1. **INSTRUCTIONS**
	1. The applicant shall contact the Village to coordinate location of any connections to Village utility lines and extension or rerouting of service lines. 🞎
	2. The applicant shall contact the respective utility companies to coordinate location of any connection to the respective utility lines and extension or rerouting of service lines. 🞎
	3. The applicant is responsible for payment of any and all additional fees or hook up charges. 🞎
	4. Four copies of the application for building permit shall be submitted along with three copies of all site plans, building floor plans and any other documents. One copy of the building permit and plans or other documents shall be returned to the applicant, one set will be retained by the Village and one set will be for the Village Building Inspector. The remaining building permit will be returned to the applicant and shall be posted at the construction site in a visible and weather proof location. 🞎
	5. The Village shall have a minimum of 3 working days to review all applications prior to issuing a building permit. Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_🞎
	6. The applicant shall be responsible for assuring that all construction conforms with and is in accordance with the building permit, submitted site plans and building plans. 🞎
	7. The Village has the right to inspect the site before and during construction. The applicant shall notify the Village upon completion of the construction so the village may inspect the site and issue an occupancy permit. An occupancy permit is required for all structures or additions intended for human habitation or occupancy. All basic utility services, (gas, electric, sanitary service, and heat) must be in service prior to issuance of an occupancy permit.
2. **APPLICATION IS HEREBY MADE BY:**

**OWNER**

ADDRESS

TELEPHONE

EMAIL

**AUTHORIZED AGENT**

ADDRESS

TELEPHONE

EMAIL

**CONTRACTOR**

ADDRESS

TELEPHONE

EMAIL

To 🞎 erect, 🞎 repair, 🞎 extend, a structure

Located on Lot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Blk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Village of Philo, Illinois, which has an address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Philo, Illinois, at an estimated cost of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The structure is for: 🞎 residence, 🞎 commercial building, 🞎 industrial building, 🞎 accessory building, or 🞎 other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. The lot or tract of land is zoned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the proposed building use is allowed in the district. 🞎 yes 🞎 no
3. The following applicable items shall be submitted with this application:
	1. A site plan with **dimensions drawn to scale** showing:
* Location of property lines, utilities, and related easements, including electric lines, storm drainage, septic fields, and water services.
* The location and extent of any required setbacks and yards.
* The location, dimension and configuration of all existing and proposed structures and improvements.
* The location and extent of usable open space with the required open space ratio.
* The location, access and dimensions of existing and proposed off-street parking facilities.
* The location, dimension and materials of sidewalks, driveways, and other impervious surfaces.
* The location and details of any landscaping and screening (if proposed or required).
* The location of any proposed sign.
* The number and type of dwelling units proposed.
* The land uses surrounding the lots for which the site plan approval is being sought.
* A date, north arrow, scale and name of the project.
	1. Building floor plan with dimensions, drawn to scale
	2. Other (describe)
1. **Dimensions and Open Space**

Lot Dimensions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Corner Lot 🞎 yes 🞎 no

Lot Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interior Lot 🞎 yes 🞎 no

 Open Space Ratio\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Usable open space divided by the total gross floor area on the lot)

1. **Main Structure**
2. Construction (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Height: (stories and feet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Number of dwelling units \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Total square feet of building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Front yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
7. Side yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
8. Side yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
9. Rear yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
10. **Accessory building** (The height, bulk, and size of an accessory structure shall not exceed that of the main structure; Zoning Ordinance No. XX, Article 5.404(C).
11. Construction (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Height: (stories and feet) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Number of dwelling units \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Total square feet of building \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Front yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
16. Side yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
17. Side yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
18. Rear yard setback \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Feet)
19. The applicant hereby certifies that the foregoing information is true and correct, under penalty of perjury. Note: A fraudulent statement made under the penalties of perjury is perjury, as defined in Section 32-2 of the Criminal Code of 1961.

Applicant Signature

Date

**OFFICIAL USE**

BUILDING PERMIT: 🞎 Approved. Fee Received $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Denied. Not in conformance with the following provision(s) of the Zoning Ordinance.

 , 20 .

 Building Inspector

