

SPECIAL NOTICE

Please contact City Hall at 618-654-9891 for your dumpster needs
within the City of Highland

SPECIAL NOTICE

***PROPERLY INSTALLED AND MAINTAINED EROSION CONTROL
IS MANDATORY PER THE CITY OF HIGHLAND REGULATIONS***

SPECIAL NOTICE

Per the City of Highland Public Works department, all water
services will be 1” minimum

Contact Public Works at 618-654-6823 with Questions

All sump crock rims must be 2” above finished floor

SPECIAL NOTICE

The State of Illinois mandates the 2006 International Energy Code
compliance certificates be submitted with application/plans

RESIDENTIAL COMPLIANCE

www.energycodes.gov/rescheck

COMMERCIAL COMPLIANCE

www.energycodes.gov/comcheck

**Twenty-Four (24) hours notice is required for all inspections.
Contact Building and Zoning at (618) 654-7115 to schedule an inspection.
Inspections will only be made between the hours of 9:00 a.m. and 3:00 p.m.**

- **Building Site Inspection:** The inspector will visit the proposed jobsite to verify that the project meets the City's regulations (Building must be staked out, property lines stringed and the J.U.L.I.E. {locate for utilities} must be done)
- **Dug Footing Inspection:** Forms and required rebar in place, no standing water or slop mud allowed.
- **Poured Footing:** Level, dowel pins or keyway present.
- **Underfloor Inspection:** 6-mil poly/plastic must be in place prior to pouring concrete.
- **Underfloor Plumbing Inspection:** All under-floor sanitary lines, vent lines and the sump pump pit must be in place. The sump crock rim must be 2" above finished floor.
- **Foundation Wall Forms (Pre-pour):** No mud or standing water allowed on the footing, steel re-bar, window opening, beam pockets and brick ledge must be in place.
- **Foundation Wall Waterproofing:** Drain tile, rock, and tarring must be in place before backfilling.
- **Rough-In Plumbing (Inside the structure):** All potable waste lines, waste lines, vent lines must be in place.
- **Rough-In Wiring:** All wire staples, including communication cable. All circuits marked with a breaker number and, all dedicated circuits must be labeled.
- **Rough Frame:** (after plumbing and wiring rough-in) All framing and nailers must be complete, house wrap.
- **Roof:** Sheeting paper (felt underlayment), flashing and drip edge must be in place before shingling.
- **Drywall Inspection:** (before mudding) (both house and garage) Drywall must be nailed or screwed per the fastener schedule. Green board is required in the bathroom, shower/tub area.
- **Electrical Panel/Meter Base Inspection:** Meter must be at correct height, use a minimum of schedule 80 conduit, the neutral must be marked, and the ground wire must be marked and grounded. Panel neutrals and grounds must be separated in panel box and circuits must be plainly labeled.
- **Driveway Inspection:** 6 inches deep on City Right of Way, with wire mesh or rebar or fiber mesh. Expansion joint required at curb, sidewalk and garage.
- **City Sidewalk Inspection:** 5 foot wide, 4 inches thick unless crossing a driveway, then section crossing drive must be 6 inches and have either mesh, rebar or fiber mesh.
- **Final Plumbing Inspection:** All fixtures must be set, hooked up, and the water service must be turned on.
- **Final Electrical Inspection:** All devices must be set and powered, panel box marked, GFCI properly wired, and all work must be completed.
- **Final building Inspection:** All construction must be done before the structure is occupied. All construction must be done and final plumbing and electrical must have passed. The final grading of the lot must be done and the address must be displayed on the structure.

EROSION CONTROL MUST BE IN PLACE. If it is not in place when the inspector arrives on the jobsite, the requested inspection will not be done (A failed note will be recorded in the building permit records). Twenty-four (24) hours notice is required for all inspections. To schedule an inspection contact the Building and Zoning Division at (618) 654-7115.

CITY OF HIGHLAND BUILDING PERMIT INFORMATION SHEET
2610 Plaza Drive 618-654-7115 Fax 618-654-5570 www.highlandil.gov

Application shall be made on the prescribed **CITY of HIGHLAND FORM**, available in the office and on the web site, and consist of a general description of the proposed work, the location, **USE** and **OCCUPANCY** of all parts of the structure, and of all portions of the site not covered by the proposed structure. **THE PROPERTY TAX PARCEL I.D. NUMBER IS REQUIRED ON ALL APPLICATIONS.**

The **2003 INTERNATIONAL RESIDENTIAL CODE for 1 & 2 FAMILY DWELLING CONSTRUCTION** and the **2003 INTERNATIONAL BUILDING CODE for COMMERCIAL and INDUSTRIAL CONSTRUCTION** applies.

For 1 and 2 Family construction, TWO complete sets of drawings showing floor plans, door and window locations, location of smoke detectors, carbon monoxide detectors, attic access, plumbing fixtures, wiring diagram, specifications and **finished elevation measured from center of garage floor and 18” to 24” relative to the street elevation**; are to be submitted to Building & Zoning for review **at least TEN WORKING DAYS** prior to the start of construction. **For Commercial and Industrial construction, TWO** complete sets of drawings showing floor plans, door and window locations, plumbing fixtures, wiring diagram, structural drawings, mechanical drawings, specifications and **front entrance finished floor elevation relative to the street elevation**; are to be submitted to Building & Zoning for review **at least 15 WORKING DAYS** prior to the start of construction. Commercial and Industrial projects **plans and specifications are required and must be signed and sealed by an Illinois Registered Architect /Engineer.** Additional documentation on the structural, mechanical, plumbing, electrical, stress diagrams, computations, soil conditions including bearing strata and load bearing capacity, and any other technical data may be required. If this application is for a sign, then **proof of insurance** must be submitted at the same time. Upon Review and Approval, **ONE SET OF PLANS** will be returned, **TO BE KEPT ON THE JOB SITE AT ALL TIMES.**

SITE PLAN REVIEWS are required when there are new or changed uses for “C-1” neighborhood commercial district, non-residential structures or additions over 2,500 square feet, and redevelopments in which 50% or more of the structure is altered. **BUILDING PERMITS SHALL NOT BE ISSUED** for any use of land or proposed construction on a lot in the zoning districts unless Site Plan Review approval has been granted.

INSPECTIONS WILL NOT BE MADE IF THE APPROVED PLANS ARE NOT ON THE JOB SITE

PROOF OF INSURANCE MUST BE SUBMITTED FOR ALL ELECTRICIANS, PLUMBERS, AND ROOFER. WIRING must meet the **2005 National Electric Code.** **PLUMBING** must meet the **ILLINOIS PLUMBING CODE** and be installed by an **ILLINOIS LICENSED PLUMBER.** A **valid copy of the ILLINOIS PLUMBER’S LICENCE and PLUMBER’S CONTRACTOR’S LICENSE** are required to be **SUBMITTED AT THE TIME of APPLICATION.** **ROOFING** must be fastened per the manufacturer’s recommendation , and **A valid copy of the ILLINOIS ROOFER’S LICENSE** is required to be **SUBMITTED AT THE TIME of APPLICATION.** .

OWNER/CONTRACTOR is responsible for **FULLY COMPLETING THE BUILDING PERMIT APPLICATION, J.U.L.I.E. LOCATES, EROSION CONTROL, DIRT ON ROADWAY, DAMAGED CURBS/GUTTERS, AND READING THE ATTACHED INFORMATION.** **Burning of Construction Waste is NOT ALLOWED.**

All **Modular Homes** must have a **CONVENTIONAL TYPE FOOTING and FOUNDATION**; and must meet **STATE OF ILLINOIS REQUIREMENTS.** Minimum footing size is 8” by 16” and shall be of poured concrete. The foundation wall shall be a minimum of 8” and can be either poured concrete or concrete block. From ground level to the bottom of the footing must be at least 40”.

ALL STAKEOUTS MUST HAVE THE BUILDING CORNERS STAKED AND LOT LINES STRINGED. 24 HOURS NOTICE AND THE PERMIT NUMBER IS REQUIRED WHEN CALLING FOR AN INSPECTION. THE INSPECTION WILL NOT BE MADE IF THE EROSION CONTROL IS NOT PRESENT. A FAILED INSPECTION WILL BE NOTED ON THE PERMIT.

THE STRUCTURE MAY NOT BE OCCUPIED UNTIL THE ADDRESS IS POSTED, FINAL GRADING DONE and A CERTIFICATE OF OCCUPANCY ISSUED.

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE GUIDELINES.

Signed: _____ **Date:** _____