTIONS

I, _____ am aware that the Zoning Department will be conducting random inspections on structures constructed in the unincorporated areas of Knox County effective September 11, 2017.

I am also aware that any structure not being used for the purpose expressly stated on the construction permit application, including but not limited to; size, usage and setbacks, may be deemed a zoning violation and may either require going before the Zoning Board of Appeals or removing the structure immediately from the property.

Property Owner's Name (Printed)

Property Owner's Email

Property Owner's Signature

Property Owner's Phone Number

Zoning Representatives Signature

(For Zoning Use Only)

Date: ____/____/____ **Parcel #:** ____ - ____ - ____ **Permit:** _____

Type of Structure:

Acc. Bldg. ___ Att. Garage ___ Cabin ___ Deck ___ Det. Garage ___ Dock ___ Dock/Stairway ___ Enc. Porch ___
Farm Bldg. ___ 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 ___

Comments: _____

This property was inspected on: ____/____/____ by: _____

Findings:

_____ This property was being utilized for the use stated on the construction application.
_____ This property was not being utilized for the use stated on the construction application.

Action Taken:

(Zoning Department Use Only)

Square foot area for all structures:	Dimensions	Total Sq. Ft.	Zoning Fee's				
Total Above Ground		Sq. ft.					
Total Below Ground		Sq. ft.					
Eave Height		Sq. ft.	\$.10	\$.20	\$.40	Other	Total
Total Finished		Sq. ft.					
Total Unfinished		Sq. ft.					

Estimated Value of Construction \$ _____

Application Fee \$ _____

Receipt # _____

Cash \$ _____

Check # _____

AN ACT in relation to housing.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title. This Act may be cited as the Illinois Residential Building Code Act.

Section 5. Purpose. The purpose of this Act is to provide minimum requirements for safety and to safeguard property and the public welfare by regulating and controlling the design, construction, installation, and quality of materials of new residential construction as regulated by this Act.

Section 10. Definitions. In this Act: "International Residential Code" means the International Residential Code for One and Two Family Dwellings published by the International Code Council, as now or hereafter amended by the Council.

"New residential construction" means any original construction of a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or town houses. "Residential building code" means an ordinance, resolution, law, housing or building code, or zoning ordinance that establishes, for residential building contractors, construction-related activities applicable to single-family or 2-family residential structures.

"Residential building contractor" means any individual, corporation, or partnership that constructs a fixed building or structure for sale or use by another as a residence or that, for a price, commission, fee, wage, or other compensation, undertakes or offers to undertake the construction of any building or structure to be used by another as a residence, if the individual, corporation, or partnership reasonably expects to earn a financial profit from that activity.

Section 15. Adoption of building code. A contract to build a home (1) in any municipality in this State that does not have a residential building code in effect or (2) in any portion of a county that is not located within a municipality and does not have a residential building code in effect must adopt as part of the construction contract the applicability of a residential building code that is agreed to by the home builder and the home purchaser as provided in this Section. The home builder and the home purchaser may agree to adopt any municipal residential building code or county residential building code that is in effect on the first day of construction in any county or municipality that is within 100 miles of the location of the new home. If the home builder and the home purchaser fail to agree to a residential building code or if no residential building code is stated in the contract, the plumbing code promulgated by the Illinois Department of

Public Health under Section 35 of the Illinois Plumbing License Law, the National Electric Code as adopted by the American National Standards Institute, and the International Residential Code shall, by law, be adopted as part of the construction contract.

Section 20. Homes constructed for resale. If a builder constructs a home for resale, the builder must certify to the buyer that the builder has constructed the home in compliance with a code authorized under Section 15 and must identify that code.

Section 99. Effective date. This Act takes effect January 1, 2005.