

**BUILDING PERMIT APPLICATION****CITY OF VILLA GROVE • CITY HALL**

612 East Front Street

Post Office Box 108

Villa Grove, Illinois 61956-0108

Phone 217-832-4721

Fax 217-832-4900

Email [city.hall@villagrove.org](mailto:city.hall@villagrove.org)

OFFICIAL USE ONLY	
PERMIT NO	FEE \$
DATE ISSUED	
EXPIRATION DATE	
ZONING DIST	FLOOD ZONE
MAP NUMBER	PANEL

**APPLICANT INFORMATION:**

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Builder's Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Address of Proposed Building \_\_\_\_\_

Estimated Cost of Completed Structure \$ \_\_\_\_\_

**TYPE OF BUILDING:**

## Type improvement

- New Building  
 Addition  
 Alteration/Remodel  
 Repair/Replacement  
 Other \_\_\_\_\_

## Ownership

- Private (individual, corp., etc)  
 Public (federal, state, local)

## Construction

- On site  
 Off site (modular/fabricated)

## Proposed Use

- Residential  
 One family  
 Multi-family  
 Garage/Carport  
 Other \_\_\_\_\_  
 Commercial  
 Manufacturing  
 Retail Sales  
 Office  
 Other \_\_\_\_\_

**CHARACTERISTICS OF BUILDING:**

## Frame

- Wood  
 Masonry  
 Concrete  
 Other \_\_\_\_\_

## Foundation

- Poured Slab  
 Cement Block  
 Pre-fab concrete  
 Other \_\_\_\_\_

## Roof

- Asphalt shingle  
 Other \_\_\_\_\_

## Number of Parking Spaces

Inside \_\_\_\_\_ Outside \_\_\_\_\_

## Dimensions

Number of stories \_\_\_\_\_  
 Sq Ft (total all floors) \_\_\_\_\_  
 Lot size \_\_\_\_\_ by \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_ (residential only)

Number of Baths \_\_\_\_\_ (residential only)

## Heat

- Gas       Electric  
 Oil  
 Other \_\_\_\_\_

Sewage Disposal **new startups require add'l tap fee**

- Public (City sewer)  
 Private (Septic system)

Water Supply **new startups require add'l tap fee**

- Public (City)  
 Private (Well)

**(OVER)**

---

**FLOODPLAIN INFORMATION—FAILURE TO COMPLETE THIS SECTION WILL DELAY THE PERMIT PROCESS. FLOOD INSURANCE RATE MAP INFORMATION (TO PRINT A FIRMETTE TO ATTACH TO THIS FORM) CAN BE FOUND ONLINE AT [www.msc.fema.gov](http://www.msc.fema.gov):**

Ground elevation of property: \_\_\_\_\_ 100-year flood elevation of property: \_\_\_\_\_

Is property located in a **floodplain (ZONE A, AH, AO, AR, or A99)**? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If you answer "yes" to any Zone listed above, attach a firmette showing the property location, map and panel nos.)*

**Is property located in a floodway (ZONE AE)?** \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If you answer "yes" to Zone AE, you must obtain a permit from the State of Illinois Department of Natural Resources—a copy of the state permit must be attached to this application before a local permit can be issued.)*

**IF THE PROPERTY IS LOCATED IN ANY OF THE FLOOD ZONES INDICATED ABOVE, YOU MUST COMPLETE THE FOLLOWING:**

**NOTE:** All construction must be at an elevation that is above the 100-year flood level. This requirement may prohibit construction of below ground-level structures, even in areas that are not in the flood zone. **The following additional information is also required for construction in flood prone areas and for construction of below ground-level structures (according to the National Flood Insurance Program's "Flood Insurance Rate Map"):**

- A copy of an elevation certificate completed by a land surveyor, engineer or architect who is authorized by state law to certify elevation information, showing the elevation of the lowest floor (this includes basements).
- A complete list of all flood mitigation structures that will be incorporated into construction
  - \_\_\_\_\_ sump basin and pump
  - \_\_\_\_\_ drainage tile adjacent to foundation
  - \_\_\_\_\_ positive gutter downspout drainage away from foundation
  - \_\_\_\_\_ louvered foundation to accommodate water flow
  - \_\_\_\_\_ other: \_\_\_\_\_

---

**ADDITIONAL INFORMATION REQUIRED:**

Attach on separate pages:

- A set of professionally prepared to-scale line drawings of front view and side view of structure, and plan showing exterior dimensions of structure.
- A Professionally prepared plot plan of lot and structure placement on lot, showing dimensions.

**NOTE:** For construction under \$5,000.00, hand drawn sketches are acceptable.

---

**CERTIFICATION:**

I/We, the undersigned, being the owner(s) in fee of described property, certify that the proposed work will comply with all applicable laws, codes, ordinances and regulations of the City of Villa Grove and that all information provided is true and accurate.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

I/We, the undersigned, certify that the proposed work is authorized by the owner(s) of record and that I/we agree to comply with all applicable laws, codes, ordinances and regulations of the City of Villa Grove and that all information provided is true and accurate.

Signature of Contractor/Builder \_\_\_\_\_ Date \_\_\_\_\_

Signature of Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

**PERMITS EXPIRE TWELVE (12) MONTHS FROM THE ORIGINAL DATE OF ISSUE;  
RENEWALS MUST BE REQUESTED WITHIN 30 DAYS OF EXPIRATION.**