

# Village of Chatham

## Building Permit Application

Address where work will take place: \_\_\_\_\_

Zoning Classification of Lot or Address: P-1 / **R-1** / R-1A / R-2 / R-3 / R-4 / B-1 / B-2 / I-1 / I-2

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Home / Lot / Business Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of construction (Circle One): New Building Single Family / New Building Duplex / New Building Apartment / New Building Commercial / Residential Remodel / Commercial Remodel / Finish Basement / **Addition**

**All contractors must be registered with the Village of Chatham before permit is approved.**

If the homeowner is doing his/her own work, please put "homeowner" next to the corresponding contractor line-

General Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

HVAC-Mechanical Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Roofing Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Framing Contractor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Architect: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Crawl Space / Basement / Slab / other: \_\_\_\_\_

Total Floors: \_\_\_\_\_ Total Units: \_\_\_\_\_

Total square feet of living space to be finished or remodeled: \_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed start date: \_\_\_\_\_

**Note:**

Homeowners can do work on their own privately-owned home/structure, and therefore can install plumbing/electrical/mechanical/framing/roofing. However, the homeowner is responsible for knowing and executing the installation of all of the above and assuring that it does meet the adopted codes of the Village of Chatham.

Commercial owners are required, by ordinance, to utilize only licensed professionals for any plumbing/electrical/mechanical/framing. Commercial owners are also required to submit architect-approved drawings for plan review. The plan review fee will be \$200 at the time the plans are submitted. The Village will accept plans to be emailed to Casey Erickson at [caseye@chathamil.gov](mailto:caseye@chathamil.gov). We also require a two-week turnaround for commercial plan reviews.

**Do not drywall or insulate interior walls until after all rough-in inspections are approved**

**For residential new construction, all final inspections must be approved and a Final Inspection Certificate must be issued before occupancy**

**Inspection Time Line:**

<b>Stake out/Erosion control</b> –	48-hour notice (Commercial 72-hour notice)
Footings -	4-hour notice the day of before 1:00pm
Plumbing Ground Work –	48-hour notice (Commercial 72-hour notice)
Plumbing Rough In -	48-hour notice (Commercial 72-hour notice)
HVAC Rough In -	48-hour notice (Commercial 72-hour notice)
Electrical Rough In -	48-hour notice (Commercial 72-hour notice)
Framing Rough In –	48-hour notice (Commercial 72-hour notice)
Electrical Trench Inspection –	1-hour notice
Plumbing Final –	48-hour notice (Commercial 72-hour notice)
HVAC Final -	48-hour notice (Commercial 72-hour notice)
Electrical Final –	48-hour notice (Commercial 72-hour notice)
Framing/Life Safety Final –	48-hour notice (Commercial 72-hour notice)

In any event that an inspection is failed by an inspector, and requires a re-inspection, you will be charged \$70 per re-inspection trip.

New construction will require an Erosion Control Application which should be submitted with this form. Erosion applications require five business days to review and the fee is \$75.

Commercial building permits may need to be modified to include extra inspections due to size, complexity and safety. This will be addressed when you submit your building permit application.

For all inspections, you must call the **Village of Chatham Utility Office at 1-217-697-5509**. Do not call zoning/code enforcement or any other department to call-in for inspections.

The Village of Chatham has adopted the following codes:

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Fire Code
- 2011 National Electric Code
- 2012 International Mechanical Code
- 2000 NFPA 101 Life Safety Code
- 2012 International Property Maintenance Code
- 2014 or most recent Illinois State Plumbing Code

I, \_\_\_\_\_, the applicant, have read and understood all of the information contained within this document.

Date: \_\_\_\_\_

Any questions regarding this application should be directed to Casey Erickson– 1-217-341-5640 or [caseye@chathamil.gov](mailto:caseye@chathamil.gov).

Please email this application to Casey Erickson – Code Enforcement Officer/Zoning Administrator [caseye@chathamil.gov](mailto:caseye@chathamil.gov), or mail or drop off at Village of Chatham Utility Office, 116 East Mulberry Street, Chatham, Illinois 62629.

Please keep a copy of this application for your records