



COUNTY OF ST. CLAIR

DEPARTMENT OF BUILDING & ZONING

PHONE (618) 625-2715
FAX (618) 277-0482



10 PUBLIC SQUARE
BELLEVILLE, ILLINOIS 62220-1623
www.co-st-clair.il.us

Building Inspection Procedures

1. Village issues Building Permits/Electrical Permit.
2. Village will provide customer with County handout.
3. Village Faxes Building Permit to County (618) 277-0482 (must have building permit prior to any inspections).
4. Customer calls County to schedule all inspections.
5. After Inspections County faxes results to Village.
6. County issues final certificate.
7. Village issues occupancy permits.
8. All re-inspection fees are paid by to customer to inspector.
9. Monthly County will send statement for payment.
10. Village remits payment with detail list of permits.

CITY/VILLAGE INFORMATION REQUIRED TO PROCESS PERMIT

- APPLICATION
 - OWNERS/APPLICANTS (NAME, ADDRESS & PHONE)
 - PROPERTY INTEREST OF APPLICANT
 - ADDRESS OF PROPOSED CONSTRUCTION WITH PARCEL NUMBER
 - PROPOSED IMPROVEMENT
 - SQUARE FOOT OF IMPROVEMENT (TOTAL)
 - ESTIMATED/DECLARED COST
 - NUMBER OF STORIES, ROOMS, AND UNITS
- PLANS & RES CHECK
- CONTRACTORS
- FIRE SPRINKLER WAIVER (NEW BUILDS)

SOLAR-

- LETTER FROM UTILITIES COMPANY
- LETTER FROM FIRE DEPARTMENT

**BUILDER'S STATEMENT OF UNDERSTANDING,
ACCEPTANCE AND AGREEMENT**

St. Clair County Building & Zoning Department

READ CAREFULLY AND SIGN

1. I understand, accept and agree that any permit issued for any building, electrical, plumbing or mechanical work, does not grant the privilege to erect any structure or to use any property for a purpose or in a manner prohibited by the adopted codes, ordinances or regulations of the County of St. Clair.
2. I understand, accept and agree that the responsibility for assuring that the plans for any proposed construction are in compliance with the provisions of adopted codes shall rest solely with me as the applicant.
3. I understand, accept and agree that the County Building & Zoning Office does not consider subdivision covenant restrictions when reviewing plans.
4. I understand, accept and agree that the County Building & Zoning Office does not consider American Disability Act requirement when reviewing plans.
5. I understand, accept and agree that all required setbacks for any building or structure are to be measured from property lines, the location of which be identified by stakes in the "SR", "MR", and "RR-1" zone district, and the measurements from curbs or similar landmarks can produce errors which may halt construction and require that any part of any structure built in error, be removed.
6. I understand, accept and agree that property corners will be properly staked in the "SR", "MR", and "RR-1" zone district and that said stakes will remain in place and undisturbed until after the footing/foundation inspection.
7. I understand, accept and agree that all fees for all permits must be paid prior to the issuance of any permit in accordance with Chapter 7, Article I Division IX.
8. I understand, accept and agree that permits for private sewage disposal system and private wells must be obtained from the St. Clair County Health Department.
9. I understand, accept and agree that law requires inspection of all work and that failure to request and secure such inspection is a violation of the County code.
10. I understand, accept and agree that as the applicant for a permit, I am solely responsible for notifying the Code Administrator when work has progressed to a point requiring inspection and for preventing any further work until such inspection has been made and the work determined to be in compliance with applicable codes.
11. I understand, accept and agree that any request for inspection must be made by calling the St. Clair County Building & Zoning Office between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at least 24 hours prior to time when the inspection is needed. The County attempts to complete each inspection within 48 hours of its request, but offers no guarantee to do so.

Revised 01/09/20

12. I understand, accept and agree that inspections are required at the following stages:

- FOOTING INSPECTION**
-Upon completion of the footing and foundation excavation, but prior to pouring any concrete
- FOUNDATION/SLAB INSULATION INSPECTION**
-Prior to pouring any concrete
- UNDERGROUND PLUMBING INSPECTION**
-Upon completion of underground plumbing, but prior to covering
- ROUGH-IN PLUMBING INSPECTION**
-Upon completion of rough-in plumbing but prior to insulation or covering
- ROUGH-IN ELECTRICAL INSPECTION**
 -Upon completion of rough-in electric, but prior to insulation or covering
 -Pools under pool grounding
 -Pools conduits and grounding loop around pool under sidewalks or walkways
- ELECTRICAL SERVICE INSPECTION**
-Upon completion of permanent service
- FRAMING INSPECTION**
-Prior to insulation and the covering of structural members
- INSULATION INSPECTION**
-Prior the covering of structural members
- FINAL ELECTRICAL INSPECTION**
 -Following completion but prior to occupancy
 -Pools completion of all electrical work and equipment prior to use of pool
- FINAL PLUMBING INSPECTION**
-Following completion but prior to occupancy
- FINAL BUILDING INSPECTION**
-Following completion but prior to occupancy

ABSOLUTELY CAN NOT OCCUPY RESIDENCE UNTIL ALL FINAL INSPECTIONS HAVE BEEN COMPLETED AND OCCUPANCY PERMIT HAS BEEN ISSUED

PRIVATE SEWAGE DISPOSAL – CONTACT ST. CLAIR COUNTY HEALTH DEPARTMENT

PUBLIC SEWERS – CONTACT APPROPRIATE TOWNSHIP FOR APPLICABLE PERMITS

13. I understand, accept and agree that should any work performed under a permit issued by St. Clair County fail inspection, I am subject to a re-inspection fee, as established by law.

14. I understand, accept and agree that no Final Certificate of Zoning Compliance shall be issued until all inspection have been made and passed.

15. I understand, accept and agree that prior to occupying the building or structure I will obtain the

Revised 01/09/20

necessary Occupancy permit from the St. Clair County Building & Zoning Department.

- 16.I understand, accept and agree that every temporary electrical service must have G.F.I protection.
- 17. I understand, accept and agree that the Illinois Roofing industry Licensing Act (225 ILCS 335)

*"It is hereby declared to be the public policy of this State that, in order to safeguard the life, health, property and public welfare of its citizens, the business of roofing construction, reconstruction, alteration, maintenance and repair is a matter affecting public interest, and any person desiring to obtain a license to engage in the business as herein defined shall be required to establish his or her qualifications to be licensed as herein provided. And that is St. Clair County should issue a permit to me it does so with the understanding that I will comply with the requirements of said Act.
Nothing in this Act shall be construed to require a person who performs roofing or waterproofing work to his or her own property, or for no consideration, to be licensed as a roofing contractor. (225 ILCS 335/11(3))*

- 18.I Understand accept and agree that all trash, debris and scrap materials must be placed into appropriate containers and disposed of properly. Burning of any kind is prohibited.
- 19. I understand, accept and agree that if any permitted work is not completed within six (6) months from the date a permit is issued, that permit shall become null and void.

I CERTIFY BY MY SIGNATURE BELOW, THAT I HAVE READ, UNDERSTAND, AND ACCEPT EACH OF THE PROVISIONS ABOVE, AND WILL ABIDE BY THEM AND BY THE CODES, ORDINANCES, REGULATIONS AND STATUTES OF THE COUNTY OF ST. CLAIR AND THE STATE OF ILLINOIS.

OWNER/APPLICANT SIGNATURE _____ DATE _____

PLEASE LIST YOUR CONTRACTORS

BUILDING CONTRACTOR _____ PHONE _____

ADDRESS _____

ELECTRICAL CONTRACTOR _____ PHONE _____

ADDRESS _____

PLUMBING CONTRACTOR _____ PHONE _____

ADDRESS _____

LICENSE NUMBER _____

ROOFING CONTRACTOR _____ PHONE _____

ADDRESS _____

LICENSE NUMBER _____



COUNTY OF ST. CLAIR
DEPARTMENT OF BUILDING & ZONING

PHONE (618) 277-6600
FAX (618) 277-0482

10 PUBLIC SQUARE
BELLEVILLE, ILLINOIS 62220-1623
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**Storm Water Questionnaire for
Building Permit Applicants**

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Does the project include 10,000 sq. ft., or more of total impervious surface? (i.e., streets, roof, patio, parking area, or combination thereof) (For a home with 2,000 sq. ft. of roof area and 1,000 sq. ft. of driveway and sidewalks with no basement, the answer would be no with basement answer would be yes. For a building with 5,000 sq. ft. of roof area and a 6,000 sq ft. paved parking area the answer would be yes - 11,000 sq. ft.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the project involve land disturbing activity that will affect an area of 1 acre, or more? (Land disturbing activity includes clearing, grading, stripping, excavating, filling, or any combination thereof.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the project involve land disturbing activity that will exceed 100 cu. yds. (An area 18 ft. (length) x 18 ft. (width) x 9 ft. (height) divided by 27 = 108 cu. yds.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the project involve land disturbing activity within 25 ft. of any channel? (as defined in the County's Storm Water Ordinance, generally, any water body, sinkhole, or water conveyance, natural or man-made.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does the project involve any land disturbing activity on the sloping side of the slope disturbance line? (The line which delineates relatively level building areas from areas where slopes exceed a ratio of 3:1 (Horiz./Vert.)) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you constructing a pond or lake? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you changing natural drainage on the site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is this work to be done on a subdivision that has an approved sediment/erosion control plan? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any of the above questions is yes, a permit will be required under the County's Storm Water and Sediment Control Ordinance. (Ord. 09-989 06/30/09)

I certify by my signature below, that I have read and understand each of the above questions, and that the answers given are true and complete, to the best of my knowledge and belief. I understand that, if the project changes so that the answer to any of these questions becomes yes, a Storm Water and Sediment Control permit will be required.

Signature _____ Date _____

WORKSHEET

Structure Square Feet (length _____ x width _____ = _____)

Driveway Square Feet (length _____ x width _____ = _____)

Sidewalk Square Feet (length _____ x width _____ = _____)

Patio Square Feet (length _____ x width _____ = _____)

Total Impervious Surface _____

Land Disturbing Square Feet _____ (43,560 sq ft = 1 acre)

Crawl Space (length _____ x width _____ x height _____ / 27 = cu yds _____)

Basement (length _____ x width _____ x height _____ / 27 = cu yds _____)

Footing (length _____ x width _____ x height _____ / 27 = cu yds _____)

Residential Fire Sprinkler Waiver

Department of Zoning & Building Zoning Application No. _____
Office of Director _____
St. Clair County Building Date: _____
Belleville IL 62220-1623

(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)

Permanent Parcel No: _____

Instructions to Applicants: All information required by this application must be completed and submitted herewith.

- 1. Name of Owner(s): _____ Phone: _____
Address: _____ STREET _____ CITY _____ ZIP CODE _____
- 2. Contractor: _____ Phone: _____
Address: _____ STREET _____ CITY _____ ZIP CODE _____
- 3. Address of proposed construction _____ STREET _____ CITY _____

- 4. Was the option of installing a fire sprinkler system offered to you by the constructor or contractor representative? YES NO
- 5. Were you given a printed informational sheet about residential sprinklers?
YES NO
- 6. Were you given cost estimate for the installation of residential sprinklers?
YES NO
- 7. Did you choose to purchase a residential sprinkler system for your new residence?
YES NO
- 8. If not, what was the reason for the decision?
 - a. Cost
 - b. Do Not believe it is necessary
 - c. Maintenance/Accidental Discharge Concerns
 - d. Uncertainty

I understand that the 2012 International Residential Code requires sprinkler systems in new residential construction and I understand that by signing below I waive this section of the Code.

Applicant: _____ Date: _____

Ord No.17-1161 04/24/2017

(Execute in Duplicate)

Application For Certificate of Zoning Compliance

Department of Zoning
Office of Director
St. Clair County Building
Belleville, IL 62220-1623

Zoning Application No. _____
Date: _____

(DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY)

Permanent Parcel No.: _____
Zoning fee paid to: St. Clair County Treasurer \$ _____ Date: _____

Instructions to Applicants: All information required by this application must be completed and submitted herewith. Applicants are encouraged to visit the Office of Director of Zoning for any assistance needed in completing this form.

1. Name of Owner(s): _____ Phone: _____

Address: _____ STREET _____ CITY _____ ZIP CODE _____

2. Applicant(s) Name: _____ Phone: _____

Address: _____ STREET _____ CITY _____ ZIP CODE _____

3. Property interest of applicant:
 Owner Lessee Contractor Other: _____

4. Address of proposed construction: _____ STREET _____ CITY _____

5. Legal description: (Lot, block, and subdivision; or metes and bounds description and acreage.)

6. Proposed improvement (check applicable items):

- New building
- Addition or alteration (explain): _____
- Mobile home on permanent foundation: Year _____ Make _____
- Serial # _____ Size _____
- Other (explain): _____
- Brick No. of Rooms: _____
- Frame No. of Stories: _____
- Metal Sq. Ft. of Improvement: _____
- Cost of Improvement: _____

7. Utilities: Public Water Service Public Sewer Service
 Well or Cistern Septic Tank/Aeration
 Other: _____ Other: _____

8. Is any type of business presently operated at this location: Yes No

9. Zone district classification: _____

10. 100 year flood elevation: _____

11. Use of existing structures:

- Residential: Single Family Vacant Lot
- 2 or 3 Family Business (type) _____
- Multi-Family: Industrial (type) _____
- No. of Units _____ Other: _____

12. Use of Proposed Structure:

- Residential: Single Family Garage Business
- 2 or 3 Family Carport Industrial
- Multi-Family: Storage Shed Industrial
- No. of Units _____ Basement: _____ Other: _____



13. Attach or draw below two copies of a site plan showing the following information:

Dimensions of: Lot, buildings, driveways, and off-street parking spaces.

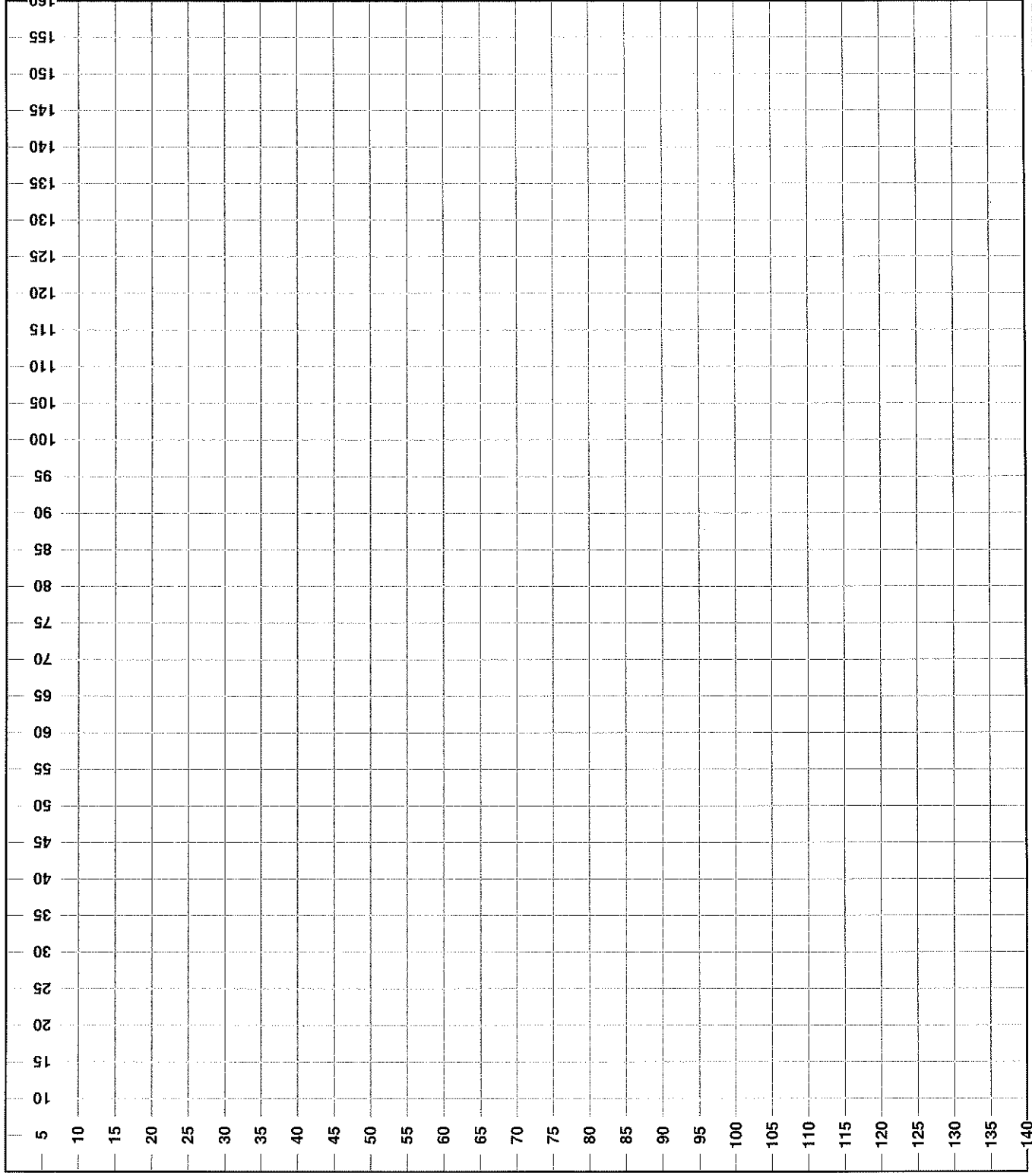
Distance between: Buildings and front, side, and rear lot lines;

Principal building and accessory buildings;

Principal building and principal buildings on adjacent lots.

Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.

Any additional information as may reasonably be required by the Director of Zoning and applicable requirements of Section 2.04 (e).



14. Application is hereby made for a Temporary Certificate of Zoning Compliance as required under the Zoning Ordinance of St. Clair County, 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 and drawings to be 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 representation or conditions.

It is understood that any permit issued on this application will not grant right or privileges to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by the other ordinances, codes or regulations of St. Clair County, Illinois.

Applicant: _____

TEMPORARY CERTIFICATE OF ZONING COMPLIANCE

The plans and specifications submitted with this Application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate county officials.

Failure to comply with the above shall constitute a violation of the provisions of the St. Clair County Zoning Ordinance.

Permit issued this _____ day of _____, 20____.

Director, Department of Zoning
St. Clair County, Illinois.

