

**BUILDER'S STATEMENT OF
UNDERSTANDING, ACCEPTANCE, AND AGREEMENT**

Village of Swansea, 1400 N. Illinois Street, Swansea, IL 62226

(618) 234-0044

READ CAREFULLY AND SIGN

1. I understand, accept and agree that any permit issued for any building, electrical, plumbing, mechanical or sewer work, does not grant the privilege to erect any structure or to use any property for a purpose or in a manner prohibited by the adopted code, ordinances or regulations of the Village of Swansea.
2. I understand, accept and agree that the responsibility for assuring the plans for any proposed construction are in compliance with the provisions of adopted codes, shall rest solely with me as the applicant.
3. I understand, accept and agree that for non-residential construction projects, a minimum of two (2) copies of construction plans must be submitted for review, and upon approval, one copy of said plans will be returned to me and shall be kept at the building site during the period of construction.
4. I understand, accept and agree that the Village of Swansea does not consider subdivision covenant restrictions when reviewing plans.
5. I understand, accept and agree that the responsibility for assuring that the structure will withstand all applied loads (live, dead, wind, snow, seismic, etc.) shall rest solely with me as the applicant and/or my engineering or architectural consultant(s), and that the Village of Swansea does not consider structural load calculations when reviewing plans.
6. I understand, accept and agree that all required setbacks for any building or structure are to be measured from property lines, the location of which must be identified by stakes, and that measurement from curbs and similar landmarks can produce errors which may halt construction and require that any part of any structure built in error, be removed.
7. I understand, accept and agree that property corners will be properly staked and that said stakes will remain in place and undisturbed until after the footings/foundation inspection has been completed.
8. I understand, accept and agree that all fees for all permits must be paid prior to the issuance of any permit, and the current cost of permits is as follows:
 - a. Building Permit \$.07 per square foot
 - b. Electrical Permit \$.06 per square foot
 - c. Plumbing Permit \$.05 per square foot
 - d. Mechanical Permit \$.04 per square foot
 - e. Fire Code Permit \$.02 per square foot (Commercial Only)
 - f. Sewer Tap Fee Varies with type of structure
 - g. Automatic Suppression System Inspection - \$ 100.00 (Sprinkler, Hood, Chemical Agent, Etc.)
9. I understand, accept and agree that inspection of all work is required by law and that failure to request and secure such inspection is a violation of Village Code.
10. I understand, accept and agree that as the applicant for a permit, I am solely responsible for notifying the Village of Swansea when work has progressed to a point requiring inspection, and for preventing any further work until such inspection has been made and the work determined to be in compliance with applicable codes.
11. I understand, accept and agree that any request for inspection must be made by calling the Swansea Government Center at 234-0044 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at least 24 hours prior to the time when the inspection is needed. The Village attempts to complete each inspection within 48 hours of its request, but offers no guarantee to do so.
12. I understand, accept and agree that sewer lateral inspections are only made between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

CONTINUED ON REVERSE

13. I understand, accept and agree that inspections are required at the following steps:

A. Building

- Upon completion of the footing excavation but prior to pouring concrete
- Upon completion of the footings and foundation
- Prior to the covering of structural members
- Following completion but prior to occupancy

B. Electrical

- Upon installation of any temporary service
- Upon completion of rough-in but prior to covering
- Upon completion of permanent service
- Following completion but prior to occupancy

C. Plumbing

- Upon completion of groundwork but prior to covering
- Upon completion of rough-in but prior to covering
- Following completion but prior to use

D. Mechanical

- Prior to covering any component
- Following completion but prior to use

E. Sewer Lateral

- Upon completion of tap-in but prior to covering lateral

14. I understand, accept and agree that should any work be performed under a permit issued by the Village fail inspection, I am subject to a re-inspection fee, as established by law.

15. I understand, accept and agree that no Certificate of Occupancy shall be issued until all inspections have been made and passed.

16. I understand, accept and agree that every temporary electrical service must have G.F.I. protection.

17. I understand, accept and agree that if the Village of Swansea should issue a permit to me, it does so with the understanding that I will comply with the requirements of the Illinois Roofing Industry Licensing act (P.A. 83-1513, Certified January 14, 1985, effective July 1, 1985).

18. I understand, accept and agree that if any damage occurs to any public improvement, i.e. street, curb and gutter, sidewalk, sanitary or storm sewer, etc. caused by me or any sub-contractor employed by me, that I will be responsible for all necessary repairs.

19. I understand, accept and agree that all trash, debris and scrap materials must be placed into appropriate containers and disposed of properly. Burning of any kind is prohibited.

20. I understand, accept and agree that if any permitted work is not begun within six (6) months from the date a permit is issued, the permit shall become null and void.

I CERTIFY BY MY SIGNATURE BELOW, THAT I HAVE READ, UNDERSTAND AND ACCEPT EACH OF THE PROVISIONS ABOVE, AND WILL ABIDE BY THEM, AND BY THE CODES, ORDINANCES, REGULATIONS AND STATUES OF THE VILLAGE OF SWANSEA AND THE STATE OF ILLINOIS.

APPLICANT: _____ DATE: _____

OWNER _____ DATE: _____

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

VILLAGE OF SWANSEA
1400 N. ILLINOIS STREET
SWANSEA, IL 62226
(618) 234-0044

Application Number: _____ Fee: **\$20.00** Date Fee Paid: _____

I M P O R T A N T I N S T R U C T I O N S

Before any lot is created; **or** any land is developed; **or** any new use of land or new structure is established or erected; **or** any existing structure or use is enlarged, extended, altered, relocated, or reconstructed; the owner must apply for and receive an **Initial Certificate of Zoning Compliance**. This certificate proves that the proposed change on a specific lot has been reviewed by the Zoning Administrator and found to be in compliance with the Swansea Zoning Code. Once an initial certificate is issued, the owner can proceed with securing building permits.

The Zoning Administrator may, in some cases, find that plans for a specific lot do not agree with the zoning regulations. When that happens, the Zoning Administrator will notify the applicant who can; **1)** modify the plans to bring them into compliance; **or 2)** appeal the decision of the Zoning Administrator [if the decision is one of interpretation]; **or 3)** request a variation from the regulations [if a variation is allowable in this situation]; **or 4)** request to have the zoning regulations amended.

After completion of the proposed change as authorized by the initial certificate, the actual site must be reviewed by the Zoning Administrator who confirms that the change was made as planned and approved. If this is the case, a **Final Certificate of Zoning Compliance** is issued, and the structure or use can then be occupied.

APPLICANT NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

CHECK IF: _____ Property Owner _____ Contract Purchaser _____ Lessee _____ Other _____

OWNERS NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

ADDRESS OF PROPERTY: _____

PERMANENT TAX NUMBER: _____ LOT #: _____ ZONING DISTRICT: _____

PRESENT USE OF PROPERTY: (CHECK ALL THAT APPLY)

RESIDENTIAL: _____ Single Family _____ Duplex _____ Uniplex _____ Multi-Family (# of units _____)
_____ Manufactured Home _____ Modular Home

ACCESSORY USES: _____ Garage _____ Carport _____ Swimming Pool _____ Other _____

BUSINESS USES: _____ Commercial _____ Industrial _____ Home Occupation TYPE: _____

VACANT LOT: _____ OTHER USES: _____

PROPOSED USE OF PROPERTY: (CHECK ALL THAT APPLY)

RESIDENTIAL: _____ Single Family _____ Duplex _____ Uniplex _____ Multi-Family (# of units _____)

_____ Manufactured Home, (Age of Manufactured Home _____) _____ Modular Home (Provide Copy of Title or Certificate of Origin)

ACCESSORY USES: _____ Garage _____ Carport _____ Swimming Pool _____ Other _____

BUSINESS USES: _____ Commercial _____ Industrial _____ Home Occupation TYPE: _____

VACANT LOT: _____ OTHER USES: _____

PROPOSED IMPROVEMENTS:

_____ New Building _____ Addition/Alteration _____ Relocation _____ Manufactured Home

Has any structure on this lot previously been altered? [] Yes [] No

Has any variation, special use permit, or rezoning been granted for this property? [] Yes [] No

COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE

PROVIDE THE FOLLOWING INFORMATION FOR ALL EXISTING AND PROPOSED STRUCTURES:

Existing Structures	Height in feet	Number of stories	Number of dwelling units	Number of employees	Number of parking spaces
(1)					
(2)					
(3)					
Proposed Structures	Height in feet	Number of stories	Number of dwelling units	Number of employees	Number of parking spaces
(1)					
(2)					
(3)					

S I T E P L A N

Draw a plan of the property **to scale**, including **all** of the following: (a larger plan can be substituted)

Check each item once you have included it in your plan.

- The names and locations of all adjoining streets
- The location and dimensions of all lot lines, easements, underground utilities, etc.
- The location and dimensions of all **existing and proposed** buildings, driveways, and parking areas
- The distances between all lot lines and every building or structure, and between buildings

Indicate North	Scale 1"= _____ ft
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YOU MUST ALSO SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

- _____ Detailed drawings or plans for all proposed structures
- _____ The legal description for property in question

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HERewith, ARE TRUE AND ACCURATE. I HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF SWANSEA FOR THE PURPOSE OF INVESTIGATING THIS APPLICATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____

APPLICATION FOR CONSTRUCTION PERMITS

Village of Swansea, 1400 N. Illinois Street, Swansea, IL 62226

(618) 234-0044

Application Number: _____ Date Fees Paid: _____ Permit Number: _____

BUILDING **ELECTRICAL** **PLUMBING** **MECHANICAL** **BUILDING SEWER**

Fee: _____ Fee: _____ Fee: _____ Fee: _____ Fee: _____

APPLICANT NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

CHECK IF: Property Owner Contract Purchaser Lessee Other

OWNERS NAME: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

ADDRESS OF PROPOSED CONSTRUCTION: _____

PERMANENT TAX NUMBER: _____ SUBDIVISION: _____ LOT: _____

PROPOSED USE OF PROPERTY (CHECK ALL THAT APPLY)

RESIDENTIAL: Single Family Duplex Uniplex Multi-Family (# of units _____)

Manufactured Home Modular Home

ACCESSORY USES: Garage Carport Swimming Pool Other _____

BUSINESS USES: Commercial Industrial Home Occupation TYPE: _____

OTHER USES: _____

TOTAL SQUARE FOOT COVERAGE OF FINISHED AREA, INCLUDING GARAGE: _____ Square Feet

Building Permit Information:

New Building <input type="checkbox"/>	Addition/Alteration <input type="checkbox"/>	Relocation <input type="checkbox"/>	Manufactured Home <input type="checkbox"/>
EST. SALE PRICE: \$ _____ ARE ACCESSORY BUILDINGS: <input type="checkbox"/> Attached <input type="checkbox"/> Detached (Including Lot)			
CONTRACTOR: _____		Phone #: _____	
Address: _____		City: _____ State: _____ Zip: _____	
ARCHITECT: _____		Phone #: _____	
Address: _____		City: _____ State: _____ Zip: _____	
ENGINEER: _____		Phone #: _____	
Address: _____		City: _____ State: _____ Zip: _____	

Electrical Permit Information

<input type="checkbox"/> New Service Installation	<input type="checkbox"/> Service Upgrade/Remodeling	<input type="checkbox"/> Manufactured Home
ELECTRICIAN _____		
Phone #: _____		
Address: _____ City: _____ State: _____ Zip: _____		
IF SELF, DESCRIBE IN DETAIL YOUR QUALIFICATIONS: _____		
DESCRIBE IN DETAIL THE WORK TO BE DONE AND MATERIALS TO BE USED: _____		

COMPLETE REVERSE SIDE

Plumbing Permit Information

<input type="checkbox"/> New Installation	<input type="checkbox"/> Addition/Alteration	<input type="checkbox"/> Manufactured Home Connection	
PLUMBER _____	Phone #: _____		
Address: _____	City: _____	State: _____	Zip: _____
License Number: _____	Expiration Date: _____		
IF SELF, (WITHIN YOUR RESIDENCE ONLY) DESCRIBE IN DETAIL YOUR QUALIFICATIONS: _____			
DESCRIBE IN DETAIL THE WORK TO BE DONE AND MATERIALS TO BE USED: _____ _____			
WILL CONSTRUCTION INCLUDE FOOTING DRAINS, ROOF DRAINS, OR A SUMP PUMP? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe in detail the drainage system: _____ _____			

Mechanical Permit Information

<input type="checkbox"/> New Building System	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Upgrade	<input type="checkbox"/> Manufactured Home
CONTRACTOR: _____	Phone #: _____		
Address: _____	City: _____	State: _____	Zip: _____
ARCHITECT: _____	Phone #: _____		
Address: _____	City: _____	State: _____	Zip: _____
ENGINEER: _____	Phone #: _____		
Address: _____	City: _____	State: _____	Zip: _____
DESCRIBE IN DETAIL THE WORK TO BE DONE AND MATERIALS TO BE USED: _____ _____			

Building Sewer Permit Information

<input type="checkbox"/> Public Building, School or Church	<input type="checkbox"/> Hotel, Motel, Hospital or Nursing Home		
<input type="checkbox"/> Commercial user discharging industrial wastes (_____)			
PROPOSED METHOD OF CONNECTION:			
<input type="checkbox"/> Existing service connection stub, not previously used.	<input type="checkbox"/> Saddle connection to main		
<input type="checkbox"/> Former service connection or lateral	<input type="checkbox"/> Manhole Connection	<input type="checkbox"/> Other	
WILL AN EXISTING OR FORMER SERVICE CONNECTION OR LATERAL BE ABANDONED? <input type="checkbox"/> Yes <input type="checkbox"/> No			
EXCAVATOR _____	Phone #: _____		
Address: _____	City: _____	State: _____	Zip: _____
Will excavation extend into a public street? <input type="checkbox"/> Yes <input type="checkbox"/> No			

YOU MUST ALSO SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

1. Detailed site plan, to scale
2. Construction blueprints, including Building, Electrical, Plumbing, Mechanical & Sewer Details
(Plans must be sealed by IL Registered Architect or Engineer if not single-family residential)
3. Legal description for property
4. Any additional pages necessary in order to completely provide the information requested.

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HERewith, ARE TRUE AND ACCURATE. I HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF SWANSEA FOR THE PURPOSE OF INVESTIGATING THIS APPLICATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____