



COUNTY OF PEORIA
DEPARTMENT OF PLANNING & ZONING

PEORIA COUNTY COURTHOUSE • ROOM 301
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Kathi Urban, Director

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SUBMITTAL REQUIREMENTS FOR BUILDING PERMITS

The following submittals are required prior to issuing a building permit. Failure to submit all requirements at the time of application will delay the review process. Construction and/or disturbance of soil prior to a building permit may result in fines and a Stop Work Order. Applications are accepted & permits issued between 8:30 a.m. and 4:30 p.m. Monday - Friday.

Plans are reviewed for compliance with the following codes: Current State of Illinois Plumbing Code, 2018 International Residential Code, 2018 International Existing Building Code, 2017 National Electrical Code, and 2018 Illinois Energy Conservation Code.

State of Illinois law requires residential building permit applications to meet standards outlined in the 2018 Illinois Energy Conservation Code. These laws apply to permits for all new homes, home remodels, and changes in area from non-conditioned to conditioned space. Also, garage & accessory structures equipped with larger than a 100 amp electrical panel.

New Homes

- A valid 911 address. The new [address request form](#) can be found on our website.
Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7mm). (PM304.3)
- Proof of water and sewer
 1. Well and Septic permit numbers issued by the Peoria City/County Health Department, 2116 N. Sheridan Road, 679-6000;
 2. Or, an appropriate letter from the Sanitary District and/or Water Company stating that you have applied for hookup.
- Completed Erosion Control Permit Application (*not required within corporate limits of Dunlap & Norwood*)
- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 2' x 3' (1/4" = 1' minimum scale).
 1. Footing detail/foundation plan
 2. Cross sectional detail & floor layout
 3. Beam calculations
 4. Truss information & truss layout plan can be submitted at rough in inspection
 5. Deck plans, if applicable. Drawn to scale (indicate scale). Must include post size & spacing, beam size & spans, joist size and spans, footing size for corners and intermediates.
 6. All plumbing including rough in fixtures, floor drains, sewer ejectors and all water heaters.
 7. Modular, Log, and/or Package homes: Must provide stamped architectural or stamped engineered plans.
- Compliance with 2018 Illinois Energy Conservation Code
 1. Signed REScheck compliance report (www.energycodes.gov) including:
 - Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with Section 303.1.3 of the 2015 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
- Completed Mechanical Permit Application(s)- Sub-contractors must apply for their own mechanical permit.
 1. Electrical Permit Application
 2. Plumbing Permit Application- must be an Illinois licensed plumber if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required.
 3. HVAC Permit Application with required ACCA Manual J calculations.
- A list of names and phone numbers for all sub-contractors: Builder, Electrician, Plumber, HVAC Contractor, Insulator, Roofer, Lawn Sprinkler Contractor, and Fire Alarm/Sprinkler Contractor.
- Roofing License Number- per the Illinois Roofing Industry Licensing Act 225 ILCS 335.
- Road Access Permit- required for Jubilee, Medina, and Limestone Townships. All others contact Township Road Commissioner, County Highway, or IDOT for road access requirements.

Room Additions

- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 2' x 3' (1/4" = 1' minimum scale).). Indicate where new addition attaches to old building.
 1. Footing detail/foundation plan
 2. Cross sectional detail & floor layout
 3. Beam calculations
 4. Truss information & truss layout plan can be submitted at rough in inspection
 5. All plumbing including rough in fixtures, floor drains, sewer ejectors and all water heaters.
- Compliance with 2018 Illinois Energy Conservation Code
 1. Signed REScheck compliance report (www.energycodes.gov) including:
 - Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with 303.1.3 of the 2015 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
- Completed Mechanical Permit Application(s), if applicable- Sub-contractors must apply for their own mechanical permit.
 1. Electrical Permit Application
 2. Plumbing Permit Application- must be an Illinois licensed plumber if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required.
 3. HVAC Permit Application with required ACCA Manual J calculations (www.acca.org).

Interior Renovations/ Repair Alterations

- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 11"x17" (1/4" = 1' minimum scale).
- Compliance with 2018 Illinois Energy Conservation Code
 1. Signed REScheck compliance report (www.energycodes.gov) including:
 - Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with 303.1.3 of the 2015 IECC)
- Include floor layout, cross sectional drawings, and site plan
- Detailed Scope of work explaining all demolition areas and what is being rebuilt. Any HVAC work, plumbing work, and electrical work. Materials being used on all disciplines.
- Completed Mechanical Permit Application(s), if applicable- Sub-contractors must apply for their own mechanical permit.
 1. Electrical Permit Application
 2. Plumbing Permit Application- must be an Illinois licensed plumber if work performed by anyone other than homeowner. A copy of their Illinois plumbing license & State plumbing contractor's license is required.
 3. HVAC Permit Application with required ACCA Manual J calculations (www.acca.org).

Garages/ Accessory Structures/ Sheds

- Completed Building Permit Application
- Construction plans drawn to scale. Minimum size 11" x 17" (1/4" = 1' minimum scale).
 1. Cross Sectional detail
 2. Footing detail & foundation plans (structures 200 sq. ft or more in size)
 3. Floor Layout - including door openings, window openings and wall dimensions.
- Compliance with 2018 Illinois Energy Conservation Code, if required.
 1. Signed REScheck compliance report (www.energycodes.gov) including:
 - Inspection Checklist, Efficiency Certificate, Compliance Certificate
 2. Or, Prescriptive Method completed form and a signed basic REScheck report.
 3. Window/door schedules or manual information on assemblies separating conditioned from non-conditioned space. (Determined in accordance with 303.1.3 of the 2015 IECC)
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
- If applicable, a completed electrical, plumbing and HVAC permit with required ACCA Manual J calculations (www.acca.org).

Decks

- Completed Building Permit Application
- Construction plans drawn to scale. (1/4" = 1' minimum scale).
 1. Deck Detail - Post size and spacing, beam size and spans, joist size and spans, footing size for corners and intermediates.
 2. Aerial view of the deck with location of posts and dimensions between posts.
- Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.

Pools- Request Pool Checklist & copy of Pool Ordinance.

Small Wind Energy Conversion Systems (WECS)

- Completed Building Permit Application
- Manufacturer's Installation Instructions - including footing detail certified by licensed Professional Engineer.
- Electrical Diagram and approval from utility company.
- Site Plan - indicate setbacks from property lines and road/right-of-way.
- Proof of Liability Insurance - minimum \$100,000.
- Decommissioning Letter - Notarized letter stating that a Decommissioning Plan exists for a time when the WECS is no longer in operation.