



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

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: | | |
| Cost of Project (w/o Mechanicals): | | Application Date: _____ |
| Cost of Project (with Mechanicals) | | Anticipated Start: _____ |
| | | 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 | | | | |
| | | | | |
| | | | | |



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

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

_____ said 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 Treasurer)

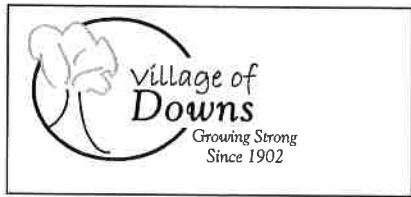
\$ _____ connection fee paid. \$ _____ inspection fee paid.

Application approved and permit granted: DATE: _____ Expires _____

Signed: _____
(Approving Authority)

A COPY OF A BNWRD PERMIT AND PROOF 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, 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.
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**

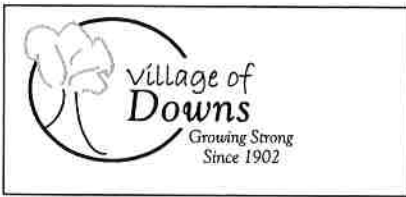
Property Owner/Applicant Signature _____

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** _____

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 | | |