



Procedure for Building an Addition/Porch

- 1. Make sure your addition meets City zoning requirements:**
 - a. Additions shall be subject to lot coverage limitations
 - b. Additions may not be constructed in any easement
 - c. Additions may not encroach into any setbacks
(RE-1) Front: 30 feet; Side: 10 feet; Rear: 10 feet
- 2. Contact the City for a porch permit application and complete it.**
- 3. Submit the following materials to the city:**
 - a. Complete application
 - b. A site plan showing where the addition will be located on the property (can use aerial from city)
 - c. A plan and picture of the addition
 - d. Permit fee of \$50 (checks made payable to the City of Monticello)
- 4. Locate your property pins, mark pins and location of addition.** If pins cannot be located the city reserves the right to require a survey to locate/set pins.
- 5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or www.illinois1call.com) at least 48 hours prior to starting work.**
- 6. Build your addition**
- 7. The City requires inspection of the footings/foundation prior to placement**
- 8. The City will do a final walkthrough and issue a Certificate of Occupancy upon Completion.**

Note:

- * The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company.
- * An aerial photograph of your property is available from the City.
- * Your permit is good for 6 Months from the date of issue.
- * The City of Monticello follows building codes: International Residential Code (IRC) 2003, National Electrical Code (NEC) 2005, Illinois State Plumbing Code 2004.



City of Monticello Building Permit Application

Date: _____

JOB SITE ADDRESS: _____

SUBDIVISION: _____ LOT #: _____

PROPERTY OWNER

Name: _____

Address: _____

Phone: _____

BUILDING TYPE: _____ Residential _____ Commercial _____ Industrial

LOT SIZE: _____ BY _____

TYPE OF IMPROVEMENT: _____ New Building _____ Addition
 _____ Demolition _____ Moving

PLEASE SPECIFY THE PROPOSED USE:

RESIDENTIAL:

- _____ Single Family
- _____ Two or Multi-Family
- _____ Garage
- _____ Shed
- _____ Carport
- _____ Other- Specify _____

NON- RESIDENTIAL:

- _____ Amusement, recreational
- _____ Church, other religious
- _____ Industrial
- _____ Parking Garage
- _____ Service Station, repair garage
- _____ Office, bank, professional
- _____ School, library, other educational
- _____ Stores, mercantile
- _____ Other- Specify _____

DESCRIBE THE WORK TO BE DONE: _____

ANTICIPATED START DATE: _____

ANTICIPATED COMPLETION: _____

TOTAL ESTIMATED PROJECT COST: _____



City of Monticello Building Permit Application

PROPOSED SQUARE FOOTAGE:

Building: _____ Garage: _____ Addition: _____ Shed: _____

In the following section, please place "None" in the blank where the information requested is not applicable. For mailing address, please include street, city, state and zip code.

CONTRACTOR: _____

Mailing Address: _____

Phone: _____

ARCHITECT OR ENGINEER: _____

Mailing Address: _____

Phone: _____

PLUMBING CONTRACTOR: _____

Mailing Address: _____

Illinois License #: _____

ELECTRICAL CONTRACTOR: _____

Mailing Address: _____

Phone: _____

HVAC CONTRACTOR: _____

Mailing Address: _____

Phone: _____

ROOFING CONTRACTOR: _____

Mailing Address: _____

Phone: _____

Illinois License #: _____

SPRINKLER CONTRACTOR: _____

Mailing Address: _____

Phone: _____

PRINCIPAL TYPE OF FRAME: _____ Wood _____ Concrete _____ Steel

FOUNDATION: _____ Basement _____ Crawlspace _____ Concrete Slab _____ Skids

ROOF: _____ Composition (shingle) _____ Cedar Shakes _____ Other- Specify _____



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NUMBER OF STORIES: _____

FIREPLACE: _____ Yes _____ No

PRINCIPAL TYPE OF HEATING FUEL: _____ Gas _____ Oil _____ Electricity
_____ Coal _____ Other- Specify _____

TYPE OF SEWAGE DISPOSAL: _____ Public _____ Private (Septic Tank, etc)

TYPE OF WATER SUPPLY: _____ Public _____ Private (well)

If Public:

Size of water line: _____ 3/4" _____ 1" _____ 1 1/4" _____ Other – Specify _____

Type of Piping: _____ Plastic _____ Copper _____ Other – Specify _____

WILL THERE BE CENTRAL AIR CONDITIONING? _____ Yes _____ No

WILL THERE BE AN ELEVATOR? _____ Yes _____ No

NUMBER OF OFF-STREET PARKING SPACES: Enclosed _____ Outdoors _____

*****PLEASE SUBMIT:** One set of site plans showing setbacks, lot lines and the location of improvement. For new home construction, please submit a set of house plans.

*****PLEASE NOTE:** All property pins must be located. Please contact the City at 217.762.2583 when pins are located and the location of the improvement is flagged for setback inspection.

*****PLEASE NOTE:** The following building codes are applicable in the City of Monticello. IRC 2003, IBC 2003, State Plumbing Code 2004, National Electric Code 2005, & the NFPA Life and Safety Code 2003.

WHO IS THE PRIMARY CONTACT PERSON FOR ANY QUESTIONS OR CONCERNS IN REGARDS TO THIS PROJECT?

Name: _____

Address: _____

Phone: _____ Mobil Phone: _____

I hereby certify that the proposed work is authorized by the owner or record and I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant

Application Date

ee: _____