

# Village of Catlin Building Permit Application Instructions and Requirements

Village ordinances are viewable at [www.catlinil.com](http://www.catlinil.com)

All applications require final approval by the Village board. All applications shall be submitted to the village clerk by 4:00pm the Friday before a village board meeting on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month for consideration for approval at the next meeting.

All construction shall comply with Village of Catlin Land Usage Ordinance Title XV. Building code information is in Section 150. Accessory building information is in chapter 153.07. Swimming pool information is in chapter 151, all ordinance information is visible at [www.catlinil.com](http://www.catlinil.com)

On the back of the application page, provide a diagram of the entire property that shows all current structures including house, garage, shed, fences, etc. and all adjacent roads/alleys.

Note on the diagram where you believe the closest property line is located to the proposed project and how many feet the projects distance is from the property line. Locating public right of ways and any easements is advised when planning any project.

On the diagram, indicate the location of the proposed project with an "X", for fences mark with multiple "X's" the entire distance.

For new construction, fences, or accessory buildings, please stake out, or paint, the proposed area so an inspection can be completed.

With fences, maintaining an adequate setback from property lines is advised so maintenance may be made without traveling on the private property of others.

153.06-J1. Driveways that extend to the street line must have an expansion joint installed at the public right of way, which may vary from the property line.

No construction materials may be burnt in the village. Burning is only allowed of organic materials that are grown on the site.

At no time shall village street, sidewalks, or driveways of others be obstructed to through traffic unless prior approval is obtained from the village. Dirt and debris should not be tracked onto public streets or the property of others. Any damage to said areas is the responsibility of those who commit such acts and shall be liable for repairs or compensation.

Water and sewer taps require inspection by village employees prior to covering or backfilling.

All new homes and home additions require blueprints to be submitted with the application.

# Village of Catlin Building Permit Application

Date: \_\_\_\_\_ Address of Project: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant, if not the owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Project: New Construction Remodel Demolition Fence Pool Solar Other

Description of the Project

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Estimated Cost \$ \_\_\_\_\_ Estimated Starting Date: \_\_\_\_\_ Dig# \_\_\_\_\_

Please list all contractors, their phone numbers, and license # if applicable:

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**A diagram may be required, please read the attached Instructions page**

I hereby certify that I am aware of the Village of Catlin Land Usage Title XV requirements and agree that all work completed by myself, contractors, or others will meet or exceed Title XV requirements. Submission of the application is consent for Village employees to access the property for inspection. No construction may commence until the application is approved. Permits expire after 6 months if construction has not begun. If accompanied by loud noise, construction may not begin until after sunrise and shall end at sundown. If there is any digging, a JULIE (811) dig number is required as part of your application and for the onsite inspection. All village ordinances are viewable at [www.catlinil.com](http://www.catlinil.com) Illinois Home Repair and Remodeling Consumer Protection Act 815 ILCS 513 is available for reference when contracting for such work.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Village of Catlin Use:

Fee amount of \$ \_\_\_\_\_ Received on: \_\_\_\_\_ Cash/Check/Card By: \_\_\_\_\_

Application Approved/Denied by: \_\_\_\_\_ On: \_\_\_\_\_