



BUILDING PERMIT PACKET (BPP)

Building Permit Application Packet Sheet

Building Permit Application Checklist

Building Permit Application

Water Department Application

Residential Building Sewer Application

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

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 of Downs 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 VILLAGE 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 stake out inspection by the Downs Zoning Enforcement Officer will result in a \$100 fine as allowed in Chapter 1, Article I, Section 3D of the Village of Downs Code.

Applicant's Initials _____

202508



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
- _____ Does 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 with 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 _____

202508



BUILDING PERMIT APPLICATION

Building Ordinance, Article 1,

Section 3a: It is hereby required that a permit be obtained from the Building Committee in advance before any person shall proceed with the construction, alteration, conversion, moving, structural repair or demolition, interior or exterior, of any structure or any appurtenance thereto, or make any excavation therefore within the corporate limits now existing or hereafter extended, or the placing of any material for such purposes upon the location, or the occupancy of any sidewalk, parking, street or alley. The refusal, failure, or neglect to obtain such permit shall be unlawful.

Property Owner: _____ **Phone:** () -
Email: _____

Applicant: _____ **Phone:** () -
Email: _____

General Contractor: _____ **Phone:** () -
Email: _____

Construction Address: _____ **Parcel #** _____

Type of construction? ☐ Single family ☐ Deck
 ☐ Zero Lot Line, Duplex ☐ Room Addition
 ☐ Basement Improvement ☐ Other _____

Please specify/work description: _____

	<u>Contract Amount</u>	<u>Subcontractors</u>
Lot cost:	\$ _____	General: _____
Framing/Concrete:	\$ _____	Excavating: _____
Electric:	\$ _____	Electrical: _____
Plumbing:	\$ _____	Plumbing: _____
HVAC:	\$ _____	HVAC: _____
Roofing:	\$ _____	Roofing: _____
Final Grade:	\$ _____	Final Grade: _____
TOTAL	\$ _____	

Square Footage (Finished & Unfinished)
1st Floor: _____
2nd Floor: _____
Basement: _____
TOTAL SQ FT _____



BUILDING PERMIT APPLICATION

The following requirements must be accepted and will be strictly enforced with a zero-tolerance policy. By initialing you accept these requirements and understand the consequences associated with these policies. Not accepting these requirements will result in an automatic denial of your permit.

Initials

- ☐ 1. Silt fencing must be installed and maintained until grass has been established. Failure to install or maintain will result in a \$50 fine per day. If failure occurs, you are responsible for cleanup of any downstream run off.
- ☐ 2. Curb stop is NOT allowed in driveway. If found in driveway, you are responsible for moving it and any costs associated.
- ☐ 3. Final grade must not exceed 3' above construction grade or will result in a \$500 fine and will require contractor to rip and replace foundation to proper grade.
- ☐ 4. Sump pump and/or downspouts are not allowed to discharge into the right of way/ditch or drainage easement. Water must surface at least 10' from the easement and/or the edge of the right of way. Failure to comply will result in fine a \$50 fine per day until corrected.
- ☐ 5. No ditches are allowed to be covered without written permission from the Village and violations are subject to a \$50 per day fine until corrected.
- ☐ 6. All fees, fines, and corrections must be obtained prior to final occupancy being obtained. No exceptions.

Applicant/Owner: _____

Date: _____

() Permit Granted

() Permit Denied

Building Official: _____

Date: _____

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 #: _____
Service ID _____



RESIDENTIAL BUILDING SEWER APPLICATION

A. THE UNDERSIGNED, being the _____ of property
(Owner, Owner's Agent)
located at _____ Parcel ID Number (PIN #) _____
Number Street

DOES HEREBY REQUEST: a permit to install and connect a building sewer to serve the _____ at said location.

(Building type)

1. The following indicated fixtures will be connected to the proposed building sewer:

Number	Fixtures	Number	Fixtures	Number	Fixtures
_____	Kitchen Sinks	_____	Water Closets/Toilets	_____	Lavatories
_____	Bath Tubs	_____	Laundry Tubs	_____	Showers
_____	Urinals	_____	Garbage Grinders		

Specify any other fixtures: _____

2. The maximum number of persons who will use the above fixtures is _____.

3. The name and address of the person or firm who will perform the proposed work is _____.

4. Plans and specifications for the proposed building sewer are attached hereunto as Exhibit A.

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

1. To accept and abide by all provisions of the Village Code of the Village of Downs and of all of the pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the building sewer from the building to the sewer main at no expense to the Village.
3. To notify the Village when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered.

C. If remaining on your private septic system, attach a copy of the active private septic system permit from the McLean County Public Health Department. Current conditions must match permit.

NOTE: YOU MUST RETURN THIS FORM EVEN IF YOU ARE NOT CONNECTING AT THIS TIME

DATE: _____ SIGNED: _____
(Applicant)

(Address of Applicant) (Phone number)

E-mail Address _____

Certification by Village of Downs: _____ (FOR OFFICE USE ONLY)

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

Application approved and permit issued: DATE: _____ EXPIRES: _____

SIGNED: _____
(Approving Authority)

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, City 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. 202508

Permit #: _____
Service ID _____

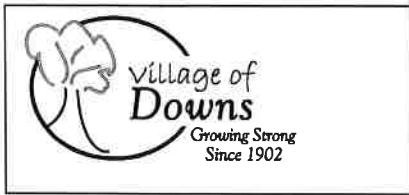
EXHIBIT A
VILLAGE OF DOWNS
SEWER CONNECTION PLAN

Please draw the general location of your existing septic system and proposed sewer service line in the box below.

FOR OFFICE USE ONLY

1. **Permit #:** _____
2. **Property Owner:** _____
3. **Service ID #** _____
4. **Installer:** _____
5. **Inspector:** _____

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, City 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.



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 _____



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					