

# APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Applicants must complete all sections: 1, 2, 3, 4 and 5.

## 1. LOCATION OF BUILDING OR CONSTRUCTION

AT (LOCATION) \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

LOT SIZE \_\_\_\_\_

## 2. TYPE AND COST OF BUILDING

### A. TYPE OF IMPROVEMENT

- 1  New Building                      2  Addition (If residential, enter number of new housing units added, if any, in part D, 13)
- 3  Alteration                              4  Repair, replacement
- 5  Moving, relocation                      6  Foundation only

### B. OWNERSHIP

- 1  Private (individual, corporation, nonprofit institution, etc.)
- 2  Public (Federal, State, or local government)

### C. COST

1	Cost of Improvement	\$ _____
	(to be added but not included in the above cost)	
	a. Electrical	_____
	b. Plumbing	_____
	c. Heating, A/C	_____
	d. Other (elevator, etc)	_____
2	TOTAL IMPROVEMENT \$	_____

### D. PROPOSED USE

#### Residential

- 12  One Family
- 13  Two or more family-# of units
- 14  Transient hotel, motel or dormitory  
Enter # of units \_\_\_\_\_
- 15  Garage
- 16  Carport
- 17  Other-specify \_\_\_\_\_

#### Nonresidential

- |   |   |    |  |
|---|---|----|--|
| 1 | <input type="checkbox"/> Amusement, recreational        | 7  | <input type="checkbox"/> Office, bank, professional building |
| 2 | <input type="checkbox"/> Church, other religious        | 8  | <input type="checkbox"/> Public utility                      |
| 3 | <input type="checkbox"/> Industrial                     | 9  | <input type="checkbox"/> School, library, other educational  |
| 4 | <input type="checkbox"/> Parking garage                 | 10 | <input type="checkbox"/> Stores, mercantile                  |
| 5 | <input type="checkbox"/> Service station, repair garage | 11 | <input type="checkbox"/> Tanks, towers                       |
| 6 | <input type="checkbox"/> Hospital, institutional        | 12 | <input type="checkbox"/> Other, specify _____                |

**3. SELECTED CHARACTERISTICS OF BUILDING**

**E. PRINCIPAL TYPE OF FRAME**

- 1  Masonry (wall bearing)                      2  Wood frame  
 3  Structural steel                                4  Reinforced concrete  
 5  Other-specify \_\_\_\_\_

**E. PRINCIPAL TYPE OF HEATING FUEL**

- 1  Gas    2  Oil    3  Electricity    4  Coal    5  Other-specify \_\_\_\_\_

**F. TYPE OF SEWAGE DISPOSAL**

- 1  City    2  Private-specify type \_\_\_\_\_

**G. TYPE OF WATER SUPPLY**

- 1  City    2  Private- (well, cistern)

**H. TYPE OF MECHANICAL**

Will there be central A/C?     Yes  No    Will there be an elevator?     Yes  No

**I. DIMENSIONS**

Number of stories \_\_\_\_\_                      Total land area sq. ft. \_\_\_\_\_

Total square feet of floor area, all floors, based on exterior dimensions: \_\_\_\_\_

Basement \_\_\_\_\_ 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ 3<sup>rd</sup> Floor \_\_\_\_\_

**K. NUMBER OF OFF STREET PARKING SPACES**

Enclosed \_\_\_\_\_                      Outdoors \_\_\_\_\_

**L. RESIDENTIAL BUILDINGS ONLY**

Number of bedrooms \_\_\_\_\_ Number of bathrooms: (full) \_\_\_\_\_ (partial) \_\_\_\_\_

**4. IDENTIFICATION (To be completed by all applicants)**

Name	Mailing Address	Phone
Owner or lessee		
Contractor		
Architect or Engineer		

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of applicant	Address	Application Date
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**CITY OF OLNEY**

**CONSTRUCTION INSPECTION PROCEDURES**

1. FOUNDATION INSPECTION

- Footing inspection prior to concrete pour
- Inspection of foundation after concrete pour

2. FRAMING INSPECTION

- After all framing, roof, fire stops and bracing are in place

3. PLUMBING, MECHANICAL AND ELECTRICAL

- Rough inspection prior to concealment and fixtures are set

4. LATH AND/OR WALL BOARD INSPECTION

- After wall board is in place, but before taping and finish is applied

5. PLUMBING, MECHANICAL AND ELECTRICAL

- Final inspection prior to services turn on

6. FINAL INSPECTION

- After building is complete and prior to occupancy (includes landscaping and clean up). A Certificate of Occupancy must be issued before occupancy can occur.

STREET AREA DURING CONSTRUCTION MUST BE CLEANED DAILY.

INSPECTIONS ARE PERFORMED MONDAY THRU FRIDAY. NONE ON HOLIDAYS.

REQUEST FOR INSPECTIONS MUST BE CALLED FOR ONE DAY PRIOR TO THE INSPECTION.

PHONE NUMBER: (618) 395-7302 (OLNEY CITY HALL)

## CITY OF OLNEY

### PLAN REQUIREMENTS FOR 1 & 2 FAMILY DWELLINGS

One set of plans shall be submitted. (Standard Plan Size 18" x 24" or 24" x 36"). This set of plans will not be returned. They will remain in the office of the Building Official of the City of Olney as part of that residence records.

1. PLOT PLAN
  - a. Location of house and any secondary buildings.
  - b. Lot dimensions.
  - c. Dimensions of structure from all lot lines.
  - d. Location and size of all service utilities including location of connection to City Sewer and Water Mains.
  - e. Location of all sidewalks, driveways, patios, and curb cut.
  - f. Direction of drainage.
  
2. FOUNDATION PLAN
  - a. Cross-section or detail of footing/foundation.
  
3. FLOOR PLAN OF EACH FLOOR
  - a. Detail dimensions.
  - b. Doors and windows schedule.
  
4. PLUMBING PLAN FOR EACH FLOOR
  - a. Pipe size and material.
  - b. Fixture schedule.
  
5. ELECTRICAL PLAN FOR EACH FLOOR
  - a. Wire size and type.
  - b. Fixture locations.
  - c. Switch locations.
  - d. Service entry location and size.
  - e. Location and size of distribution panel.
  - f. Location of smoke detectors.
  
6. HVAC PLAN FOR EACH FLOOR
  - a. Location, size, and type of furnace(s).
  - b. Location and size of ducts.

These guidelines are the minimum required. Additional drawings may be Required if plans do not provide enough detail to complete the City's review process.

**CITY OF OLNEY**

**APPLICATION FOR TAP WATER**

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

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

Water will be tapped at: \_\_\_\_\_

Size of Water Main: \_\_\_\_\_

Plumber: \_\_\_\_\_ License No.: \_\_\_\_\_

Fee: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Approved: \_\_\_\_\_  
Water Supervisor

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

RESIDENTIAL OR COMMERCIAL BUILDING SEWER APPLICATION

To the City of Olney:

A. THE UNDERSIGNED, being the \_\_\_\_\_  
(Owner, Owner's Agent)  
of the property located at \_\_\_\_\_  
(Number) (Street)  
DOES HEREBY REQUEST a permit to install and connect a building sewer to serve the  
\_\_\_\_\_ at said location.  
(Residence, Commercial Building, etc.)

1. The name and address of the person or firm who will perform the proposed work is \_\_\_\_\_, Illinois Plumbing License # \_\_\_\_\_.
2. Plans and specifications for the proposed building sewer are attached hereunto as Exhibit "A".
3. Size of pipe used: \_\_\_\_\_ Material used: \_\_\_\_\_

B. In consideration of the granting of this permit, THE UNDERSIGNED AGREES:

1. To accept and abide by all provisions of the City Code of the City of Olney and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the building sewer at no expense to the City of Olney.
3. To notify the Sewer Supervisor when the building sewer is ready for inspection and connection to the public sewer, but before any portion of the work is covered.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Application)

\$ \_\_\_\_\_ permit and inspection fee paid. Receipt #: \_\_\_\_\_

Application approved and permit issued:

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Approving Authority)