

## Instructions

1. Obtain an Application from the Village Clerk prior to proceeding with any construction, alteration, repair, demolition, etc. of any structure.
  - NOTE: Permits are also required for fences, driveways, patios, swimming pools, yard buildings, garages and carports, roofing, etc.
  
2. Complete all information requested on the Application and include the following:
  - a. Owner's name and address of proposed project
  - b. Description and site sketch of the property where the work will be done
  - c. Description, specifications and plans for the proposed work
  - d. Names of all contractors that will be working on your project
  - e. Illinois License Number for Roofing Contractor (if applicable)
  - f. Signature of home owner
  - g. 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 1<sup>st</sup> and 3<sup>rd</sup> 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 Village 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 McLAIN**  
Village Clerk  
217-427-2136  
Fax: 217-427-2131

**APPLICATION**

Building Construction Permit  
Catlin Tract Number: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Application: \_\_\_/\_\_\_/\_\_\_

Description of Project:

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

If the project is for new construction, sketch the property with locations and measurements on the back of this Application or attach drawings with this Application.

Estimated Cost: \$ \_\_\_\_\_

Contractor(s):

General: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_

Roofing: \_\_\_\_\_

Roofer's IL License Number: \_\_\_\_\_

I hereby certify that I am aware of the requirements of the Village of Catlin, Illinois, regarding a Building Construction Permit as requested by this Application. I agree that I will comply with the terms of the Building Construction Permit.

Applicant Signature: \_\_\_\_\_

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Fee: \$ \_\_\_\_\_ Received on \_\_\_/\_\_\_/\_\_\_ (Cash) \_\_\_ (Check) \_\_\_

By: \_\_\_\_\_

\*\*\*\*\*

(Approved/Disapproved) Date: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_