



## **BUILDING PERMIT PACKET (BPP)**

**Building Permit Application Packet Sheet**

**Building Permit Application**

**Building Permit Application Checklist**

**Water Department Application**

**Residential Building Sewer Application**

**Applicatoin 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.

Revised 3/2017



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 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 STAKE OUT INSPECTION IS DONE BY THE VILLAGE OF DOWNS ZONING ENFORCEMENT OFFICER.**

Inspections listed below are required. 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. **ANY OUTSTANDING FEES WILL DELAY THE OCCUPANCY PERMIT.** The Village of Downs abides by IRC codes.

Attached is a permit fee schedule.

**Required Inspections for new build:**

- Stakeout Inspection
- Footings Inspection (before backfill)
- Framing Inspection
- Sewer Inspection
- Water Shut off/meter Inspection
- Pre-Drywall/Mechanicals Inspection
- Final Inspection/Occupancy

**Some of these inspections may also be required for remodel and other smaller projects on a case by case basis.**

3/17/17



BUILDING PERMIT APPLICATION

Property Owner \_\_\_\_\_ Phone/Email \_\_\_\_\_

Applicant \_\_\_\_\_ Phone/Email \_\_\_\_\_

General Contractor \_\_\_\_\_ Phone/Email \_\_\_\_\_

Construction Address \_\_\_\_\_ Parcel # \_\_\_\_\_

Plans submitted? ( )yes ( )no Site plans? ( )yes ( )no

Type of construction? ( )Single family ( )Zero Lot Line, Duplex ( )Interior Remodel
( )Room Addition ( )Deck ( )Other \_\_\_\_\_

Please specify/work description: \_\_\_\_\_

Construction Costs:

\*Lot cost \$ \_\_\_\_\_
\*General \$ \_\_\_\_\_
Electric \$ \_\_\_\_\_
Plumbing \$ \_\_\_\_\_
HVAC \$ \_\_\_\_\_
\*TOTAL \$ \_\_\_\_\_

Subcontractors:

General \_\_\_\_\_
Plumbing \_\_\_\_\_
Electrical \_\_\_\_\_
Excavating \_\_\_\_\_
HVAC \_\_\_\_\_
Roofing \_\_\_\_\_

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.

Section 3d: In all cases where the estimated cost of proposed work and material exceeds two thousand dollars (\$2,000.00), the application shall be accompanied by plans or drawing and specifications sufficient to show that the minimum requirement of this Ordinance will be met.

A permit shall be obtained for the scope of work as defined by the applicable code, prior to commencing work in the Village of Downs. Where the scope of work is not clear, the Village may require additional information or documentation. The applicant and owner of this property consents to any reasonable inspection of work to determine whether a permit is necessary. The applicant acknowledges that they have informed the property owner of the inspection requirements necessary to determine compliance. Upon completion of the work the permit holder shall notify the Village of Downs for a final inspection and occupancy compliance with the Village Building Inspector.

The Village of Downs is not responsible for damage or injury as a result of inspection or failure to make an inspection. The applicant swears and/or affirms to the truth of the plans, information and documentation provided for permit issuance, and agrees to comply with the Village of Downs adopted ordinances. This application and permit is neither transferable or assignable, and may be revoked at anytime with valid reason. This application does not guarantee permit issuance, and is not valid without code officials signature of approval.

APPLICANT/OWNER \_\_\_\_\_ DATE \_\_\_\_\_

( )PERMIT GRANTED ( )PERMIT DENIED BUILDING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_



## 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)*

1. Do you have your Health Department Permit and/or Septic Permit #? \_\_\_\_\_  
(Cross Creek Subdivision only)
2. Is Sewer application completed? \_\_\_\_\_
3. Are all other required items filled out? (water app., culvert insp.)? \_\_\_\_\_
4. Is total cost of project including land(land is for new construction) listed? \_\_\_\_\_
5. Is the Culvert/Sidewalk Application filled out completely? \_\_\_\_\_
6. Is a copy of the site plans attached? \_\_\_\_\_
7. 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 given including final inspections. 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. The Village of Downs abides by IRC codes.

**NO WORK IS TO COMMENCE UNTIL A BUILDING PERMIT IS ISSUED BY THE VILLAGE AFTER DIRECTION BY THE BUILDING CHAIRPERSON AS OUTLINED IN THE VILLAGE ORDINANCE BOOK.**

**Required Inspections for new build:**

Stakeout Inspection  
Footings Inspection (before backfill)  
Framing Inspection  
Sewer Inspection  
Water Shut off/meter Inspection  
Pre-Drywall/Mechanicals Inspection  
Final Inspection/Occupancy

**Some of these inspections may also be required for remodel and other smaller projects on a case by case basis.**



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 \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Parcel # \_\_\_\_\_

Landline Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Date of Occupancy/Possession \_\_\_\_\_

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

Payment Dropbox
Is available at the
Village Hall
211 S. Seminary St.

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 offs will be done for non-payment

FOR OFFICE USE 3/17/17

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, address and phone number of the person or firm who will perform the proposed work is \_\_\_\_\_.

4. Plans and specifications for the proposed building sewer are indicated on the original building plans.

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.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(Applicant)

(Address of Applicant)

(Phone number)

Certification by Village Treasurer:

(FOR OFFICE USE ONLY)

\$ \_\_\_\_\_ connection fee paid.

\$ \_\_\_\_\_ inspection fee paid.

Application approved and permit issued: DATE: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(Approving Authority)

Inspector: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

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. 3/24/17



APPLICATION FOR CULVERT/SIDEWALK APPLICATION

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.
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.).

Empty rectangular box for drawing the proposed installation.

CULVERTS MUST MEET VILLAGE MINIMUM SPECIFICATIONS OF:
CULVERT PIPE @ LEAST 12" WIDE & 16' LONG
GALVANIZED STEEL PIPE OR BLACK COATED STEEL PIPE

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

Property Owner/Applicant Signature

Street Chairperson Signature

Approved Denied Date



## HOLD HARMLESS AGREEMENT

The following is an agreement to hold the Village of Downs harmless from any and all liability for the purpose of construction of any deck, porch, stoop, step out, or the like on the external portion of any residence.

This agreement is stating that the homeowners will be allowed to construct a deck, porch, stoop, or the like WITHIN CODE, and providing that the total cost is below \$2000.00, without being required to obtain a Health Department Permit.

If, during the construction of any deck, porch, stoop, or the like, the homeowner damages in anyway any septic system, drainage tile, or the like, it will be the responsibility of the homeowner to incur the cost of any and all repairs to the septic system, drainage tile, etc.

It is also understood by the homeowner that any construction performed during this process that may impede the future access of the sewer system, could and will require an initial inspection by the Village of Downs Building Inspector prior to ANY work being started.

Homeowners Name \_\_\_\_\_  
Print

Homeowners Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Date \_\_\_\_\_



# Village of Downs

# Building Permit Fee Schedule Other Fees

1	2000	45	53001	54000	243		
2001	5000	90	54001	55000	245		
5001	6000	95	55001	56000	246	BNWRD	2975
6001	7000	100	56001	57000	248	Sewer Tap	1000
7001	8000	105	57001	58000	249	Water Tap	500
8001	9000	110	58001	59000	250	Water Deposit	100
9001	10000	115	59001	60000	252	Sewer Inspec.	85
10001	11000	120	60001	61000	253		
11001	12000	125	61001	62000	255		
12001	13000	130	62001	63000	256		
13001	14000	132	63001	64000	257		
14001	15000	134	64001	65000	258		
15001	16000	136	65001	66000	260		
16001	17000	138	66001	67000	262		
17001	18000	140	67001	68000	263		
18001	19000	142	68001	69000	264		
19001	20000	144	69001	70000	266		
20001	21000	146	70001	71000	267		
21001	22000	148	71001	72000	269		
22001	23000	150	72000	73000	270		
23001	24000	152	73001	74000	271		
24001	25000	154	74001	75000	273		
25001	26000	156	75001	76000	295		
26001	27000	158	76001	77000	297		
27001	28000	160	77001	78000	299		
28001	29000	162	78001	79000	300		
29001	30000	164	79001	80000	301		
30001	31000	166	80001	81000	303		
31001	32000	168	81001	82000	304		
32001	33000	170	82001	83000	306		
33001	34000	172	83001	84000	307		
34001	35000	174	84001	85000	308		
35001	36000	176	85001	86000	310		
36001	37000	180	86001	87000	312		
37001	38000	181	87001	88000	314		
38001	39000	182	88001	89000	315		
39001	40000	183	89001	90000	317		
40001	41000	184	90001	91000	318		
41001	42000	185	91001	92000	320		
42001	43000	186	92001	93000	321		
43001	44000	187	93001	94000	323		
44001	45000	188	94001	95000	324		
45001	46000	189	95001	96000	325		
46001	47000	190	96001	97000	328		
47001	48000	191	97001	98000	329		
48001	49000	192	98001	99000	331		
49001	50000	193	99001	100000	332		
50001	51000	239	100001	500000	390		
51001	52000	241	500001	1000000	515		
52001	53000	242	1000001	3000000	700		
			3000001	and over	865		