

## **BUILDING PERMIT INSTRUCTIONS & FORM**

### **Building Permit Application:**

**All building permit applications must be signed and submitted by the property owner.**

Please turn in your completed application for a building permit, with the \$25.00 application fee, to City Hall, 210 W. Railroad Street, PO Box 98, Earlville, IL 60518. It will be forwarded to the Building Inspector. Once your application and detailed plans are submitted, the Building Inspector will review your application and plans. If the application or plans are incomplete, you will be notified by the Building Inspector and informed on what is still needed. Once the complete application and plans are submitted, the City will review the plans and approve them if they meet code requirements. If your plans meet these requirements, a permit will be issued. If not, the building official may suggest solutions to help correct the problem.

### **Obtain permit:**

Once your plans and application have been approved, the Building Inspector will issue a permit. There are fees associated with permits to cover the cost of the review and inspection process. City Hall will contact you to let you know your permit is ready to be picked up and what the fee is. After you receive a permit, you must post it in a visible place at the job site at all times.

### **Inspections are done:**

Once work has begun, the Building Inspector will inspect the work to ensure that it is being performed in accordance with the plans submitted and with applicable codes. The Building Inspector will inform you of how many inspections are required for your project. Contractors may schedule inspections by calling the Building Inspector.

Building Inspector:

Rick Morphey, 815-498-3221, [buildinginspector@earlvilleil.org](mailto:buildinginspector@earlvilleil.org)

CITY OF EARLVILLE  
**APPLICATION FOR BUILDING PERMIT / CERTIFICATE OF OCCUPANCY**  
(Please Print and fill out completely)

Applicant: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone No. \_\_\_\_\_

Permit to: \_\_\_\_\_  
\_\_\_\_\_

At (Location) Street No. & Name \_\_\_\_\_ Zoning District \_\_\_\_\_  
Subdivision \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Corner lot \_\_\_\_\_ or Inside lot \_\_\_\_\_ Lot size \_\_\_\_\_ Lot area \_\_\_\_\_ sq.ft.  
Building to be \_\_\_\_\_ ft. wide \_\_\_\_\_ ft. long \_\_\_\_\_ ft. in height

Legal description included \_\_\_\_\_ Corners of buildings/structures staked \_\_\_\_\_  
Survey provided \_\_\_\_\_ Property Tax ID Number (from tax bill) \_ \_ - \_ \_ - \_ \_ \_ \_ \_  
Water tap application \_\_\_\_\_ Sewer tap application \_\_\_\_\_

LOT CHART (draw below or attach detailed plans showing all information listed below)  
(Show a dimensioned drawing of the building site showing property boundaries, location  
of buildings & structures, lot areas to be used, auto parking areas, building setback  
lines, water supply and sewer facilities, street locations and compass directions)

I, or we, here by agree to construct the above described buildings, or improvement, in strict compliance with all provisions of the Zoning and Building Ordinances and to permit the same to be used only for such purposes or uses that are permissible in the said Zoning District.

\_\_\_\_\_  
Applicant Signature

Application received: \_\_\_\_\_ By: \_\_\_\_\_

Application fee paid on \_\_\_\_\_ By: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit/Debit Card

Building Permit # \_\_\_\_\_ Issued: \_\_\_\_\_ By: \_\_\_\_\_

Occupancy Permit # \_\_\_\_\_ Issued: \_\_\_\_\_ By: \_\_\_\_\_