



New Building Construction Checklist

Complete a building permit application available from the City of Monticello
Submit a scaled drawing site plan showing lot with dimensions and building location with all driveways, walkways, patios and fences and a full set of scaled drawing building plans, including drainage and erosion control plans. Plans must be submitted at least 7 days prior to construction

The permit fees shall be paid upon application, and the cost is as follows:

Single Family Residential and Residential Duplex - \$300

Commercial Building - \$500

Water Tap Fee -\$1,000 per residential unit with 1" service, cost for larger services based on design

Sewer Tap Fee - \$1,000

Inspections required:

1. Pre-construction site meeting with builder to verify site conditions prior to work beginning
2. Setback check – stake out building location on site and call City for setback check prior to construction beginning. The property pins must be located and marked by the property owner prior to the setback inspection being done
3. Erosion control – correct installation and maintenance of erosion control as specified in *City of Monticello Municipal Code, Title XV: Land Usage* and *City of Monticello Manual of Practice, Chapter 13* for specific requirements
4. Foundation – Construction barrier fencing a minimum of 4' tall, of bright orange or other readily visible color is required to be placed around all open excavations. Fencing shall be kept in good repair throughout the course of the work and must not be removed until excavation is closed
5. Sanitary and water service inspection – The city must inspect the services before there are backfilled. Basement plumbing fixtures and drains must be on an ejector system. See *City of Monticello Municipal Code, Title V: Public Works* for specific requirements
6. Drive approach – the portion of the drive between the property line and the street must be formed and inspected by the city before being poured. Concrete must be 6" thick with ¾" expansion joints at sidewalk/drive street
7. Certificate of occupancy walk-through – Post construction site meeting with builder to verify compliance with city requirements prior to city issuing certificate of occupancy

The City of Monticello adheres to these codes:

- City of Monticello Municipal Code – zoning, utilities, general enforcement, erosion control
- IRC 2003 (International Residential Code)
- IBC 2003 (International Building Code)
- NFPA Life Safety Code 2003
- National Electric Code 2005
- State of Illinois Plumbing Code 2004



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 _____



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: _____ ¾" _____ 1" _____ 1 ¼" _____ 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 ext. 26 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

The City of
Monticello

Building Department
210 N. Hamilton
Monticello, IL 61856
Phone: 217-762-2583

Sanitary Sewer Application

Permit # _____
Date: _____
Fee: _____

Application made by _____

being the owner of the property located at _____

Subdivision _____

Zoning District _____

The following indicated fixtures will be connected to proposed water service.

<input type="checkbox"/> Kitchen Sinks	<input type="checkbox"/> Water Closets	<input type="checkbox"/> Bath Tubs	<input type="checkbox"/> Showers
<input type="checkbox"/> Lavatories	<input type="checkbox"/> Urinals	<input type="checkbox"/> Water A/C	<input type="checkbox"/> Laundry Tubs
<input type="checkbox"/> Garbage Grinders	<input type="checkbox"/> Washing Machines	<input type="checkbox"/> Other	

No roof drains, field tile or sump pump discharge are to be connected to the sanitary sewer.

Company performing the plumbing work _____

In consideration of granting this permit, the owner agrees to the following:

1. To accept and abide by all provisions of Sewer Ordinances of the City of Monticello, Illinois, and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the building sewer line through his/her property at no expense to the City.
3. To notify the Building Department when the building sewer is ready for inspection and connection to the public sewer has been made, but before any portion of the work is covered.

A Connection fee of \$ _____ Paid _____

Application made by _____
(Owner, Owner Agent)

Address _____

Application approval and permit issued by _____

Date _____

The City of
Monticello

Building Department
210 N. Hamilton
Monticello, IL 61856
Phone: 217-762-2583

Water Service Application

Permit # _____
Date: _____
Fee: _____

Permission is hereby granted to _____

Location of Building or Structure: _____

Addition: _____ Zoning District _____

The following indicated fixtures will be connected to proposed water service.

<input type="checkbox"/> Kitchen Sinks	<input type="checkbox"/> Water Closets	<input type="checkbox"/> Bath Tubs	<input type="checkbox"/> Showers
<input type="checkbox"/> Lavatories	<input type="checkbox"/> Urinals	<input type="checkbox"/> Water A/C	<input type="checkbox"/> Laundry Tubs
<input type="checkbox"/> Garbage Grinders	<input type="checkbox"/> Lawn Faucets	<input type="checkbox"/> Other	

The size and type of piping used _____

Company performing the plumbing work _____

In consideration of granting this permit, the owner agrees to the following:

1. To accept and abide by all provisions of Water Ordinances of the City of Monticello, Illinois, and of all other pertinent ordinances or regulations that may be adopted in the future.
2. To maintain the service line through his/her property at no expense to the City.
3. To be responsible for the payment of all water rent charged to this property.
4. No water meters in crawl spaces.

A _____ inch water meter installation fee of \$ _____ Paid _____

Application made by _____ Address _____
(Owner, Owner Agent) _____

Application approval and permit issued by _____ Date _____