

Village of Swansea
BUILDING PERMIT APPLICATION

Permit No.: _____

Date: _____

Important Instructions

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, (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.

PART 1 – APPLICANT INFORMATION

Name _____

Address _____

Phone Number _____

Property Owner _____ Contractor _____ Lessee _____ Other _____

PART 2 – OWNER INFORMATION

Name _____

Address _____

Phone Number _____

PART 3 – PROPERTY INFORMATION

Address of Property _____

Project Cost \$ _____

Zoning District _____ Parcel ID # _____

Permanent Tax # _____ Total Square Footage of Area (include Garage) _____

1st Floor Sq Ft _____ 2nd floor Sq ft _____ Garage Sq ft _____

Basement Sq ft _____ Finished Yes _____ or No _____

Accessory Buildings Attached _____ Detached _____

Proposed use of property (Check all that apply)

Single Family _____ Duplex _____ Uniplex _____ Multi No of Units _____

Manufactured _____ Modular _____ Garage _____ Carport _____

Pool _____ Other _____ Vacant Lot _____

Commerical _____ Industrial _____ Home Occupation _____ Type _____

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

Has any variation, special use permit, or rezoning been granted for this property? _____

PART 4 – CONTRACTOR INFORMATION Contracting Services Name Phone/Cell No. License No.

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

Contractor	Name /Address	License #	Phone	Fee
Building				
Electrical				
Plumbing				
Mechanical				
Sewer				
Zoning				
Fire Insp				

Type of work to be done:

Provide the following information for all existing and proposed structures:

Existing Structures	Height in feet	Number of stories	Number of Units	# of employees	Parking Spaces
Proposed Structures	Height in feet	Number of stories	Number of Units	# of employees	Parking Spaces

Site Plan

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.

******* YOU MUST ALSO SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION: *******

- _____ Detailed drawings or plans for all proposed structures (including indicating, North, scale 1" = __ ft)
- _____ 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, INSPECTED THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

Applicant _____

Date _____

Owner _____

Date _____

BUILDER'S STATEMENT OF
UNDERSTANDING, ACCEPTANCE, AND AGREEMENT

Revised 9/17/2018

Village of Swansea, 1444 Boul Avenue, 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.
3. 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 \$.11 per square foot (Minimum \$50.00 Residential , \$100.00 Commercial)
 - b. Electrical Permit \$.10 per square foot (Minimum \$50.00 Residential, \$100.00 Commercial)
 - c. Plumbing Permit \$.09 per square foot (Minimum \$50.00 Residential, \$100.00 Commercial)
 - d. Mechanical Permit \$.08 per square foot (Minimum \$50.00 Residential, \$100.00 Commercial)
 - e. Fire Code Permit \$.06 per square foot (Commercial Only \$100.00 Miminum)
 - f. Sewer Tap Fee Varies with type of structure
 - g. Automatic Suppression System Inspection - \$ 100.00 (Sprinkler, Hood, Chemical Agent, Etc.)
 - h. Civil Design projects require a \$2000.00 escrow deposit. (Mostly new commercial construction projects)
- l. 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.
0. 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.
1. 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.
2. 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.

ONTINUED 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 (rough-ins) (insulation if applicable)
- 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: _____