

Instructions for New Construction Permit

1. Obtain an Application from the Village Clerk prior to proceeding with any site preparation, construction, etc.
2. Complete all information requested on the Application and include the following:
 - a. Owner's name, current address, and telephone number.
 - b. Location and address of proposed project including Lot NO. and Tract No.
 - c. Description and site sketch of the property where the work will be done
 - d. Description, specifications and plans for the proposed work
 - e. Names and contact information for all contractors that will be working on your project
 - i. General Contractor
 - ii. Framing Subcontractor
 - iii. Electrical Subcontractor
 - iv. Plumbing Subcontractor
 - v. HVAC Subcontractor
 - vi. Roofing Subcontractor
 1. Illinois License Number for Roofing Contractor
 - vii. All other Subcontractors that will be participating in this construction project.
 - f. Signature of Property Owner
 - i. This signature signifies the property owner's agreement to comply with the 8 conditions stated on the Application.
 - g. Signature of General Contractor
 - i. This signature signifies the general contractor's agreement to comply with the 8 conditions stated on the Application.
 - h. Number(s) and time(s) where Building Official may reach you to arrange for an inspection visit
3. Submit all required information two working days prior to the Council meetings. Council meetings are currently held on the 1st and 3rd Tuesday evenings. Applications submitted after this date will be considered at the next regularly scheduled Council meeting.
 - All construction must meet the current edition of the International Building Code (IBC) published by the International Code Council, Inc.
 - All construction must meet the required set-backs and other established specifications as published in the Catlin Code of Ordinances.
 - Both of these references are available in the Clerk's Office and the Catlin Public Library.

For additional information or assistance with your application process, please contact the Building Official at 427-2136

**VILLAGE
OF
CATLIN**

Commission Form of
Municipal Government

Adopted 1914

MEMBER ILLINOIS
MUNICIPAL LEAGUE

BUTCH SCHMINK
Mayor

SHELLEY DARNELL
Village Clerk
217-427-2136
Fax: 217-427-2131

APPLICATION
for
Building Permit
New Construction

Location:

Street: _____

City/State/Zip: Catlin, IL 61817

Lot No: _____ **Tract:** _____ **Estimated Cost:** _____

Owner of Property:

Name: _____

Current Address: _____

City/State/Zip: _____

Phone No: ____/____/____ **Cell No:** ____/____/____

General Contractor:

Name: _____

Business Address: _____

City/State/Zip: _____

Phone No: ____/____/____ **Cell No:** ____/____/____

State License No: _____

Framing Subcontractor:

Name: _____

Business Address: _____

City/State/Zip: _____

Phone No: ____/____/____ **Cell No:** ____/____/____

State License No: _____

Electrical Subcontractor:

Name: _____

Business Address: _____

City/State/Zip: _____

Phone No: ____/____/____ **Cell No:** ____/____/____

State License No: _____

Plumbing Subcontractor:

Name: _____

Business Address: _____

City/State/Zip: _____

Phone No: ____/____/____ **Cell No:** ____/____/____

State License No: _____

109 S. SANDUSKY
P.O. BOX 627
CATLIN, ILLINOIS 61817

Continued (over)

HVAC Subcontractor:

Name: _____
Business Address: _____
City/State/Zip: _____
Phone No: ___/___/___ Cell No: ___/___/___
State License No: _____

Roofing Subcontractor:

Name: _____
Business Address: _____
City/State/Zip: _____
Phone No: ___/___/___ Cell No: ___/___/___
State License No: _____

Other Subcontractors:

Please list Name, Address, City/State/Zip, Phone No, Cell No & License No for each one on separate sheet.

In submitting this Application for a Permit, I agree to comply with the following:

1. To comply with the building codes of the Village of Catlin
2. To comply with the International Codes for construction
3. To ensure that all subcontractors comply with these codes (Village and International)
4. To ensure that streets are not damaged and dirt not tracked onto public streets and to assume financial responsibility for any damage to streets, curbs, sidewalks or any other public areas damaged during the building process
5. To initiate a final inspection of all water and sewer taps (by Village Officials) prior to covering or backfilling
6. To ensure professional workmanship by all contractors involved
7. To oversee that all construction is completed in safe manner
8. To display a copy of the permit at the site, visible from the street until property occupied

Authorizations:

Property Owner: _____ Date: ___/___/___

General Contractor: _____ Date: ___/___/___

Board Action

Received Fee: ___/___/___ by _____ (Check/Cash)

Approval ___/___/___ by _____