

Lee County Building Permit

Zoning Office 3rd Floor, Old Courthouse
112 E. Second Street, Dixon, IL 61021
Phone (815) 288-3643/Fax (815) 288-7658
e-mail: chenkel@countyoflee.org

(OFFICE USE ONLY)

Permit # _____

Permit Issued _____

Permit Fee _____

Approved by _____

LOCATION

Address _____

PPN # _____

Subdivision _____ Lot No. _____ Lot Size _____ Zoning _____

A. Type of Improvement

- New Building
- Addition
- Alteration
- Replacement
- Foundation

B. Proposed Use

Residential

- Single Family
- Two or more Family
- Garage _____
- Accessory Building
- Other _____

Non-Residential

- Industrial
- Commercial
- Church
- School
- Other _____

SELECTED CHARACTERISTICS OF BUILDING

Frame

- Masonry
- Wood Frame
- Structural Steel
- Reinforced Concrete
- Basement
- Slab Foundation
- Other

Sewage Disposal

- Public or Private Company
- Private (Septic Tank, etc.)

Water Supply

- Public or Private Company
- Private (Well, etc.)

Dimensions

No. of Stories _____

Total Sq. Ft. _____

Length x Width _____

Approximate Construction

Cost \$ _____

Is parcel in Flood Plain? _____

Heating

- Gas
- Electric

Central Air Conditioning

- Yes
- No

OWNER IDENTIFICATION

Owner _____

Address _____

City, State, Zip _____

Phone Number _____

CONTRACTOR INFORMATION

Contractor _____

Address _____

City, State, Zip _____

Phone Number _____

I hereby certify that the proposed work is authorized by the Owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction

Signature of Applicant

Date

BUILDING PERMIT FEES

Residential (one, two or multi-family) structures; additions & structural alterations

Fee

Floor Area above ground (living area)	\$.15/sq. ft.	_____
Floor Area below ground (basement)	\$.10/sq. ft.	_____
Garages	\$.10/sq. ft.	_____
Accessory Buildings (over 200 sq. ft.)	\$.10/sq. ft.	_____
Pools	\$ 50.00	_____
Fences	\$ 50.00	_____
Signs	\$2.00/sq. ft. per side	_____
	\$50.00 minimum fee	_____

Commercial/Industrial Structures

\$.15/sq. ft. _____

Cell Towers

\$25.00/foot _____

Add additional equipment to existing tower \$1200.00 _____

Windmills

\$25.00/foot _____

Temporary Meteorological Towers

\$25.00/foot-1st year _____

Renewable on annual basis \$250.00/year _____

Development Permit

\$30.00 _____

Temporary Permit

\$25.00 _____

Minimum Building Permit Fee:

\$30.00 _____

Late Fee: There will be a \$100.00 late fee charged if anyone begins construction prior to the building permit being issued. _____

Total Building Permit Fee

\$ _____

BUILDING PERMIT REQUIREMENTS

To expedite the building permit process, as quickly as possible, please follow the requirements listed below in the order in which they are presented.

- 1.) **LESA Report:** A LESA (Land Evaluation Site Assessment) Report shall be required prior to the issuance of a building permit for a dwelling and/or development permit on any parcel excluding any legally platted subdivision. This can be obtained from the Lee County Soil & Water Conservation District, 319 S. Mason, Amboy, IL 61310 (815) 857-3623 x. 110 (Brenda Merriman).

- 2.) **Building Plans:** Contact the Lee County Zoning Office, 112 E. Second St, Dixon, IL. 61021 (815) 288-3643, to obtain the Building Permit application. At this stage please provide the platted survey of the parcel. This copy will be non-returnable and become a part of the record. The location of the driveway must be provided in order to determine the new address. Include total square footage for livable area, basement and garage.

Site Plan: Provide a detailed drawing of the parcel, showing the placement of the new structure(s), including front, side and rear setbacks from the property lines. Include proposed driveway access location and distance from closest staked property line.

- 3.) **Septic and Well Permit:** Prior to the Zoning Office issuing a building permit, the individual requesting the permit must receive preliminary approval from the Lee County Health Department for their private water well system and/or their private sewage disposal system. Questions may be addressed to Environmental Health Division of the Lee County Health Department, 309 S. Galena Ave., Dixon, IL. 61021, (815) 284-3371.

- 4.) **Driveway Access, 9-1-1 Sign & Drainage Permits:** Prior to issuing a building permit, a platted survey with location of the driveway and dwelling must be provided to the Zoning Office in order to establish the new address. After the Zoning Office has issued an address, the individual requesting the permit must receive a driveway access permit, a 9-1-1 sign permit and drainage permit from the Lee County Highway Engineer, 1629 Lee Center Road, Amboy, IL. 61310, (815) 857-4141. Prior to installing culverts, mailboxes, etc. or performing any work within the road right-of-way, permittee shall contact and get approval from the highway authority that has jurisdiction of the said road. Questions may be addressed to Lee County Highway Engineer at (815) 857-4141.

Building Setback Requirements:

Agricultural Zoning	15' from side & rear lot lines
Residential Zoning	7' from side & rear lot lines - 25' from front property line set back
Commercial Zoning	15' from side & rear lot lines - 25' from front property line set back
Industrial Zoning	15' from side & rear lot lines - 65' from front property line set back
Township Road	60' from centerline of roadway
County Highway	75' from centerline of roadway
State Highway	50' from right-of-way line

All modular and manufactured homes *shall* have the tongue and wheels removed and shall be firmly anchored to a permanent concrete foundation that is placed below the frost line.

In the absence of a Lee County Building Code, the *Building Officials and Code Administrators International (BOCA)* shall be used for the review of plans.

Site Plan

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW:

1. Lot size and dimensions
2. Name and location of all roads abutting property
3. Structures on property (existing and proposed)
4. Front, side and rear yard setbacks (number of feet between the lot line and structure(s)).

STAKE OUT DATE _____

N

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