ENGINEERING, ZONING & BUILDING PERMIT INFORMATION
PRINCIPAL STRUCTURES AND ADDITIONS
(SINGLE FAMILY RESIDENTIAL – DETACHED OR ATTACHED)

BUILDING PERMIT SUBMITTAL CHECKLIST – this is a general packet and may not be a comprehensive list of all required documents.

_____ **APPLICATION FOR BUILDING PERMIT**, completed where applicable, signed, and dated

_____ **CONTRACTOR LIST**

_____ **PLAT OF SURVEY/SITE GRADING PLAN** – 11x17 (2 hard copies)

_____ **BUILDING PLANS** (3 hard copy sets – Full sized (2 sets) and 11x17 (1 set)

_____ **MANUAL J & S** for HVAC

_____ **ENERGY CODE COMPLIANCE REPORT** Current energy code adopted by the Town

_____ **EXTERIOR COLORS & MATERIALS,** if applicable

_____ **LANDSCAPE PLAN,** if applicable

_____ Clear copy of valid license **ROOFING LICENSE**

_____ Clear copy of valid **PLUMBING LICENSE** & **LETTER OF INTENT**

_____ Application for **PERMIT FOR CONSTRUCTION & MAINTENANCE (EXCAVATOR)** – the Town does not accept blanket forms for subdivisions – a form must be submitted indicating specific property address. See form included in packet as additional information is needed. This form needs to be completed by the company doing excavation work.

_____ **STORM WATER POLLUTION PREVENTION PLAN LETTER**

_____ **SPRINKLER SYSTEM LETTER** indicating whether the structure will or will not have a sprinkler system

Submittal options: Initial submission must be in hard copy • Drop off: 59 S. Somonauk Rd • Mail: PO BOX 519, Cortland IL 60112.

Once the application is approved, an email will be sent that provides permit fee amount and information on payment options.

Required inspection information will be provided with the permit. Please note 48 hr. notice is required for all inspections. It is the property owner/applicant's responsibility to schedule the required inspections. Call 815-756-9041 to schedule inspections.

ENGINEERING, ZONING & BUILDING PERMITS INFORMATION
PRINCIPAL STRUCTURES AND ADDITIONS
(SINGLE FAMILY RESIDENTIAL – DETACHED OR ATTACHED)
(CONTINUED)

Contact Information:

Completion of forms:
Julie Abraham
jabraham@cortlandil.org
815-756-9041

Building (Plan Review):
Robert Cyr, Code Official
rcyr@cortlandil.org
815-756-9041

Building (Plan Review Plumbing):
Dan Black, Code Official – Plumbing Inspector
dblack@cortlandil.org
815-761-0143

Engineer and Zoning Administrator:
Brandy Williams
engineer@cortlandil.org
815-756-9041

Other information:

Decks, Fire Suppression and Detection Systems are separate permits.

The contractor shall erect an unlocked weatherproof box onsite which shall contain the approved plans at all times.

In accordance with the PUBLIC HEALTH (410 ILCS 37/) Construction Site Temporary Restroom Facility Act, a porta-john or other bathroom facilities must be provided onsite.

Daytime noise emissions start time:

Monday through Friday	7:00 a.m.
Saturday, Sunday and state recognized holidays	8:00 a.m.

CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT IS ISSUED

BUILDING PERMIT PROCESS
FOR PRINCIPAL STRUCTURES AND ADDITIONS

1. Permit Application: All principal structures and additions require a permit before construction begins. A completed permit application must be submitted along with two (2) hard copies of the Plat of Survey showing the exact location where the structure or addition is to be constructed and detailing the foundation location, sewer and water connections, and lot grading in accordance with the approved subdivision grading plan or the Site Grading requirements of the Town Code (Chapter 8-3A). Additional review may be required where unusual circumstances exist, such as substantial drainage across the property. Submit 3 hard copy sets – Full sized (2 sets) and 11x17 (1 set) of certified plans for all principal structures. For additions, a detailed drawing that *clearly* shows your plans for construction will be acceptable.

2. Placement on Lot (see attached code 9-3-6): A principal structure, including any additions, may not be located in an easement and must meet the setbacks of the zoning district in which it is located, except where greater setbacks have been established along specific streets. Maximum ground coverage of all structures shall not exceed forty (40) percent of the lot area.

3. Height: Principal structures located in Residential and Commercial Zoning districts shall be no more than thirty-five (35) feet in height at the highest elevation.

4. Code Requirements: Construction and materials shall conform to all codes, laws and ordinances of the Town of Cortland.

5. Inspections: Required inspection information will be provided with the permit. Please note 48 hr. notice is required for all inspections. It is the property owner/applicant's responsibility to schedule the required inspections. Call 815-756-9041 to schedule inspections.

6. Sidewalks and Driveways: Construction of any principal structure or an attached garage, or the enlargement of an existing principal structure by 600 square feet or more of floor space, shall require construction of a driveway in compliance with the Zoning Ordinance of the Town of Cortland, Title 9 of the Cortland Town Code, and a sidewalk across the entire frontage(s) of the parcel of land on which the construction is taking place.

TOWN OF CORTLAND
BUILDING PERMIT APPLICATION

APPLICATION DATE:	SQ. FT. OF WORK:	PROJECT COST:	ZONING: (OFFICE USE ONLY)	PERMIT #: (OFFICE USE ONLY)

APPLICANT'S NAME (INCLUDING COMPANY NAME):	APPLICANT'S EMAIL ADDRESS:	CONTRACTOR'S NAME: Same as Applicant ☐
APPLICANT'S ADDRESS:	APPLICANT'S PHONE #:	CONTRACTOR'S PHONE #:
CONSTRUCTION SITE ADDRESS: Same as Applicant's ☐	SUBDIVISION & LOT #:	PARCEL IDENTIFICATION #:
PROPERTY OWNER'S NAME: Same as Applicant's ☐	PROPERTY OWNER'S ADDRESS: Same as Applicant's ☐	PROPERTY OWNER'S PHONE #: Same as Applicant's ☐

BUILDING USE:

☐ SINGLE-FAMILY, DETACHED

☐ SINGLE FAMILY, ATTACHED, # OF UNITS: _____

☐ COMMERCIAL/INDUSTRIAL/OFFICE

☐ MULTIPLE-FAMILY, # OF UNITS: _____

NUMBER OF BEDROOMS: _____

TOTAL SQ. FT (ALL FLOORS & GARAGE): _____

NATURE OF WORK:

☐ NEW	☐ ELECTRICAL	☐ POOL
☐ ALTERATION	☐ FIRE SPRINKLERS	☐ PORCH
☐ ADDITION/REMODELING	☐ FURNACE	☐ RAMP
☐ REPAIR	☐ GARAGE, DETACHED	☐ ROOF
☐ AIR CONDITIONER	☐ GAZEBO	☐ SHED
☐ DECK	☐ GRADING (SITE) CHANGE	☐ SIDING
☐ DEMOLITION	☐ HOME GENERATOR	☐ SIGN, WITH ELECTRIC
☐ DOOR(S)	☐ HOT TUB/JACUZZI/SPA	☐ SIGN, WITHOUT ELECTRIC
☐ DRIVEWAY	☐ PERGOLA	☐ SOLAR PANELS
	☐ PLUMBING	☐ WINDOW(S)

PLUMBER'S LICENSE #:

ROOFER'S LICENSE #:

ELECTRICAL LICENSE #:

OTHER (DESCRIBE):

_____

_____

DESCRIPTION OF WORK:

_____

_____

_____

_____

As owner or authorized agent of the owner of this project, I hereby certify that the information contained in this application is true and correct, and if a permit is issued, I agree to the scope of work set forth in this application, as well as all plans as submitted, and will conform to all codes, laws, and ordinances of the Town of Cortland including the requirements of Town Code 8-2-7N regarding Soil Erosion and Sediment Control as appropriate. Any errors or omissions to this application and/or plans as submitted, whether approved by the Town or not, shall not relieve me or any of the above listed contractors from performing any work in compliance with all codes, laws, and ordinances of the Town of Cortland. Furthermore, in signing this application, I do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen and shall schedule all required inspections.

OWNER OR AUTHORIZED AGENT:

SIGNATURE	PRINT NAME	DATE SUBMITTED

TOWN OF CORTLAND
CONTRACTOR LIST

	Name	Address City, State, Zip	Phone #	License # *Copy of License is Required*
Architect				
Concrete				
Electrical				
Elevator				
Engineer				
Excavator				
Fence				
Fire Alarm				
Fire Sprinkler				
Lawn Irrigation/RPZ				
Masonry				
Mechanical/HVAC				
Plumbing				
Radon				
Roofing				
Siding				
Other				
Other				
Other				

APPLICATION FOR PERMIT
FOR CONSTRUCTION & MAINTENANCE

TOWN OF CORTLAND, DEKALB COUNTY, ILLINOIS

Name of Applicant: _____

Business Name: _____

Business Location/Address: _____

Location/Address of Construction/Maintenance: _____

Description of Construction/Maintenance to be covered by Permit: _____

_____

____ 1 Attached hereto is "License & Permit Bond" of applicant, with responsible sureties to be approved by the Director of Operations & Maintenance in the penal sum of a minimum of Ten Thousand Dollars ($10,000.00), conditioned that you will indemnify the Town of Cortland from all accidents or damages caused by any negligence in the performance of any work by you or by any unfaithful or inadequate work done under or by virtue of permit issued.

____ 2. Attached hereto is a certificate showing liability insurance including property damage in force, the limits of which are not less than Five Hundred Thousand Dollars ($500,000) CSL (combined single limit) listing the Town of Cortland as Additional Insured as well as Certificate Holder.

____ 3. The applicant hereby acknowledges that he is not liable to the Town of Cortland for fees, penalties, or damages as a consequence of the applicant's failure to comply with the terms of previous applications under the Town of Cortland Permit & Bond Ordinance 1994-2 (Revised).

____ 4 The applicant hereby certifies that he has currently in effect all licenses required for the performance of the work proposed by the applicant.

____ 5. The applicant hereby agrees that the number of days that the project will be in progress is not more than 14 days after the work on the project has commenced (specify actual number of days: _____).

All changes in business name or location or place of business shall be promptly reported by permit holder to the Town of Cortland.

I, the undersigned, being duly sworn, hereby state that the information contained in this Application is true to my own knowledge and that the statements set forth are of my own free will.

_____ _____

Date Signature of Applicant, OR

_____

Signature & Title of Representative

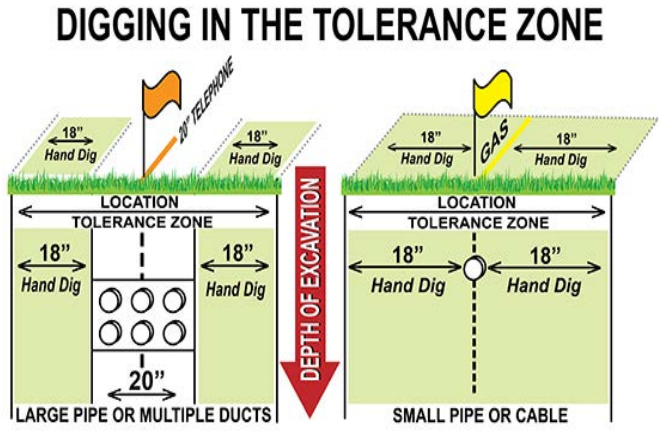
It’s the Law: Illinois Underground Utility Facilities Damage Prevention Act

Call Before You Dig

JULIE

ILLINOIS ONE-CALL SYSTEM

illinois1call.com

You’ll know what’s below by the different flags, stakes or paint.

- **Red** - Electric
- **Yellow** - Gas, oil or petroleum
- **Orange** - Communications
- **Blue** - Potable water
- **Purple** - Reclaimed water, irrigation
- **Green** - Sewer
- **White** - Proposed excavation
- **Pink** - Temporary survey