



111 West Laurel Street, Millstadt IL 62260, 618-476-1514

MISCELLANEOUS BUILDING PERMIT APPLICATION

| | | |
|---|---------------------------|---------------------|
| (Office use only) Date: | Building Permit #: | |
| (Office use only) Date Paid: | Total: | Cash/Check # |
| (Office use only) Permit Fees: <ul style="list-style-type: none"> <input type="checkbox"/> \$30.00 Shed <input type="checkbox"/> \$40.00 Concrete Patio <input type="checkbox"/> \$20.00 Driveway/Sidewalk <input type="checkbox"/> \$20.00 Concrete/Asphalt – Residential <input type="checkbox"/> \$80.00 Concrete/Asphalt – Commercial <input type="checkbox"/> \$40.00 Deck <input type="checkbox"/> \$25.00 Deck Footing Inspection (prior to concrete) <input type="checkbox"/> \$25.00 Deck Final Inspection <input type="checkbox"/> \$40.00 Porch <input type="checkbox"/> \$25.00 Porch Footing Inspection (prior to concrete) <input type="checkbox"/> \$25.00 Porch Final Inspection | | |

*** TO SCHEDULE INSPECTION CALL 618-476-1514 ***

Location of Proposed Construction

Address: _____

Property Owner Information

Name: _____

Address: _____

Phone #: _____

Permit Holder – Contractor

Name: _____

Address: _____

Email: _____ Phone #: _____

Classification Type

Commercial

Residential

Proposed Improvement

- Shed – Size: _____ Height: _____
- Concrete Patio – Size: _____
- Driveway/Sidewalk - Size: _____
- Concrete/Asphalt – Size: _____
- Deck – Size: _____
- Porch – Size: _____
- Other: _____

Sq. Ft. of Improvement: _____

Cost of Improvement: _____

Distance From:

Front Property Line _____

Side Property Lines _____

Rear Property Line _____

Street Side Property Line

(Applies to Corner Lots) _____

Disclosure & Signature: The information submitted with this application may be used by the Village of Millstadt and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statues, ordinances and codes of this jurisdiction, including those adopted by the Village of Millstadt. I understand the Village assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

Permit Holder – Contractor Signature

Date

Property Owner/Authorized Owner Agent Signature

Date

(Office use below)

Approved

Denied

Building Commissioner

Date

MISCELLANEOUS BUILDING APPLICATION - INSTRUCTIONS

1. **Application:** Complete Miscellaneous Building Permit Application in its entirety. All accessory construction in the Millstadt Village limits is required to have a permit issued **prior to beginning construction.**
2. **Site Plan:** A site plan illustrating (with dimensions) the location relative to the property lines, utilities, structures, and easements within the property.
3. Application will be submitted to the Building Commissioner for review. The Village staff will inform applicant when permit has been approved. Fee is paid when approved permit is picked up.
4. Refer to the following website for **additional deck information and for standards used in conducting deck inspections:** <https://awc.org/codes-standards/publications/dca6>. Select – 2012 IRC Version.
5. **Inspections** must be scheduled through the Millstadt Village Office by calling 618-476-1514.

This is a general guide for construction of miscellaneous improvements/structures within the Village of Millstadt. Refer to local Village Ordinances for further information. For additional questions contact Village Office at (618) 476-1514.

I have submitted ALL requested information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned.

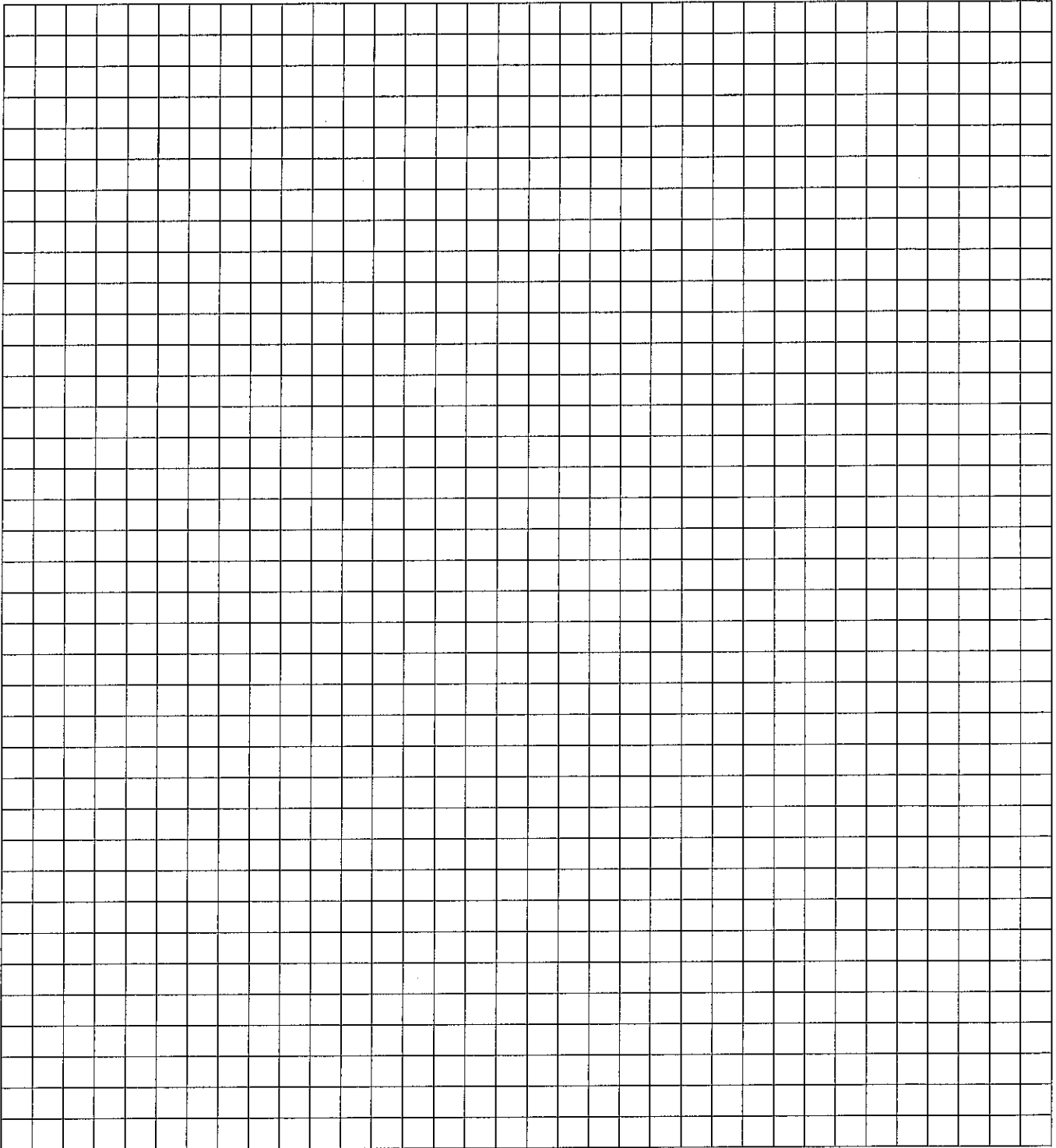
Permit Holder – Contractor Signature

Date

MISCELLANEOUS SITE PLAN REQUIRED

A site plan must be attached or drawn at a scale large enough for clarity showing the following information:

- A) **Location of:** lot, buildings, driveways and off-street parking spaces.
- B) **Distance between:** buildings and front, side and rear lot lines; principal building and accessory buildings, principal building and accessory buildings on adjacent lots, if applicable.
- C) **Location of:** easements, utilities, etc., if applicable.
- D) Any additional information which may reasonably be required by the Zoning Commissioner and applicable sections of the Zoning Ordinance.



St. Clair County Assessor's Report

Instructions to Applicants/Municipality: Fully completed application must be submitted to the St. Clair County Assessor's Office, 10 Public Square, Belleville, IL 62220.

Date _____ Parcel # _____ Projected Date of Completion _____

Name of Owner _____ Owner's Current Phone # _____

Owner's Current Address (Street, City & Zip) _____

Site's Full Address (Street, City & Zip) _____

Contractor's Company/Name _____ Phone _____

Contractor's Address (Street, City & Zip) _____

Legal Description of Parcel (Lot, block & subdivision) _____

Proposed Improvement (check applicable items)

- New building
- Addition or alteration (explain) _____
- Other (explain) _____
- Brick # of Rooms _____ # of Stories _____
- Frame Sq. Ft. of Improvement _____
- Metal Cost of New Structure or Improvement _____

Proposed Use of Structure (check applicable items)

- | | | |
|--|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Residential: | <input type="checkbox"/> Misc: | <input type="checkbox"/> Business |
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Garage | Type: _____ |
| <input type="checkbox"/> 2 or 3 Family | <input type="checkbox"/> Carport | <input type="checkbox"/> Industrial |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Storage Shed | Type: _____ |
| # of Units _____ | <input type="checkbox"/> Other: _____ | |
- Other (fully explain) _____

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

Municipality Submitting Application _____ VILLAGE OF MILLSTADT _____

Municipality Address _____ 111 WEST LAUREL STREET, MILLSTADT, IL 62260 _____

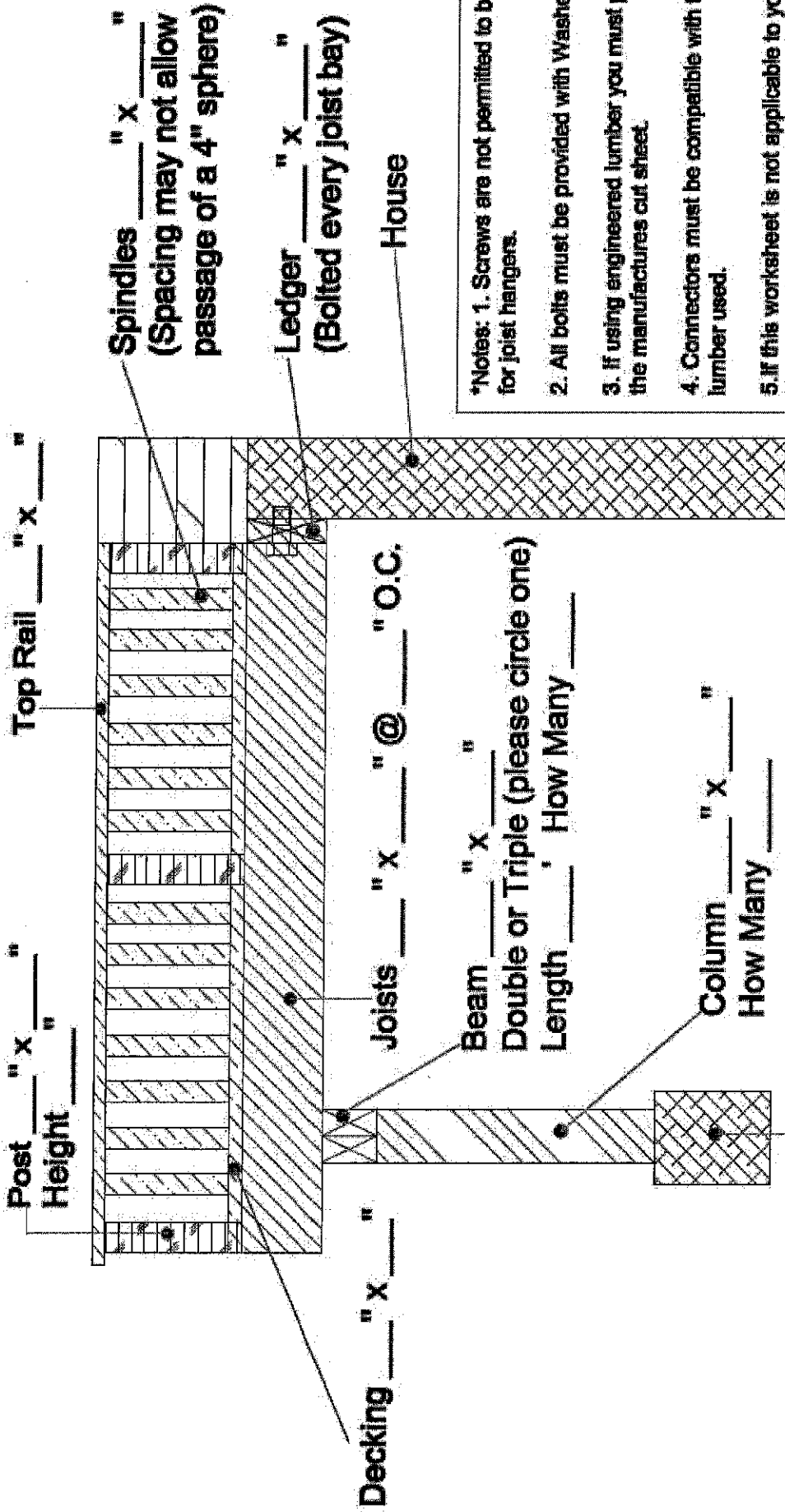
Municipality Phone # _____ 618-476-1514 _____ Permit # _____

Refer to following website for additional deck information:

<https://awc.org/codes-standards/publications/dca6>

Select – 2012 IRC Version

Typical Deck Worksheet



- *Notes:
1. Screws are not permitted to be used for joist hangers.
 2. All bolts must be provided with Washers.
 3. If using engineered lumber you must provide the manufactures cut sheet.
 4. Connectors must be compatible with type of lumber used.
 5. If this worksheet is not applicable to your deck a full set of drawings must be provided.