



VILLAGE OF TREMONT

211 S. Sampson St. • P.O. Box 144 • Tremont, IL 61568

Phone: (309) 925-5711 • Fax: (309) 925-3635

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PERMITS

Plans are reviewed for compliance with the following codes:

Village of Tremont Zoning Code, State of Illinois Plumbing Code 77 Admin Code 890, 2015 International Building Code, 2015 International Fire Code, 2015 International Mechanical Code, 2015 International Property Maintenance Code, 2015 International Residential Code, 2015 International Existing Building Code 2014 National Electrical Code and 2015 International Energy Conservation Code.

****New Homes and Room Additions – 48 Hour Review Period**

*The 48 hours review period does not ensure that you will receive your permit within 48 hours, but that the Department will contact you regarding the status of permit and with any questions within this period.

☐ A valid 911 address assigned by the Village of Tremont, if not already assigned.

*Owners of improved property shall post that properties address number(s), as assigned by the Village of Tremont, on a principal building or structure, at or near the main entrance of said principal building or structure, but not further than eighty (80) feet from the centerline of any right-of-way to which the structure faces. The minimum height of each number shall be four (4) inches, and the maximum height shall be twelve (12) inches. Numbers shall be Arabic, uniform in height, color, and style with no fractions or decimals allowed.

☐ Proof of septic/sewer

1. An appropriate letter from the Sanitary District stating that owners have applied for hookup.

☐ Site Plan of the lot showing; the proposed structure, all distances to lot lines, distance to other structures.

☐ Compliance with International Energy Conservation Code 2015

1. Passed REScheck compliance report bearing the signature of the responsible party.
(www.energycodes.gov)

☐ Completed Required Residential Permitting Form.

☐ 2 Full sets of scaled construction plans. Minimum size 8.5x11" (1/4" = 1' min scale, unless otherwise specified/approved.)

1. Foundation Plan

(Include beams & columns with sizes & locations, egress windows & stair location and sizes, information)

2. Detailed Floor Plans. We understand field modification may be made, but accurate review requires as much detail as possible.

3. Exterior Elevation Views of all four sides (include window size, roof venting, decks and guardrail, roofing and siding materials).

4. Detailed Wall Sections (include all construction components notes from roof to footings, see example.)

5. Deck plans or provided diagram, if applicable.

Must include post size and spacing, beam size and span, joist size and span, footing size for corners and intermediates.

6. Modular, Log, and/or Package homes: Full package set including the specific Codes designed to, must be presented along with plans of all on site construction detail, i.e. foundation plans at the time of submittal

Other Residential Structures

****Interior Renovations/Repair Alterations**

*** In most cases, a pre-permit site visit is conducted to ensure both parties understand the proposed construction in advance.**

- ☐ Completed Required Residential Permitting Form
 - ☐ Detailed scope of work explaining all demolition areas and what is being rebuilt. In addition, any HVAC, plumbing and electrical work being repaired or installed.
 - ☐ Detailed Floor Plan. We understand field modification may be made, but accurate review requires as much detail as possible.
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****Decks/Porches – No Plan Review Required, On-Site Compliance (Over 200 Sq. Ft.)**

- ☐ Completed Required Residential Permitting Form
 - ☐ Completed diagram provided by the department or detailed plans.
 - ☐ Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
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****Unattached Garages/Accessory Structures/Sheds & Decks/Porches (Under 200 Sq. Ft)**

- ☐ Completed Required Residential Permitting Form
 - ☐ Site Plan of the lot showing the proposed structure and all distances to lot lines and other structures.
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****In-ground & Above ground Pools – No Plan Review Required, On-Site Compliance where applicable.**

- ☐ Completed Required Residential Permitting Form
 - ☐ A Site Plan of the lot showing; the proposed structure, all distances to lot lines, distances to other structures.
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****Roof Mount Solar Panels – No Plan Review Required, On-Site Compliance where applicable.**

- ☐ Completed Required Residential Permitting Form
- ☐ A Site Plan of the lot showing; the proposed structure, all distances to lot lines, distances to other structures.
- ☐ Structural analysis by a "Licensed Engineer" shall be provided for solar panels, components and there loading on existing and new roofs.

Failure to initially provide all information necessary for review WILL delay the process. Construction and/or disturbance of soil prior to a Building Permit/Erosion Permit may result in fines and a Stop Work Order. Applications are accepted and permits issued between 9:00 a.m. and 4:30 p.m. Monday through Friday.

VILLAGE OF TREMONT SCHEDULE OF FEES

<ul style="list-style-type: none"> Water Connection Fee (Main Tap and ¾" Meter supplied by Village and installed by Applicant) 	\$2,000
<ul style="list-style-type: none"> Sanitary Connection Fee (Main Tee and Cleanout supplied and installed by Applicant) 	\$2,000
BUILDING AND ZONING CODES	
<ul style="list-style-type: none"> Violations 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> First violation per day past designated date 	\$75
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Second violation per day past designated date 	\$150
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Maximum Fine per day past designated date 	\$750
<ul style="list-style-type: none"> Existing Building Permits 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Addition to Residential Structure 400 SF and less 	\$100
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Addition to Residential Structure more than 400 SF 	\$200
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Addition to Non-Residential Structure (Total building area under roof above grade) 	\$1.50 per SF \$500 minimum
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Level 2 Alteration 	\$100
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Level 3 Alteration 	\$200
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Change of Occupancy 	\$100
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Historic Buildings 	\$300
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Relocated or Moved Buildings 	\$300
<ul style="list-style-type: none"> Residential Structure Permits 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Single Family 	\$300
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Two Family 	\$400
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Multiple Family (Three Unit fee) 	\$500
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Multiple Family per unit above three 	\$100
<ul style="list-style-type: none"> Non-Residential Structure Permits 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> New Construction (Total building area under roof above grade) 	\$3.00 per SF \$1,000 minimum
<ul style="list-style-type: none"> Other Miscellaneous Permits 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Swimming Pool Permit (pools deeper than 2 feet) 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Solar Energy Permit 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Fences (taller than 2 feet) 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Decks (greater than 80 SF) 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Driveway (if not part of a Structure permit) 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accessory Structure (Greater than 80 SF) 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Structure Demolition 	\$40
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Signs (Attached Sign & Free-Standing Sign) 	\$40

SUBDIVISION REGULATIONS

- **Preliminary Plat Fee**

# of Lots	Base Fee	Additional Fee/Lot	Fee Range
Less than 5	\$150	0	\$150
6 to 10	\$150	\$50	\$200 to \$400
11 to 20	\$400	\$30	\$430 to \$700
21 to 40	\$700	\$20	\$720 to \$1100
41 to 60	\$1100	\$15	\$1115 to \$1400
61 to 100	\$1400	\$10	\$1410 to \$1800
More than 100	\$1800	\$5	\$1805 minimum

- **Final Plat Fee**

# of Lots	Base Fee	Additional Fee/Lot	Fee Range
Less than 5	\$150	0	\$150
6 to 10	\$150	\$30	\$180 to \$300
11 to 20	\$400	\$20	\$320 to \$500
21 to 40	\$700	\$15	\$515 to \$800
41 to 60	\$1100	\$10	\$810 to \$1000
61 to 100	\$1400	\$8	\$1008 to \$1320
More than 100	\$1800	\$5	\$1325 minimum

- **Construction Plan Review Fee**

# of Lots	Base Fee	Additional Fee/Lot	Fee Range
Less than 5	\$700	0	\$700
6 to 10	\$700	\$50	\$750 to \$950
11 to 20	\$950	\$40	\$990 to \$1350
21 to 40	\$1350	\$30	\$1380 to \$1950
41 to 60	\$1950	\$25	\$1975 to \$2450
61 to 100	\$2450	\$20	\$2470 to \$3250
More than 100	\$3250	\$10	\$3260 minimum

- **Condominium Review Fee**

\$20 per unit

LAND USE BOARD ACTIONS

• Home Occupation Special Use Permit	\$40
• Special Use Permits	\$250
• Property Zoning Changes	\$250
• Zoning Code Variances	\$250
• Special Board Meeting	\$550

VILLAGE OF TREMONT

INFORMATION REQUIRED FOR RESIDENTIAL PERMITTING

PROPERTY OWNER: _____
Address: _____

Email: _____
Phone: _____

GENERAL CONTRACTOR: _____

IF OWNER MARK "SELF"

Email: _____
Phone: _____

SITE INFORMATION

Site Parcel Number: _____ Site Address: _____

PROJECT INFORMATION

Project Description (Be Specific) _____

Square Footage/Dimensions: _____ Square footage of all structures (including proposed): _____

Front yard setback: _____ Setback from Side(s): _____ Setback from Rear: _____ Height - Ground to Peak: _____

Estimated Cost of Construction: \$ _____

STRUCTURE INFORMATION (if applicable)

Foundation Type: ☐ Basement ☐ Crawl ☐ Slab ☐ Block ☐ Poured

Exterior Walls: ☐ Vinyl ☐ Brick ☐ Metal ☐ Wood ☐ Other _____

Roof: ☐ Shingles ☐ Metal ☐ Wood ☐ Other _____ *Roofing License # (New Dwellings Only) _____

Bedrooms: # Existing: _____ # Added: _____ # Total: _____ Bathrooms: # Existing: _____ # Added: _____ # Total: _____

MECHANICAL INFORMATION (if applicable)

ELECTRICAL: # of Amps: _____ ☐ Temp Pole ☐ Add New Wiring ☐ Remodel ☐ Service/Meter Replacement

☐ Solar # of KW: _____

ELECTRICAL CONTRACTOR: _____ Email: _____

*If other than SELF

Address: _____ Phone: _____

PLUMBING: Fixtures: # Existing: _____ # Being Added: _____ # Total: _____ Lawn Sprinklers: # of Heads: _____

(Fixtures include: toilets, interceptors, bath tubs, drinking fountains, urinals, wash basins, water heaters, washers, sinks, rough-ins, showers, and sewage ejectors.)

PLUMBING CONTRACTOR: _____ Email: _____

*If other than SELF

Address: _____ Phone: _____

State License #: _____

Anyone other than the homeowner doing their own work must provide a copy of a VALID State of Illinois Plumbing License

HVAC: Heat: ☐ Electric ☐ Gas ☐ Geothermal ☐ Wood ☐ Solar ☐ None ☐ Other _____ Central Air ☐ Yes ☐ No

of Heating Units to be added: _____ # of AC Units to be added: _____ # of GEO Thermal Units to be added: _____

HVAC CONTRACTOR: _____ Email: _____

*If other than SELF

Address: _____ Phone: _____

I have read the above application and construction work will be in accordance herewith. I agree to the provisions of the Village of Tremont Zoning Ordinances and the structure will be used or allowed to be used for only such purpose as are set forth above or other uses permitted in the Village of Tremont. Construction must be started within 6 months after date of issuance and must be complete within 18 months or permit is void and all fees forfeited and new permit must be applied for.

Applicant Signature: _____ Date: _____

Zoning Officer: _____ Date: _____ Fee: \$ _____

☐ APPROVED ☐ NOT APPROVED ☐ VARIANCE REQUIRED

PERMIT # _____

SITE PLAN

Provide accurate information (**Show** all structures existing on parcel with dimensions, **Identify** new structures with dimensions and **identify** all adjacent streets/roads)

IDENTIFY SETBACKS FROM ALL PROPERTY LINES AND FROM THE ROAD

ALL SETBACKS ARE MEASURED FROM THE OVERHANG TO THE PROPERTY LINE

NOTE: Meeting the correct setbacks from the property line is the responsibility of the owner/applicant