

**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

**Phone: 309-345-3840**

**Fax: 309-343-0063**

**Email: [melissa.wheeler@knoxcountyil.gov](mailto:melissa.wheeler@knoxcountyil.gov)**

**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.**

Rev 09/27/2024

**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 plan with materials being used **MUST** be attached with this application. Two (2) set 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.**

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

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

**KNOX COUNTY UNIFIED DEVELOPMENT FEE SCHEDULE**

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

**Nonrefundable \$25.00 application fee for all construction applications**

**CONSTRUCTION PERMIT FEES**

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 or others: \$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

**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

**Email:** [melissa.wheeler@knoxcountyil.gov](mailto:melissa.wheeler@knoxcountyil.gov)

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 #1 ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell #2 ( ) \_\_\_\_\_ - \_\_\_\_\_

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 Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_

**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 \_\_\_\_\_

**\*If your property is located in the Spoon Valley Lake Sanitary District and/or Oak Run, No Permit will be issued by Knox County Zoning without the approvals of the Spoon Valley Lake Sanitary District and Oak Run. YOU must submit a complete copy of the Knox County Zoning application which includes ALL construction plans, to Spoon Valley Lake Sanitary District for them to determine if the septic system complies with their ordinance.**

**\*\*Knox County Health Department must be contacted if you are adding any bedrooms.**

Have you received your approval from any of the places listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes" who will be providing your service?

**Knox County Health Dept.** (309)344-2224 \_\_\_\_\_

**Spoon Valley Lake Sanitary District** (309)879-2368 \_\_\_\_\_

**Oak Run** (309) 879-2603 \_\_\_\_\_

**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 \_\_\_ 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 \_\_\_\_\_

<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
Finished		Sq. ft.
Unfinished		Sq. ft.

**ATTIC & MISC.:**

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

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

<b>Furnace:</b>	<b>Gas</b>	<b>Electric</b>	<b>Solid Fuel</b>	<b>Geothermal</b>
Forced Air				
Water				

<b>Room Heater:</b>	<b>Gas</b>	<b>Electric</b>	<b>Solid Fuel</b>	<b>Propane</b>
Vented				
Non-Vented				

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

<b>Will this structure be:</b>	<b>Same Stack</b>	<b>Separate Stack</b>
1 Story		
2 Story		
3 Story		
Pre-Fabricated		

**SECTION 4- MODULAR/MOBILE HOMES**

<b>Size:</b>	<b>Dimensions</b>	<b>Total Square Feet</b>
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 \_\_\_

<b>Is basement foundation:</b>	<b>Living Space</b>	<b>Recreational Area</b>	<b>Other</b>
Finished			
Unfinished			
Walk- Out			

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

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

<b>If "Yes":</b>	<b>Dimensions</b>	<b>Total square footage</b>
Tip Out		Sq. ft.
Slide Out		Sq. ft.

**SECTION 5- PLUMBING**

**\*Knox County Zoning requires all structures that are adding NEW plumbing must check with the Knox County Health Department to ensure that there is a Well and/or Septic record on file.**

**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**

<b>Is this structure an:</b>	<b>Dimensions</b>	<b>Total Square Feet</b>
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.

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

<b>If these structures are Entry Stairs:</b>	<b>1- Step</b>	<b>2- Steps</b>	<b>3+ Steps</b>
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 \_\_\_\_\_

Towers: New Facility \_\_\_\_\_ Replacing Equipment \_\_\_\_\_ New Pole \_\_\_\_\_ Pole Upgrade

Height \_\_\_\_\_ X \$15.00 = \_\_\_\_\_

### **SECTION 9- MISC. STRUCTURE**

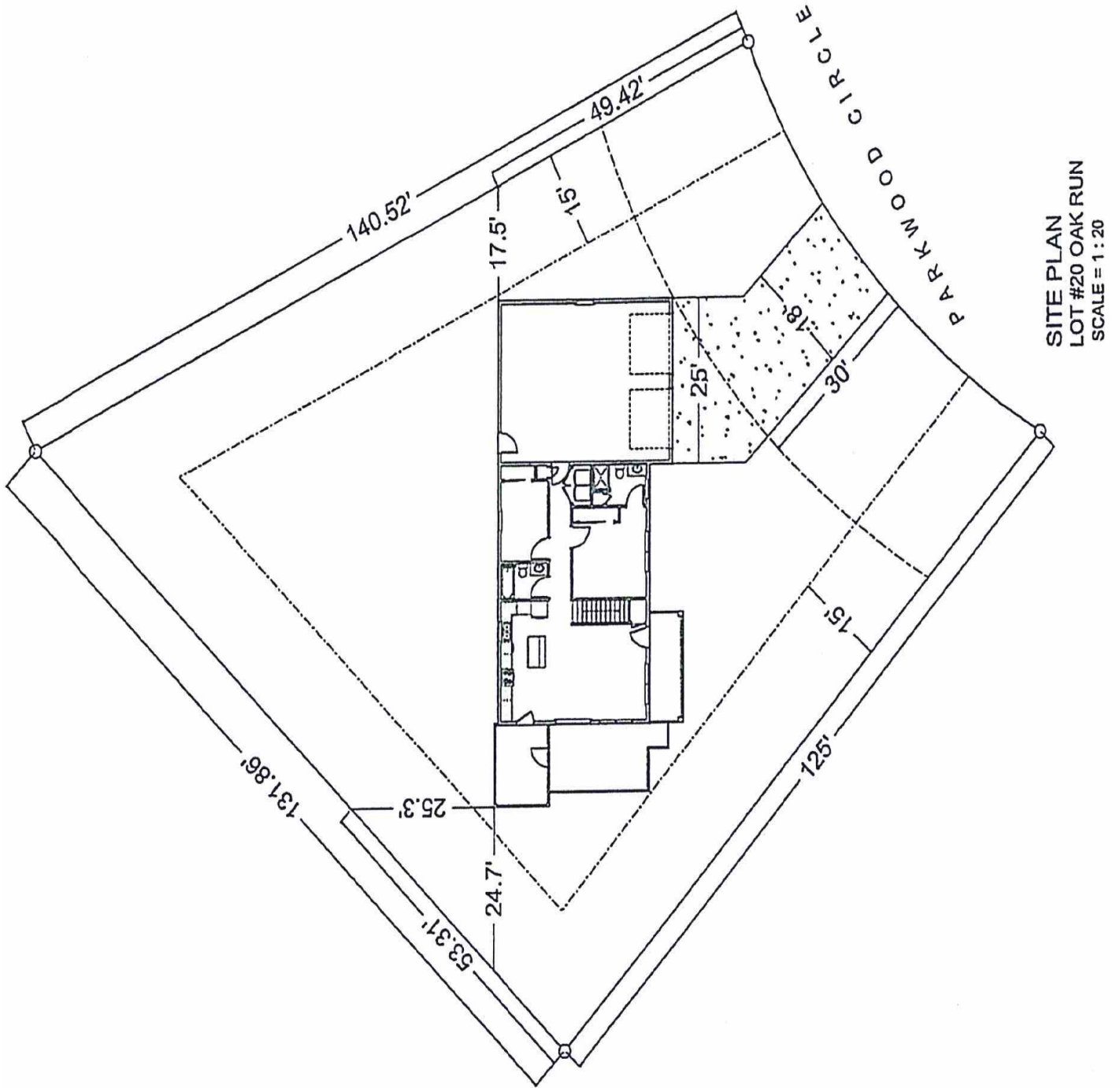


Please describe the proposed structure and its use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Finished/Unfinished</b>	<b>Dimensions</b>	<b>Total Square Feet</b>
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.



**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.

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**

\_\_\_\_\_  
Knox County Zoning Representative Signature

**(For Zoning Use Only)**

**Date:** \_\_\_/\_\_\_/\_\_\_    **Parcel #:** \_\_\_-\_\_\_-\_\_\_-\_\_\_    **Permit #:** \_\_\_\_\_

**Type of Structure:**

Acc. Bldg. \_\_\_ Att. Garage \_\_\_ Cabin \_\_\_ Deck \_\_\_ Det. Garage \_\_\_ Dock \_\_\_ Stairway \_\_\_ Enc. Porch \_\_\_  
Farm Bldg. \_\_\_ Fence \_\_\_ Gazebo \_\_\_ Grain Bin \_\_\_ Lean-To \_\_\_ Shed \_\_\_ Misc. Structure \_\_\_ Open Porch \_\_\_ Pole Barn \_\_\_  
Pool \_\_\_ Room Addn. \_\_\_ Machine 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 Fees**

**(Zoning Department Use Only)**

Square foot area for all structures:	Dimensions	Total Sq. Ft.					
Total Above Ground		Sq. ft.					
Total Below Ground		Sq. ft.	Zoning Fee's				
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 # \_\_\_\_\_

## **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.