



## Procedure for Building a Garage

- 1. Make sure your detached garage meets City zoning requirements:**
  - a. Detached garages are not allowed in front yards, only in side and rear yards
  - b. Corner lots have two front yards, two side yards and no rear yards
  - c. Detached garages must be at least 5' from the side and rear property lines
  - d. Detached garages must be at least 10' from the house
  - e. Garages cannot exceed 1,000 square feet in size or 17' in height
  - f. Detached garages cannot be located in an easement, if a garage is constructed in an easement the garage may be moved and/or destroyed in the course of work within an easement. The property owner will not be compensated for any damage.
  
- 2. Contact the City for a building permit application and complete it.**
  
- 3. Submit the following materials to the city:**
  - a. Complete application
  - b. A site plan showing where the garage will be located on the property (can use aerial from city)
  - c. A plan and picture of the garage
  - d. Permit fee of \$50 (checks made payable to the City of Monticello)
  
- 4. Locate your property pins, mark pins and location of garage.** 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](http://www.illinois1call.com)) at least 48 hours prior to starting work.**
  
- 6. Build a garage**

### 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 1 year 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: \_\_\_\_\_

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**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 \_\_\_\_\_



# City of Monticello Building Permit Application

**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: \_\_\_\_\_