



City of Belleville, IL
 Office of the Zoning Enforcement Officer
 Building Commissioner
 2300 West Main St.
 Building M, Suite M113
 Belleville, IL 62226

Check List #: _____
 HSG #: _____

Application for Building Permit

INSTRUCTIONS TO APPLICANTS

All information requested must be completed on this application. Applicants are encouraged to visit this office and every assistance will be given in filling out this form. If possible, call (618) 233-6817, x4216 for an appointment to avoid delays.

Application is hereby made for a BUILDING PERMIT AS REQUIRED under the Building and Zoning Ordinances of the City of Belleville, for the demolition, erection, moving, or alteration, and use of buildings and premises. In making this application, the applicant represents all the following statements, and any attached maps and drawings, as a true description of the proposed new or altered uses and/or buildings. 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 representations or conditions.

**VERIFY ZONING FOR ANY VARIANCES WHICH MAY BE REQUIRED BEFORE PROCEEDING WITH ANY WORK
 BY CALLING 618-233-6810 EXT 1251**

1. DATA ON APPLICANT AND OWNER:

Name of Applicant(s) _____ Telephone No _____

Address of Applicant(s) _____

Property Interest of Applicant(s) (OWNER, TENANT, CONTRACTOR) City _____ State _____ Zip _____

Applicant Mobile/Pager Number _____ Applicant Fax Number _____

Name of Owner(s) _____ Telephone No _____

Address of Owner(s) _____

2. LOCATION OF PROPOSED CONSTRUCTION:

Address of Proposed Construction _____

Permanent Parcel Number (attach if necessary) _____

Subdivision Name _____ Lot Number _____

Construction Located in Belleville Zoning District _____

3. PROPOSED CONSTRUCTION:

A () New Building B () Alterations or Additions to Existing Buildings C () Other _____

4. USE OF EXISTING AND PROPOSED STRUCTURES:

Existing Use _____ Proposed Use _____

5. PLANS AND SPECIFICATIONS:

- (a) **Site Plans** - Attach plat drawn to scale showing the following:
 - (1) Actual shape and size of lot property.
 - (2) Location, ground area dimensions, identification of use of all (existing/proposed) buildings, structures, driveways, parking, etc.
 - (3) Dimension of front, side, and rear yards.

SUBCONTRACTORS:
 Electric _____
 Plumbing _____
 HVAC/Sheet Metal _____
 Roofing _____
 State License # _____

(b) **Construction Plans** - Plans prepared and sealed by an Architect/Engineer, licensed by the State of Illinois, are required for all public use buildings, including commercial, industrial and institutional.

(c) **Specifications** - For each building, structure, or use (existing and proposed) identified on the plat, give the following information if applicable:

Structure	Height in Feet	# of Stories	# of Dwelling Units	# of Employees	# of Parking Spaces
EXISTING					
PROPOSED					

(d) **Building Characteristics**

(1) Lot Size (sq. ft.) _____ Width (ft.) _____ Depth (ft.) _____

(2) Building Size (sq. ft. all floors) _____

(3) Type of Construction _____

(e) **Estimated Cost** (Total costs plus labor) \$ _____

(f) **Is garage to be attached to the main structure on property?** Yes _____ No _____

(g) **Is the street on which building is to be erected provided with a sewer?** Yes _____ No _____

(h) **Contractor Info** Name _____ ID Number _____ Phone # _____

Mobile/Pager Number _____ Fax Number _____

Mailing Address (Street, City, State, Zip) _____

(i) **Architect / Engineer** _____ State License # _____ Exp. Date _____

Address _____ Phone # _____

(j) **Fee Paid** \$ _____

6. SPECIAL REQUIREMENTS, IF ANY:

(a) Is written approval of the Board of Zoning Appeals required? _____

If YES, explain _____

(b) Is variation or special exception to any provision of the Zoning Ordinance requested? _____

If YES, explain _____

It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Building and Zoning Ordinances, or by other ordinances, codes, or regulations of the City of Belleville. Temporary Erosion Control measures must be implemented during construction and permanent measure must be maintained after completion. The applicant further agrees to notify the Enforcing Officer at the stages of construction stated as follows: 1) prior to pouring footing; 2) foundation prior to back fill; 3) rough framing; 4) final before occupancy, if permit is granted. The Enforcing Officer shall, upon completion of the construction, inspect the premises. It is further understood that if construction is not started within SIX (6) MONTHS of issuance of this permit & at least one (1) inspection recorded, the permit becomes null and void.