



## **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 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



## 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)***

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 plan 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 inspection. 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**  
 211 S. Seminary, PO Box 18  
 Downs, IL 61736-0018  
 Voice/Fax: 309-378-3221  
 Website: [www.VillageOfDowns.org](http://www.VillageOfDowns.org)

## COMMERCIAL BUILDING PERMIT APPLICATION

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

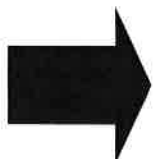
	NAME	ADDRESS	EMAIL	PHONE
Site Owner				
Contractor				
Architect				
Engineer				
Superintendent				

	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 REQUIRMENTS ARE THE OWNER'S RESPONSIBILITY.



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



VILLAGE OF DOWNS
WATER DEPARTMENT
APPLICATION FOR WATER SERVICE

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

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

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

Full Name \_\_\_\_\_

Spouse Name \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

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

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

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

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

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

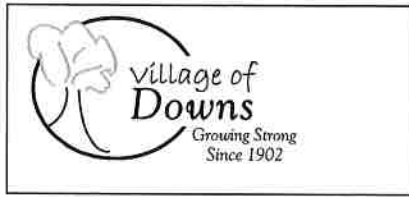
Dates used by the water billing department:

- 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

Meter ID \_\_\_\_\_ Customer ID \_\_\_\_\_ Date water turned on \_\_\_\_\_





# 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. 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.).

**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 # & Email address

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

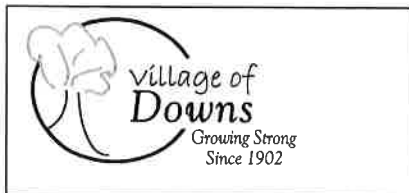
\_\_\_\_\_  
**Property Owner/Applicant Signature** \_\_\_\_\_

**Street Chairperson Signature** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Date** \_\_\_\_\_



# 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 improvements made by or for the benefit of the Homeowner constructing and or installing any deck, porch, stoop, step out, or other like improvement on the external portion of any residence owned or occupied by Homeowner (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 requirements of the Village Code applicable to said Improvement without requiring the Homeowner to obtain a permit from the McLean County Health Department provided that the total cost of the Improvement does not exceed the sum of Two Thousand and 00/100s Dollars (\$2000.00).

If, during the construction of any Improvement, Homeowner or its contractor or agent damages in any way any 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 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 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

Other Fees

1	2000	45		53001	54000	243		
2001	5000	90		54001	55000	245	BNWRD	TBD
5001	6000	95		55001	56000	246	Sewer Tap	1000
6001	7000	100		56001	57000	248	Water Tap	500
7001	8000	105		57001	58000	249	Water Deposit	100
8001	9000	110		58001	59000	250	Sewer Insp	85
9001	10000	115		59001	60000	252		
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		