

**APPLICATION FOR BUILDING PERMIT  
AND FOR CERTIFICATE OF OCCUPANCY AND COMPLIANCE**

DATE: \_\_\_\_\_

**BUILDING OFFICIAL:** \_\_\_\_\_

Application is hereby made for a permit to: \_\_\_\_\_

A \_\_\_\_\_ Story and Basement \_\_\_\_\_  
(Type of Building Such as Residence, Garage, Etc.)

PROPERTY DESCRIPTION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

STREET AND NUMBER: \_\_\_\_\_

DIMENSIONS OF BUILDING \_\_\_\_\_ FRONT \_\_\_\_\_ FEET. DEPTH \_\_\_\_\_ FEET.  
HEIGHT \_\_\_\_\_ FEET.

NUMBER OF ROOMS: \_\_\_\_\_

KIND OF MATERIAL: \_\_\_\_\_

OWNER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

CARPENTER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

MASON: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SEWER BUILDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PLUMBER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application is also made for a Certificate of Occupancy and Compliance to be issued after the completion of the building. Applicant hereby agree to construct the above described building in accordance with the plat, building plans and specifications submitted herewith, and in strict compliance with all provisions of the Zoning Ordinance, Building Code and Health Regulations of the City of Taylorville, all other City ordinances, deeds, proprietary certificates, including its set back and minimum square footage requirements, and any other limitations or restrictions or records.

As Contractor, I do hereby certify that I will accept any all responsibility for any and all damages to property owned, leased, or sub-let by the City of Taylorville and its agents, including sidewalks, gutter, alleys, streets and any other City property.

DATE PERMIT WAS ISSUED: \_\_\_\_\_ OWNER \_\_\_\_\_

BUILDING PERMIT NO.: \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

OCCUPANCY PERMIT NO.: \_\_\_\_\_ BUILDING OFFICER \_\_\_\_\_

\*\*NO PERMIT SHALL BE ISSUED TO ANYONE THAT IS IN DEFAULT TO THE CITY\*\*

Please submit the completed form via email to Andy Goodall at [hbo@taylorville.net](mailto:hbo@taylorville.net) or deliver it in person to the City Clerk's Office.

**CHECK LIST FOR ISSUING BUILDING PERMITS**

- 1. WHAT IS THE LOCATION OF SITE WHERE PERMIT WILL BE ISSUED?  
ADDRESS OF PROPOSED PROJECT: \_\_\_\_\_  
PROPERTY IS ZONED AS: \_\_\_\_\_
- 2. LEGIBLE SKETCH OR BLUEPRINT OF PROPOSED PROJECT AREA, PROPERTY LINES LOCATED, AND STREETS ARE IDENTIFIED.
- 3. EXPLAIN SETBACKS TO THE AREA IN WHICH THE CONTRACTOR WANTS TO BUILD. EXPLAIN THE DISTANCES THE PROPOSED BUILDING CAN BE TO PROPERTY LINES WITHOUT THE NEED FOR A VARIANCE. CHECK MAP FOR UTILITY OR OTHER EASEMENTS. WATCH FOR CORNERS AND SIGHT LINES.
- 4. IF A VARIANCE IS NEEDED, EXPLAIN THE CHECK LIST FOR COMPLETING THE VARIANCE. GIVE THE CITIZEN A VARIANCE CHECK LIST AND EXPLAIN THAT WHEN COMPLETED THE VARIANCE WILL TAKE APPROX. 30 DAYS TO BE PROCESSED.
- 5. IF APPLICANT MEETS ALL SETBACKS ALONG WITH OTHER BUILDING STANDARDS, PROCEED BY ISSUING THE PERMIT ONLY AFTER FEES HAVE BEEN PAID.
- 6. IF A VARIANCE IS NEEDED, PROCEED WITH THE VARIANCE CHECK LIST.
- 7. INSURANCE OR BOND-EVIDENCE OF INSURANCE OR BOND MUST BE ON FILE WITH THE CITY CLERK BEFORE ANY EXCAVATION WORK BEGINS.
- 8. A FOLLOW UP VISIT IS TO BE MADE AFTER CONSTRUCTION HAS BEGUN TO VERIFY INFORMATION ON APPLICATION.  
DATE THE CONSTRUCTION WAS STARTED: \_\_\_\_\_  
DATE FOLLOW UP OF CONSTRUCTION SITE WAS MADE: \_\_\_\_\_
- 9. A FOLLOW UP VISIT SHALL BE MADE AFTER CONSTRUCTION IS COMPLETED AND READY FOR OCCUPANCY. IF BUILDING IS IN FULL COMPLIANCE THEN ISSUE A CERTIFICATE OF OCCUPANCY AND COMPLIANCE.

\_\_\_\_\_  
HEALTH, BUILDING AND ZONING OFFICER

\_\_\_\_\_  
DATE

Please submit the completed form via email to Andy Goodall at [hbo@taylorville.net](mailto:hbo@taylorville.net) or deliver it in person to the City Clerk's Office.

## **CHECK LIST FOR BUILDING PERMIT R-1 AND R-2**

- 1. Fill out all information on application.**
- 2. Legible sketch or blueprint of the proposed area. Property lines located and streets identified.**

- 3. Setbacks for R-1 and R-2 are as follows:**

**Front Yard: Twenty-five feet (25').**

**Side Yards: Five feet (5') minimum, one side yard; twelve feet (12') minimum, two (2') side yards.**

**Rear Yard: Twenty feet (20') or twenty percent (20%) of the lot depth, which ever is greater.**

**Yards of Corner Lots: Corner lots shall provide a front yard on each street side, not however, to reduce the buildable width of the lot below thirty-two feet (32').**

### **Term and Conditions of Permit**

**A building permit shall be valid for twelve (12) consecutive calendar months.**

**A building permit becomes void if construction or remodeling is not started within ninety days from the date of the issuance of the permit.**

- 4. Accessory Building Rules**

- 1. A building permit is required for any accessory building larger than one hundred-twenty (120) square feet.**
- 2. The accessory building shall be constructed of materials architecturally compatible with the existing or proposed principal residence on the real estate lot or parcel and surrounding buildings.**
- 3. The accessory building shall be of a design architecturally compatible with the design of the existing proposed principal residence and surrounding building on the lot with respect to roof pitch, eave dimensions, height, window design, door design and other details.**
- 4. The square footage of the detached accessory building shall not exceed ten percent (10%) of the remaining space available in the rear yard except by obtaining a variance.**
- 5. No accessory building shall be erected or altered at, nor moved to, a location within ten feet (10') of the nearest wall of the principal building nor within the required area for front or side yard setbacks for the lot, parcel, or tract or real**

estate.

**Evidence of insurance or bond must be on file with the City Clerk prior to any excavation or construction work where heavy equipment will be driven or towed over any parkways or sidewalk areas.**

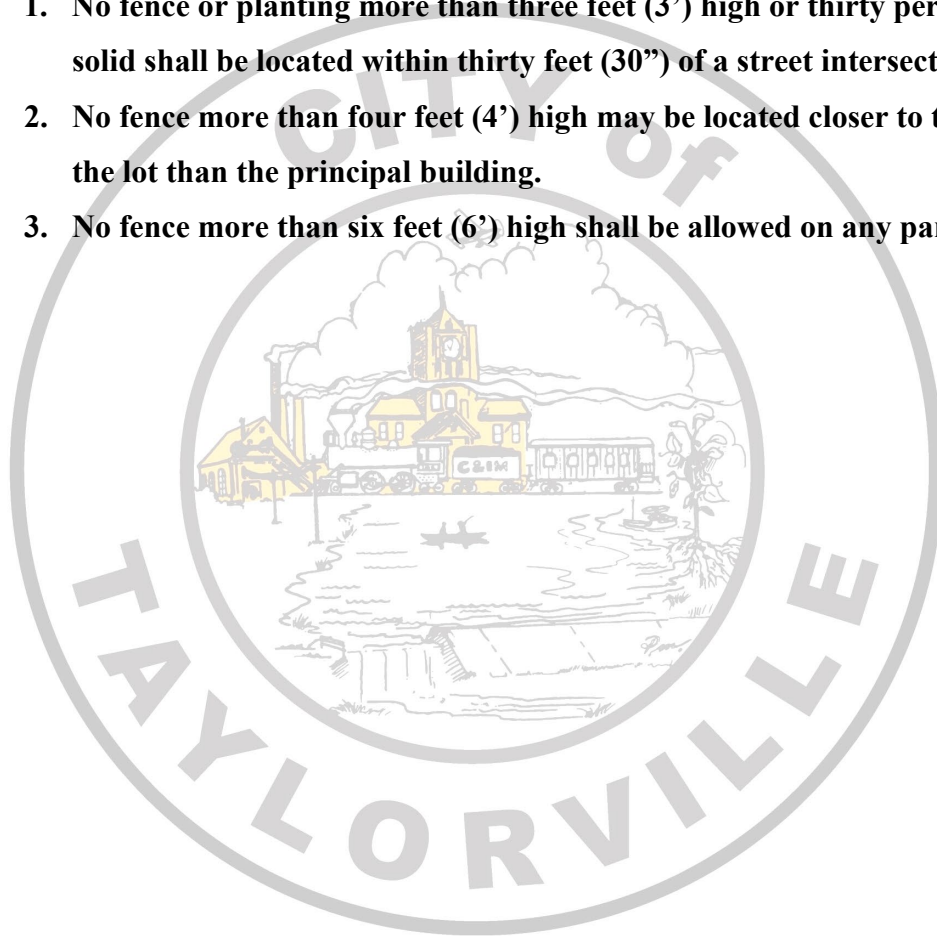


## Permit Fees

<b>Residential Uses</b>	<b>Living Space</b>	<b>\$25.00 per 100 sq. ft.</b>
	<b>Non-Living unheated space</b>	<b>\$10.00 per 100 sq. ft.</b>
	<b>Fences</b>	<b>\$50.00</b>
	<b>Decks and Porches</b>	<b>\$10.00 per 100 sq. ft.</b>

**Fences Into Yards:** Fences may be constructed in or project into yards;  
Providing the following:

- 1. No fence or planting more than three feet (3') high or thirty percent (30%) solid shall be located within thirty feet (30") of a street intersection.**
- 2. No fence more than four feet (4') high may be located closer to the front of the lot than the principal building.**
- 3. No fence more than six feet (6') high shall be allowed on any part of the lot.**



## **CHECK LIST FOR BUILDING PERMIT IN C-1 AND C-2 ZONING**

1. Fill out all information on the application.
2. Legible site plan showing the following:
  - A. Boundary lines with accurate distances and angles.
  - B. Acreage
  - C. On-site vehicular circulation
  - D. Painting
  - E. Sidewalks
  - F. Sewer distribution
  - G. Site grading
  - H. Storm drainage
  - I. Location of structures
  - J. Water distribution and site of main
  - K. Street profiles and typical cross sections
  - L. Building setbacks
  - M. Location of outdoor lighting and signs

### **Setbacks for C-1 and C-2 Zoned property**

1. Front Yard: Fifteen feet (15').
2. Side Yards: Ten feet (10').
3. Rear Yard: Twenty feet (20') where a rear lot abuts an alley one-half (1/2) of the width of such alley way be considered in meeting the rear yard requirements.

### **Building Heights**

**C-1 District:** In the C-1 General Retail District, no building shall exceed three (3) stories or forty-five feet (45').

**C-2 District:** In the C-2 Service Retail District, no building shall exceed two (2) stories or thirty feet (30').

As of July 5, 2000, The City of Taylorville requires the installation of a "key box" on all new Commercial buildings. This "key box" shall be approved by the Fire Department. For further information you can contact the Taylorville Fire Chief at (217) 824-2295.

**OFF-STREET PARKING AND LOADING:** There shall be provided in the C-1 and C-2 Commercial District off-street parking and loading in accordance with the following schedules, (use attached sheet):