



Village of Tolono, Illinois

Building Permit Procedure



Building Official:
Email:
Phone: 217-485-5212

507 W Strong Street
PO Box 667
Tolono, IL 61880-0667 • 217-485-5212

BUILDING PERMIT PROCEDURE (RESIDENTIAL & COMMERCIAL)

- Building Permit Application is filed with appropriate information.
- Building Permit Application is reviewed for compliance with Village Ordinances and Zoning Ordinances

BUILDING PERMIT APPLICATION IS FOUND IN COMPLIANCE WITH VILLAGE ORDINANCES AND ZONING ORDINANCES (APPROVED):

- 1) The Building Permit is issued.
- 2) The applicant is notified by a Village Representative that the Building Permit is ready for pickup.
- 3) The applicant pays the appropriate fees and picks up the Building Permit at Village Hall
- 4) The applicant must post the Building Permit in the window or on the job site in view of the public prior to construction.

**NO PROJECT ERECTION, RECONSTRUCTION, REMODELING, ALTERING
OF AN EXISTING STRUCTURE, DEMOLISHING, ENLARGEMENT OR
MOVING A BUILDING STRUCTURE MAY BEGIN
WITHOUT OBTAINING A BUILDING PERMIT**

BUILDING PERMIT APPLICATION IS FOUND TO BE NON-COMPLIANT WITH VILLAGE ORDINANCES AND ZONING ORDINANCES (DENIED):

- A) The applicant is notified of the reason(s) for denial.
- B) The applicant may resubmit the Building Permit Application after making the appropriate changes to the Application (return to step number two above).
- C) The applicant may choose to seek a Variance from the appropriate ordinance(s).
 - i. File a Variance Application with the Zoning Administrator with appropriate fees.
 - ii. Attend a hearing in front of the Planning & Zoning Board
 - iii. The variance request is heard by the Planning & Zoning Board and then forwarded to the Village Board to be approved or denied.
 - iv. If the ordinance is adopted by the Village Board, the Building Permit Application is returned to step number three above.

**THE VILLAGE BOARD, BY OFFICIAL VILLAGE BOARD ACTION, IS THE ONLY AGENT OF THE
VILLAGE THAT HAS THE AUTHORITY TO GRANT ANY VARIANCE FROM ANY ORDINANCE.**

APPLICANT

I/we have read the above and understand the Village of Tolono requirements for obtaining a permit. I/we hereby certify that all information provided herein is true and correct and that the proposed work is authorized by the owner of record and that I/we have been authorized by the owner of record to make this application as their authorized agent and we agree to conform to all applicable laws, codes, ordinances and guidelines of this jurisdiction.

PRINTED NAME: _____

SIGNATURE: _____

DATE: ___ / ___ / ___ **PHONE NUMBER:** _____ **EMAIL:** _____

APPLICANT IS: **PROPERTY OWNER** **CONTRACTOR** **ARCHITECT** **OTHER:** _____



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BUILDING PERMIT INFORMATION

The Village of Tolono requires a permit if you are planning to erect, reconstruct, remodel, alter or demolish a building or structure within the Village jurisdiction. A permit consists of a completed application and project drawings of the proposed project.

BUILDING APPLICATION

The application shall include such other information as lawfully may be required by the Building Official to include existing or proposed building or alteration; existing or proposed uses of building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and provide for the enforcement of ordinance #99-9 "AN ORDINANCE ESTABLISHING COMPREHENSIVE ZONING REGULATIONS FOR THE VILLAGE OF TOLONO, CHAMPAIGN COUNTY, ILLINOIS AND PROVIDING ADMINISTRATION, ENFORCEMENT AND AMENDMENT THEREOF".

DRAWINGS

The drawing shall consist of the following:

- Site Plan: Showing existing lot dimensions and all existing structures currently on the property, including all dimensions of structures. Drawing of proposed project and include all appropriate dimensions, including setback from lot lines. These drawings will be to scale.
- Three sets of drawings are required.

STARTING YOUR PROJECT

Work on your project must not start until a building permit has been issued by the Village Building Official and is displayed in a prominent place on the premise prior to and during project erection, reconstruction, remodeling, altering, demolishing, enlargement, or the moving of a building or structure. A fine may be assessed if builder is found negligent. Once your application is submitted, the Village Building Official and Zoning Administrator (if required) will review it, visit the project sight, and complete the permit. After the permit has been approved or denied as indicated on the back of the application and signed to attest the same, a Village representative will contact you.

PROJECT COMPLETION/PERMIT TO OCCUPY

You have one year from the permit approval date to complete your project. When your project has been completed and is ready to occupy, the Village Building Official will perform a final walk through of the project and issue a "Permit to Occupy". Contact the Village Building Official to make an appointment for a final walk through.

BUILDERS/CONTRACTORS

Projects are not considered complete until streets are free of mud and debris. A project must be considered complete before Certificate of Occupancy can be issued.

**THIS HANDOUT IS FOR GENERAL INFORMATION ONLY AND IS NOT A SUBSTITUTE FOR THE VILLAGE ORDINANCE.
IT IS YOUR RESPONSIBILITY TO BE FAMILIAR AND COMPLY WITH THE ORDINANCES.**



★ CALL JULIE OR 1-800-892-0123 BEFORE DIGGING

★ FOLLOW SETBACK REQUIREMENTS

★ OWNER/BUILDER RESPONSIBLE FOR LOCATING PROPERTY LINES/PINS

★ VILLAGE OF TOLONO DOES NO INSPECTIONS



Village of Tolono, Illinois

Application for Building Permit & Permit to Occupy



Return Completed Form to:
Village Hall, 507 W Strong St
Email: info@tolonoil.us

507 W Strong Street
PO Box 667
Tolono, IL 61880-0667 • 217-485-5212

VILLAGE USE ONLY:	DATE APPLICATION RECEIVED: ___ / ___ / _____	RECEIVED BY: _____
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SECTION 1. PURPOSE OF PERMIT

<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> REMODELING	<input type="checkbox"/> ADD ACCESSORY	<input type="checkbox"/> DEMOLITION
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SECTION 2. OWNER/APPLICANT INFORMATION

OWNER NAME: _____ ADDRESS: _____
PHONE: ___ / ___ / ___ CELL: ___ / ___ / ___ EMAIL ADDRESS: _____
BUSINESS NAME: _____ CONTACT PERSON: _____
ADDRESS: _____ EMAIL ADDRESS: _____
PHONE: ___ / ___ / ___ CELL: ___ / ___ / ___
(If any information contained in this section is missing or illegible it will cause a delay in the permit approval process.)

SECTION 3. PROJECT LOCATION

ADDRESS OF PROJECT: _____ ZONING DISTRICT*: _____
LOCATED BETWEEN*: _____ AND _____
LEGAL DESCRIPTION OF PROPERTY:
SUBDIVISION*: _____ LOT(S)*: _____ PARTIAL LOT(S)*: _____
BLOCK*: _____ LOT SIZE*: _____ PROPERTY USE: RESIDENTIAL COMMERCIAL INDUSTRIAL
(CIRCLE ONE ABOVE)
**If you are unsure of the answer, leave blank. The office will complete it for you.*

SECTION 4. PROJECT INFORMATION

BUILDING DIMENSIONS: _____ TOTAL SQUARE FOOTAGE: _____ NUMBER OF STORIES: _____
BASEMENT: YES NO PARTIAL (SIZE): _____ CRAWL SLAB
GARAGE SIZE: _____ NUMBER OF OFF-STREET PARKING SPOTS: _____
(If any information contained in this section is missing or illegible it will cause a delay in the permit approval process.)

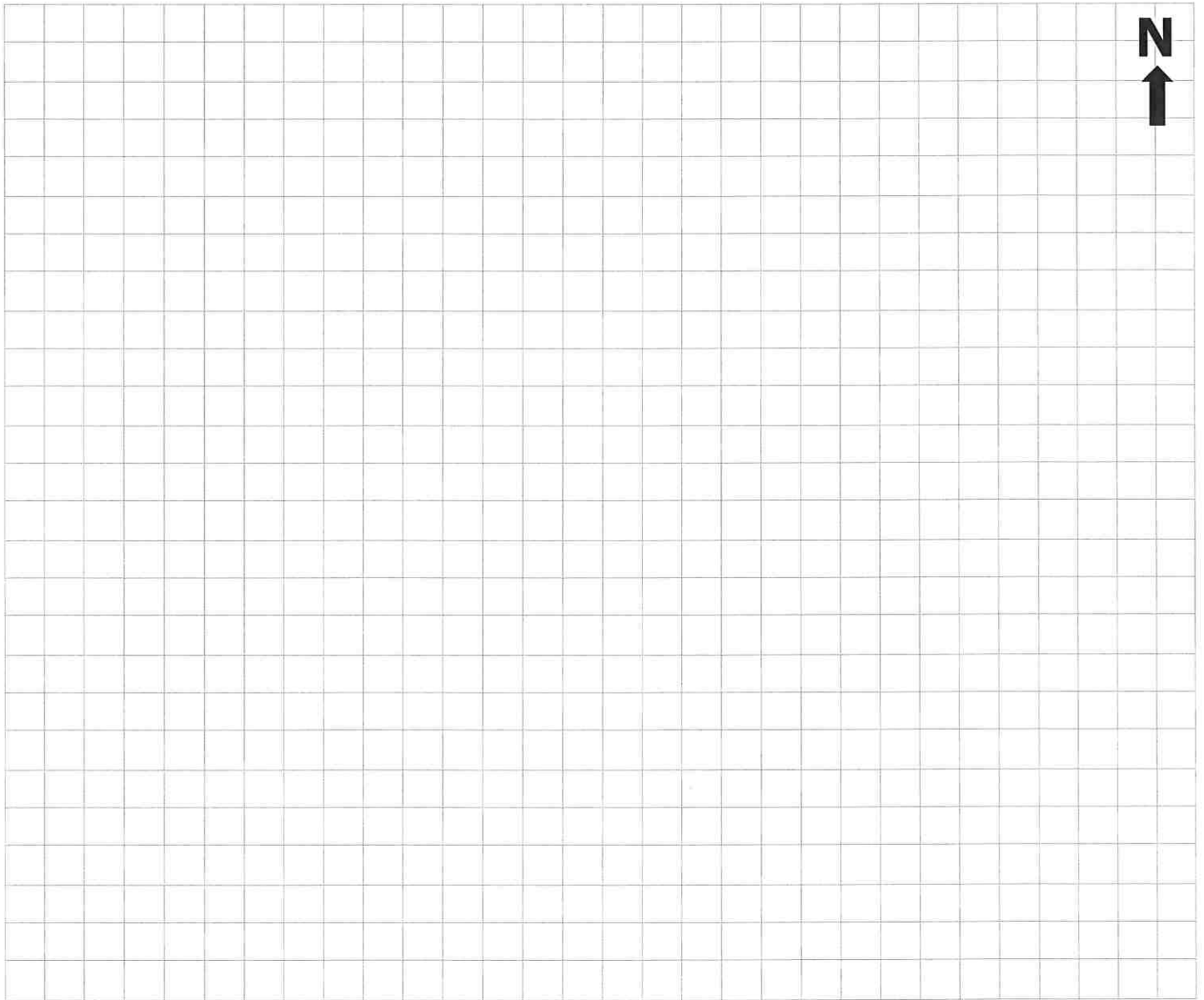
PURPOSE OF PROJECT <input type="checkbox"/> NEW BUILDING <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR/REMODEL <input type="checkbox"/> WRECKING <input type="checkbox"/> OTHER (SPECIFY): _____ _____	PROPOSED USE <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> TWO FAMILY <input type="checkbox"/> MULTI-UNIT DWELLING <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER (SPECIFY): _____	TYPE OF CONSTRUCTION <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> VINYL <input type="checkbox"/> OTHER (SPECIFY): _____ _____	TYPE OF HEAT <input type="checkbox"/> FORCED AIR <input type="checkbox"/> HOT WATER <input type="checkbox"/> STEAM <input type="checkbox"/> OTHER (SPECIFY): _____ _____
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SECTION 5. MISCELLANEOUS

DRIVEWAYS: IF PROJECT INCLUDES A NEW DRIVEWAY OR EXPANSION OF EXISTING DRIVEWAY, A DRAINAGE CULVERT MUST BE INSTALLED UNLESS OTHERWISE STATED.
MUD & DEBRIS: CONTRACTORS/BUILDERS ARE RESPONSIBLE FOR KEEPING STREETS FREE OF MUD AND DEBRIS.

PROPOSED SITE PLAN

A SITE PLAN IS REQUIRED AND MUST INCLUDE A DRAWING OF THE LAYOUT OF THE PROPOSED PROJECT. THE DRAWING MUST INCLUDE PROPERTY LINES, OUTLINE OF STRUCTURES, AND LOCATION OF PROPOSED FENCE. PLEASE INCLUDE ALL APPLICABLE DIMENSIONS. SEE THE REVERSE SIDE OF THIS SHEET FOR AN EXAMPLE.



ADDRESS: _____

NOTES: _____

CERTIFICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY, OR 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 THEIR AUTHORIZED AGENT, AND I CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION. IN ADDITION, IF A PERMIT FOR WORK DESCRIBED IN THIS APPLICATION IS ISSUED, I CERTIFY THAT THE CODE OFFICIAL OR THE CODE OFFICIAL'S AUTHORIZED REPRESENTATIVE SHALL HAVE THE AUTHORITY TO ENTER AREAS COVERED BY SUCH PERMIT AT ANY REASONABLE HOUR TO ENFORCE THE PROVISIONS OF THE CODE(S) APPLICABLE TO SUCH PERMIT.

SIGNATURE OF APPLICANT: _____ PHONE #: _____

ADDRESS: _____

RESPONSIBLE PERSON IN CHARGE OF WORK (NAME/TITLE): _____ PHONE #: _____

ZONING INFORMATION	PROJECT AREA (GROSS SQUARE FEET)
PROPERTY ZONING: _____	TOTAL SITE: _____
REQUIRED YARD SETBACKS (IN FEET):	UNFINISHED BASEMENT: _____
FRONT: _____ REAR: _____	FINISHED BASEMENT: _____
MINIMUM SIDE: _____ TOTAL SIDE: _____	1ST FLOOR: _____
CORNER SIDE YARD: _____	2ND FLOOR: _____
PROPOSED FLOOR AREA RATIO: _____	ADDITIONAL FLOORS: _____
PROPOSED STRUCTURAL COVERAGE: _____	TOTAL STRUCTURE AREA: _____

- CALL **J.U.L.I.E.** BEFORE ANY CONSTRUCTION BEGINS AT 811 OR 1-800-892-0123



- FOLLOW SETBACK REQUIREMENTS



- OWNER/BUILDER RESPONSIBLE FOR LOCATING PROPERTY LINES/PINS



AN **AERIAL VIEW** OF YOUR PROPERTY CAN BE OBTAINED FROM THE **CHAMPAIGN COUNTY GIS CONSORTIUM WEBSITE**

NO PERSON SHALL SET FIRE TO OR CAUSE OR PERMIT TO BE BURNED IN ANY YARD, LOT, STREET, OR ALLEY ANY RUBBISH, GARBAGE, PAPER, OR OTHER COMBUSTIBLE MATERIAL OR OPERATE BURN BARRELS FOR WASTE.

BUILDING DEPARTMENT HOURS: MONDAY-FRIDAY, 7:00AM-NOON & 1-4:00PM BY APPOINTMENT ONLY

CONSTRUCTION HOURS: MONDAY-FRIDAY, 7:00AM-6:00PM; SATURDAY, 8:00AM-6:00PM; SUNDAY/HOLIDAY, SPECIAL PERMIT REQUIRED

DUE TO THE GENERAL NATURE OF THIS HANDOUT, REFERRAL TO THE VILLAGE CODES, ORDINANCES, AND STANDARDS, COMMUNICATION WITH THE VILLAGE STAFF FOR THE EXACT REQUIREMENTS IS GREATLY ENCOURAGED. ADHERENCE TO THESE GENERAL GUIDELINES DOES NOT ELIMINATE THE REQUIREMENT BY THE APPLICANT OF ALL FEDERAL, STATE, AND LOCAL LAWS, RULES, ORDINANCES, REGULATIONS AND PROCEDURES.