



COMMERCIAL BUILDING PERMIT PACKET (CBPP)

Commercial Building Permit Application Packet Sheet

Commercial Building Permit Application

Commercial Building Permit Application Checklist

Commercial Water Department Application

Commercial Building Sewer Application

Commercial Application for Culvert/Sidewalk Installation

Hold Harmless Agreement

Fee Schedule

Please submit entire packet as your application. Should pages not pertain to your project, indicate so by writing N/A on the page.



Date Received: _____

VILLAGE OF DOWNS

Building Permit Application Packet (Commercial)

The following forms and information is to assist in the Building Permit Application Process with The Village of Downs. The following steps must be completed by the applicant prior to a building permit being issued. **THIS PROCESS WILL TAKE A MINIMUM OF TWO WEEKS BEFORE A PERMIT WILL BE ISSUED. UNDER CERTAIN CIRCUMSTANCES, IT COULD TAKE LONGER.**

All required forms must be filled out appropriately and have the required information/items required for each form. i.e. Septic Permit #, Sewer application and related sewer fees, Water tap on fee, Water deposit, Building Application fee.

Application packet is turned into the Village of Downs Business Office at 211 S. Seminary St.. The application packet will be obtained by the Village Employee and the employee will provide the Village Building Inspector and Village Building Chairperson with the application.

NOTE: Possession or even completion of this packet does not guarantee issuance of a building permit.

The Village Building Chairperson will contact the Village Streets Chairperson, Village Water Chairperson, or any other applicable Village board member as necessary for their approval.

Once the above members have given their approval, the Building Chairperson will inform the Village Clerk to issue a building permit.

NO WORK IS TO COMMENCE UNTIL A BUILDING PERMIT IS ISSUED BY THE VILALGE CLERK AND A STAKE OUT/LAYOUT INSPECTION HAS BEEN COMPLETED BY THE VILLAGE OF DOWNS ZONING ENFORCEMENT OFFICER.

Starting excavation/construction prior to the issuance of a building permit by the Village Clerk and the sate out/layout inspection by the Downs Zoning Enforcement Officer will result in a \$100 fin as allowed in Chapter 1, Article I, Section 3D of the Village of Downs Code.

Applicant's Initials _____



Commercial Building Permit Application Checklist

The undersigned person is responsible for this permit and responsible for correspondence with the Village of Downs regarding this permit. **NOTE: Possession or even completion of this packet does not guarantee issuance of a building permit.**

Name of Applicant _____

Address _____

Checklist of required materials for completion of a building permit.
(all these demands must be met for a building permit to be issued)

- _____ Do you have your Health Department Permit and/or Septic Permit #?
(Cross Creek Subdivision only)
- _____ Is Sewer application completed?
- _____ Are all other required items filled out ? (water app., culvert insp.)?
- _____ Is total cost of project including land(land is for new construction) listed?
- _____ Is the Culvert/Sidewalk Application filled out completely?
- _____ Is a copy of the site plans attached? (including elevation with construction and final grade)
- _____ Full Set of Construction Plans emailed to: info@villageofdowns.org
- _____ Is the water tap on fee, water deposit, sewer connection fee, BNWRD connection fee and building permit fee included in the check submitted?

NOTE: Numerous inspections are required including final inspections and are listed below.

After these inspections, any **extra inspections or fines** incurred due to failure to comply with Village of Downs building ordinances become the responsibility of the applicant/the above named party. **ANY OUTSTANDING FEES WILL DELAY THE OCCUPANCY PERMIT.** The Village of Downs abides by IRC codes.

Required Inspections for new build:

Plan Review
Stakeout/layout Inspection
Water Service Location Inspection
Footings Inspection (open form wth rebar)
Foundation Inspection (before backfill)
Sewer Inspection
Framing/Pre-Drywall/Mechanicals Inspection (before insulation)
Water Meter Request
Water Meter Installation Inspection
Driveway Form Inspection
Water Shut off Inspection (after final grade)
Final Mechanical/Occupancy Inspection

Attached is a permit fee schedule.

Applicant's initials _____



Village of Downs
 211 S. Seminary, PO Box 18
 Downs, IL 61736-0018
 Voice: 309-378-3221
 Website: www.VillageOfDowns.org

COMMERCIAL BUILDING PERMIT APPLICATION

Site Address:	Unit #:	OFFICE USE ONLY Application Received _____ Application Fee _____ Permit Issued _____ Permit Number _____ Contacted: Phone _____ Email _____
Subdivision & Lot #		
Scope of project:		
Application Date:		
Cost of Project (w/o Mechanicals):		Anticipated Start:
Cost of Project (with Mechanicals)		Anticipated End Date

	NAME	ADDRESS	EMAIL	PHONE
Site Owner				
Contractor				
Architect				
Engineer				
Superintendent				

	ITEMS TO BE SUBMITTED/COMPLETED BY APPLICANT
	Complete Site Plan
	Complete Building Plans (Foundation, Floor, Elevations)
	Sewer Application
	Water Application
	Culvert/Sidewalk Application
	Parking Application

As the owner/ and/or representative of the above property, I certify the above information is correct.

Signature _____ Date: _____



- PLEASE ATTACH PLANS/SKETCHES TO THIS APPLICATION
- **NOTE: PERMITS MUST BE OBTAINED BEFORE WORK BEGINS**
- SUBMISSION OF THIS FORM DOES NOT GUARANTEE OR GRANT APPROVAL TO START WORK.
- ACCEPTANCE OF PAYMENT DOES NOT CONSTITUTE A PERMIT.
- APPLICATION VOID IF WORK IS NOT STARTED WITHIN 6 MONTHS AFTER PERMIT ISSUANCE AND COMPLETED WITHIN 12 MONTHS AFTER PERMIT ISSUANCE.
- ANY VILLAGE ENGINEERING COSTS INCURRED WILL BE PAID BY THE APPLICANT.
- ADA REQUIREMENTS ARE THE OWNER'S RESPONSIBILITY.



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Trades: Indicate which trades are needed for this project. If unknown enter TBD				
	NAME	ADDRESS	EMAIL	PHONE
Electrical				
Plumbing				
HVAC				
Insulation				
Roofing				
Excavator				
Sign				
Fire Sprinkler				
Alarm				

NOTE: The speed limit in the Village is 25mph. Contractor is responsible for letting any subcontractors know this.

Approved by: _____
 Building Trustee

Comments:



VILLAGE OF DOWNS WATER DEPARTMENT APPLICATION FOR WATER SERVICE

211 S. Seminary St.
PO Box 18
Downs, IL 61736
309-378-3221

Full Name _____

Spouse Name _____

Service Address _____

Mailing Address _____

Property Parcel # _____

Landline Phone _____

Work Phone _____

Date of Occupancy/Possession _____

**FEES NEEDED WITH
APPLICATION
DEPOSIT \$100
TAP ON \$500**

Property Owner _____

Mailing Address _____

Contact Number _____

Cell Phone _____

Date water needed _____

Village Code Chapter 12 Section 2 TURNING ON: No water from the Village water supply shall be turned on for service to any premise by any person but the Village Water Superintendent ("Superintendent") or some person authorized by the Superintendent to perform this service. An unauthorized water turn on shall result in a **\$400 Four Hundred Dollar fine to Applicant.**

Village Code Chapter 12 Section 4 Deposit: A Deposit shall be made with each Application. The Deposit shall be retained by the Village as security to insure an Applicant's payment of all bills for water service. The amount of this Deposit shall be determined by the Village Board from time to time. When service to the Applicant is discontinued, the Deposit, less any past due or current balance owed to the Village for water service shall be refunded to Applicant without interest. **The current Deposit is \$100.**

In the event that the undersigned Applicant fails to make the required payment(s) for water service on the required date(s), an Event of Default will be deemed to have occurred on the earliest date that Applicant fails to make said payment(s). Village will allow Applicant seven (7) days from the Event of Default to cure the Default by Applicant doing one of the following: (i) tendering full payment to Village of the past due balance; or (ii) entering into an acceptable Installment Payment Agreement with Village. If Applicant fails to cure said Event of Default as provided for herein then, in addition to the assessment of late fees and disconnection of the water service, Applicant hereby consents and agrees that the Village shall be allowed to obtain a **Confession of Judgment** against Applicant in the Circuit Court of McLean County without further notice to Applicant.

By applying for water service, Applicant consents and agrees that: 1) Village can obtain said **Confession of Judgment** without extending further due process to Applicant; and 2) Village can obtain said **Confession of Judgment** for the total amount due for water service under the ordinances of the Village, less any payments previously made by Applicant, together with a **Confession of Judgment** for late fees, reasonable attorney's fees and costs incurred by Village in procuring said **Confession of Judgment** against Applicant.

NOTE: "Confession of Judgment" as used herein, means that in the Event of Default and failure to cure by the Applicant, as provided herein, the Village can confess a judgment against Applicant without further hearing or opportunity to dispute or object to the judgment.

Upon making application for water to be turned on at the above address, I do accept and agree to abide by all of the provisions of the Village of Downs Water Department as stated in the Code of the Village, as conditions governing the use of the Village water supply and further acknowledge, agree and accept the conditions set forth within this Application, including the **Confession of Judgment** provisions set forth herein.

Signature _____ Date _____

Applicant

Dates used by the water billing department:

1st of the month: All accounts are charged for the prior month's service

15th-18th of the month: Meters are read

15th of the month: **All accounts are due in full**

16th of the month: Late penalties are added and shut off notices are sent out.

Starting 26th of the month: **Shut off fees charged and Shut offs will be done for non-payment**

FOR OFFICE USE

202312

Meter ID _____ Customer ID _____ Date water turned on _____



Permit # _____

**COMMERCIAL, INSTITUTIONAL/GOVERNMENTAL,
AND INDUSTRIAL SEWER CONNECTION APPLICATION**

A. THE UNDERSIGNED being the _____ of the
(Owner, Lessee, Tenant, etc.)
property located at _____ and phone contact of _____

DOES HEREBY REQUEST a permit to install an industrial sewer connection serving the

_____ which company is engaged in _____ at said location.
(Name of Company)

1. A plat of the property showing accurately all sewers and drains now existing is attached hereunto as **Exhibit "A"**.
2. Plans and specifications covering any work proposed to be performed under this permit is attached hereunto as **Exhibit "B"**.
3. A complete schedule of all process waters and industrial wastes produced or expected to be produced at said property, including a description of the character of each waste, the daily volume and maximum rates of discharge, and representative analyses, is attached hereunto as **Exhibit "C"**.
4. The name and address of the person or firm who will perform the work covered by this permit is:

B. In consideration of the granting of this permit THE UNDERSIGNED AGREES:

1. To furnish any additional information relating to the installation or use of the industrial sewer for which this permit is sought as may be adopted in the future.
2. To operate and maintain a control manhole and any waste pretreatment facilities, as may be required as a condition of the acceptance into the public sewer of the industrial wastes involved in an efficient manner at all times, and at no expense to the Village.
3. To cooperate at all times with the Village and his representative in their inspecting, sampling, and study of the industrial wastes, and any facilities provided for pretreatment.
4. To notify the Village immediately in event of any accident, negligence, or other occurrence that occasions discharge to the public sewers of any wastes or process waters not covered by this permit.

DATE: _____ Signed: _____
(Applicant)

(Address of Applicant)

(Phone and Email Address of Applicant)

(Certification by Village of Downs

\$ _____ connection fee paid. \$ _____ inspection fee paid.

Application approved and permit granted: DATE: _____ Expires _____

Signed: _____
(Approving Authority)

**A COPY OF A BNWRD PERMIT AND PROFF OF PAYMENT OF BNWRD
CONNECTION FEE MUST BE PROVIDED.**

The validity of this permit is conditioned upon all work performed hereunder being done in accordance with plans and specifications submitted and in compliance with BNWRD, Village and State EPA Regulations and/or Ordinances. If actual work is not started under this permit within 6 months, it will automatically expire and become null and void. Should the party or parties to whom this permit is issued in any way violate any of the Ordinances of the Bloomington and Normal Water Reclamation District during the period when this permit is in effect, such violation shall of itself cause this permit to be null and void. Otherwise, same to remain in full force and effect. This permit is neither assignable or transferable.

11/09/2018

APPLICATION FOR CULVERT/SIDEWALK



_____ I am not installing a culvert _____
Property Owner/Applicant Signature Date

_____ I am installing a culvert _____
Property Owner/Applicant Signature Date

If you want to install a culvert, please draw the proposed installation on the space provided below or refer to an attachment. **You are required to indicate the following:**

- 1) Location of the culvert (address, etc.).
 - 2) Distance from the street.
 - 3) Size and length of the culvert.
 - 4) Type of culvert (materials).
 - 5) Plan for covering the culvert (gravel, concrete, etc.).
- Note: Hard surface driveways and culverts in the Village ROW are not the responsibility of the Village. Ditches are not allowed to be covered without prior approval.

Village Requirements for Driveway/Culvert:

- 1) Culvert must be at least 12" wide x 16" long using galvanized or black coated steel pipe or DOT approved double-wall corrugated HDPE pipe.
- 2) Culvert must have steel pans on each end.
- 3) Driveway must slope away from the road.
- 4) Driveway must stop at edge of shoulder and be at or below grade of the shoulder.
- 5) Call Office to arrange driveway approach review by Village before final work is completed.
- 6) No ditches are allowed to be covered, except for the driveway, unless written approval has been obtained.

.....
This form must be completed and approved by the Street Chairperson prior to issuance of a building permit or installation of a culvert.
.....

Who will be responsible for the installation of the culvert?

Name & Phone #

SIDEWALKS

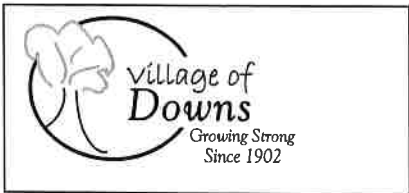
Is a sidewalk required on the development plans for lot that this application pertains to? _____

If yes, BE SURE IT IS INDICATED ON THE ATTACHED SITE PLANS

Property Owner/Applicant Signature(s)

Street Chairperson Signature

Approved____ Denied____ Reason: _____ Date_____



APPLICATION FOR PARKING LOT

_____ **I am not installing a parking lot** _____
Property Owner/Applicant Signature Date

_____ **I am installing a parking lot** _____
Property Owner/Applicant Signature Date

If you want to install a parking lot, please draw the proposed installation on the space provided below.

You are required to indicate the following:

- 1) Location of the parking lot (address, etc.).**
- 2) Distance from the street. (Entrance and Exit)**
- 3) Size of the parking lot.**
- 4) Type of materials to be used.**
- 5) Plans for fencing.**
- 6) Plans for lighting.**

.....
This form must be completed and approved by the Zoning Enforcement Officer prior to issuance of a building permit or installation of a parking lot.
.....

Who will be responsible for the installation of the parking lot?

Name, Phone #, and Email Address

Property Owner/Applicant Signature _____

Zoning Enforcement Officer Signature _____

Approved _____ **Denied** _____ **Date** _____



HOLD HARMLESS AGREEMENT

The undersigned homeowner ("Homeowner"), for and in consideration of the granting of a permit by the Village of Downs ("Village") to Homeowner allowing for the construction and installation requested by Homeowner to proceed at the property address indicated herein, agrees to hold the Village completely harmless and shall indemnify the Village from and against any claims for personal injury, death or property damage arising out of the improvement made by or for the benefit of the Homeowner constructing and or installing any deck, porch, stoop, step out, (attachments or platforms) or other like improvement on the external portion of any residence owned or occupied by Homeowner including any concrete work (collectively "Improvement"). This hold harmless and indemnification agreement shall also include attorney's fees, costs and expenses that may be incurred by the Village in defending any claim brought against the Village by the Homeowner or any third party arising out of the construction of any Improvement.

In exchange of Homeowner's execution of this Hold Harmless agreement Homeowner shall be allowed to construct an Improvement in a manner that meets or exceeds the minimum requirement of the Village code applicable to said Improvement and does not interfere with the water system, sewer system, septic system, drainage tile, or the like, without requiring the Homeowner to obtain a permit from the McLean County Health Department and the Village of Downs. In the event there is a septic system or water system present, the homeowners will be allowed to proceed if the Health Department is contacted to see if a Health Department Permit may be required.

If, during the construction of any Improvement, Homeowner or its contractor or agent damages in any way any water system, septic system, drainage tile, or the like, it will be the responsibility of the Homeowner to bear the cost of any and all repairs to the water system, septic system, drainage tile, or the like.

It is also understood and agreed to by the Homeowner that any Improvement by Homeowner that may impede the future access of the water system or sewer system, shall require an initial inspection by the Building Inspector of the Village prior to ANY work being started.

Homeowners Name _____
Print

Homeowners Signature _____

Address _____

Phone # _____

Date _____

		Village of Downs			Building Permit Fee Schedule		
	8/14/2025						
	Residential				Residential New Build Fees		
	Square Footage						
	1	1000	\$500.00		BNWRD	\$1,487.50	
	1001	2000	\$700.00		Sewer Tap	\$1,000.00	
	2001	3000	\$750.00		Water Tap	\$500.00	
	3001	5000	\$800.00		Water Deposit	\$100.00	
	5001	6000	\$850.00		Sewer Inspec	\$100.00	
	6001	7000	\$900.00				
	7001	and up	\$950.00				
	Commercial				Remodels	\$350.00	
	Square Footage				Solar	\$350.00	
	100000	500000	\$850.00		Small Projects	\$25.00	
	500001	1000000	\$950.00				
	1000001	3000000	\$1,050.00				
	3000001	5000000	\$1,150.00				
	5000001	10000000	\$1,250.00				
	10000001	and up	\$1,350.00				
	Demolition						
	Residential Dwelling	100					
	Accessory Structure	50					
	Commercial Building	200					