



APPLICATION FOR RESIDENTIAL BUILDING AND/OR ZONING PERMIT

City of O'Fallon Community Development Department
255 South Lincoln Avenue, 2nd Floor, O'Fallon, IL. 62269
Phone (618) 624-4500 Ext. 4 -or- communitydevelopment@ofallon.org

BP# _____

Date _____

PROPOSED CONSTRUCTION OR USE (PLEASE CHECK ALL THAT APPLY):

<input type="checkbox"/> New Residence	<input type="checkbox"/> Residential Addition or Remodel	<input type="checkbox"/> Swimming Pool/ Hot Tub/Swim Spa	<input type="checkbox"/> Deck/Pergola/ Patio Cover
<input type="checkbox"/> Basement Finish	<input type="checkbox"/> Shed/Other Accessory Structure	<input type="checkbox"/> Electric or Solar Only	<input type="checkbox"/> Plumbing Only

- ☐ Brief Project Description: _____
- ☐ Cost of Improvement(s): _____
- ☐ Attachments (check all that apply): ☐ Site Plan ☐ Construction Drawings ☐ Water meter sizing sheet ☐ Cut Sheets
- ☐ Applicant is the ☐ Owner or ☐ Contractor (check one)

PROPERTY INFORMATION

1. Property Address of Proposed Construction: _____
2. Parcel #: _____ Lot # and Subdivision Name: _____

OWNER INFORMATION

1. Property Owner's name(s): _____
2. Owner's Address: _____
3. Owners Phone: _____ Email: _____

CONTRACTOR INFORMATION

1. General Contractors (or Agent/Responsible Party) Name: _____
2. Complete Mailing Address: _____
3. Phone: _____ Email: _____
4. Electrical Contractor's Name: _____ Phone: _____
5. Plumbing Contractor's Name: _____ License #: _____ Phone: _____

ZONING INFORMATION

Existing Square Footage *BEFORE* Construction:

1. 1st flr: _____ 2nd flr: _____ Basement Unfinished: _____ Basement Finished: _____
2. Garage: _____ Covered Porch: _____ Deck: _____
3. Accessory Structures (sheds, pools, etc.): _____ Description: _____

Proposed Square Footage *AFTER* Construction:

1. 1st flr: _____ 2nd flr: _____ Basement Unfinished: _____ Basement Finished: _____
2. Garage: _____ Covered Porch: _____ Deck: _____
3. Accessory Structures (sheds, pools, etc.): _____ Description: _____

Lot Coverage:

1. (A)Total lot area in square feet: _____ (B)Total lot covered by all structures after construction: _____
2. Percent of lot coverage ("B" divided "A") _____

Staff Only: 1. Flood Plain? ☐ Yes or ☐ No 2. Flood Zone: _____ 3. Apply Zoning Fee? ☐ Yes or ☐ No

Site plans are required for the following building permit application types.

As authorized by R106 of the 2018 IRC, all site plans must be legible, *professionally* drawn to scale, and include the items listed below. For locations of property lines, refer to [St. Clair County Property Records](#).

1. For new, single family residential structures:

- ☐ Show lot number, square footage of the lot, correct house address and street name.
- ☐ Dimensions of the lot and all structures, including patios, porches, and decks.
- ☐ Show the distance of each building from all property lines (Front, sides, and rear).
- ☐ Show the front building setback lines.
- ☐ Location of the driveway and the distance from property line (min. 3 feet).
- ☐ Show that the sidewalk will be poured separately through the driveway.
- ☐ Location of all utilities, hydrants, valves, manholes, etc.
- ☐ Provide the top of foundation elevation. This will be compared to the table listed on the final plat.
- ☐ Provide the back of curb elevation from licensed surveyor, or off established surveyed benchmark.
- ☐ Provide the lowest opening elevation and the type of opening (walkout / lookout / daylight / in-grade / window well). This will be compared to the table listed on the final plat.
- ☐ Show all drainage swales / ditches / floodplain boundaries.
- ☐ Show all drainage and utility easements, with the respective dimensions.
- ☐ Provide finished grading elevations, drainage contours and direction of flow, to ensure adjacent grade slopes away from the foundation a minimum of 6 inches in the first 10 feet.

2. For room additions, decks, covered patios, retaining walls, sheds, and other accessory structures except for swimming pools:

- ☐ Show lot number, square footage of the lot, correct house address and street name.
- ☐ Dimensions of the lot and all proposed additions and new structures.
- ☐ Show the distance of each structure from all property lines.

3. For swimming pool installations:

- ☐ Show lot number, square footage of the lot, correct house address and street name.
- ☐ Dimensions of the lot, exact location of the pool, location, and dimensions of all concrete decking.
- ☐ Show the distance of the swimming pool from all property lines and the primary structure.
- ☐ Location of required fencing/barrier as well as all pool access gates.
- ☐ Location of proposed or existing retaining walls.
- ☐ Location of all equipment associated with the operation of the swimming pool.
- ☐ Location of diving boards, ladders, lighting and equipotential bonding grid.
- ☐ Location of utilities, both overhead and in ground.
- ☐ Show all drainage and utility easements, with the respective dimensions.
- ☐ Provide finished grading, drainage contours and direction of flow.

4. Building plans, cut sheets and all other information are considered *separate submittals* and must be included with the application for a building permit.

Application is hereby made for a Building and/or Zoning Permit, as required under the Code of Ordinances of the City of O'Fallon, Illinois, for the erection, moving, or alteration, and use of buildings and premises. In making this application, the applicant represents all of the above statements and any attached maps, drawings, and plans to be a true description of the proposed new or altered uses of buildings or structures. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Code of Ordinances, or by other ordinances, codes, or regulations of O'Fallon, Illinois. **Changes in plans or specifications shall not be made without written approval of the appropriate city officials. Failure to comply with the above shall constitute a violation of the provisions of the City of O'Fallon Code of Ordinances.**

Applicant Signature

Printed Name

Date

For office use only:

Zoning Approval

Building Approval

CBO Approval

Eng/PW Approval