



Building and Zoning Permit Application

Applicant,

The following will assist in a timely process of your application and clarify the permit process.

- Please read and complete the entire application. Some information may not seem applicable to your process, but we do still collect all information.
- A copy of your legal description must be provided before a permit can be issued (*You can obtain a copy from your mortgage company or by calling the county recorders office*).
- When completing the site plan, all dimensions/set backs must be provided and clearly indicated as stated on the SITE PLAN (draw it out).
- Your property needs to be clearly marked of the proposed construction (when applicable). We have flags at the Office of the City Clerk that we can give to you to mark your project.
- We will do a site visit and take measurements, after reviewing your application.
- Payment is not collected until after the permit is approved and costs are calculated.
- Your permit will be valid for 12 months, if your construction is not complete it is your responsibility to notify us if you need an extension

Once you have completed the paperwork and it is turned in, we will review the application, inspect the proposed site of construction and contact you if needed.

The Zoning Administrator can help you with your application and answer any general questions you may have.

618-635-2233

BUILDING AND ZONING PERMIT APPLICATION

Zoning Department 101 W Pearl St
 City of Staunton, Illinois
 Zoning Administrator – 618-635-2233

BUILDING PERMIT # _____	Prior Permits Issued:	Stamped Date of Receipt:
ZONING CLASSIFICATION _____		

ATTACH BUILDING PLANS TO APPLICATION

(If this application is for a commercial building you must attach 2 (two) sets of building plans)

GENERAL PROPERTY AND CONTRACTOR INFORMATION:

OWNER'S NAME: _____ PHONE: _____

APPLICANT'S NAME (if different than owner): _____

PROPERTY ADDRESS: _____ EMAIL ADDRESS: _____

SUBDIVISION: _____ LOT # _____

PARCEL ID# _____ **MUST ALSO ATTACH COPY OF LEGAL DESCRIPTION**

BUILDING PERMIT APPLICATION INFORMATION

(check all that apply and describe work to be done, attach additional pages if necessary)

Work To Be Done:	To What Structure?	Describe Proposed Work (attach additional pages if necessary)
ERECT		
ALTER / MODIFY		
REPAIR		
ADD TO		

ZONING PERMIT APPLICATION INFORMATION

(check all that apply and describe proposed use in detail, attach additional pages if necessary)

<i>Residential Zoning Request</i>				<i>Commercial Zoning Request</i>			
	New Construction	Deck/Porch			New Construction	Use Change	
	Single Family	Accessory Structure			New Business	Accessory Change	
	Multi-Family	Garage			Change in Parking	Alteration/Addition	
	Dwelling Units	Alteration/Addition			Sign:	<i>Permanent</i>	<i>Temporary</i>
	Fence	Other:			Fence	Other:	
	Ramps						
	Pool						
<i>Explain Use in Detail (type of business, sq ft, etc)</i>							

	NAME OF CONTRACTOR	ST. ADDRESS	CITY, ST	LICENSE #
Applicant (not owner)				
Architect / Engineer				
General Contractor				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Sewer				
Mechanical				
Roofing				
Masonry				
Drywall or Lathing				
Sprinkler				
Paving				
Fire Alarm				

**** THESE ITEMS MUST BE FILLED IN OR YOUR APPLICATION WILL BE RETURNED**

Are any structural assemblies fabricated off-site? <input type="checkbox"/> Yes <input type="checkbox"/> No		**	Building Area of New Structure (sq. feet):	**
Lot Size (sq feet):	Stories (#):	**	Circle One: Is this structure additional or replacing an existing structure?	
% of lot coverage:	Bed Rooms (#):	**	Parking Area (sq feet):	
Corner Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Baths (#):	**	Circle One: Concrete – Rock – or Asphalt?	
Subdivided Lot <input type="checkbox"/> Yes <input type="checkbox"/> No	Partial Baths (#):	**	Living Area Total (sq feet):	**
Street Frontage (feet):	Garages (#):	**	First Floor (sq feet)	**
Front Setback (feet):	Windows (#):		Second Floor (sq feet)	**
Rear Setback (feet):	Fireplaces (#):	**	Basement Area (sq feet):	**
Left Setback (feet):	Enclosed Parking (#):		Finished Area (sq feet):	**
Right Setback (feet):	Outside Parking (#):		Office/Sales (sq feet):	**
Height Above Grade (feet):	Pool: <input type="checkbox"/> Yes <input type="checkbox"/> No	**	Service (sq feet):	**
New Residential Units (#):	If yes, above ground or in ground and size:	**	Manufacturing (sq feet):	**
Existing Residential Units (#):		**		
Elevators / Escalator (#):	Deck Area (sq. feet);		Bldg Estimated Value: \$	**
Estimated Start Date ____ / ____ / ____	Garage Area (sq. feet)	**	Cost of Construction: \$	**
	Accessory Structure (sq. feet)	**		

It is the applicant's responsibility to comply with all civil deed and/or subdivision restrictions and/or covenants.

I, the undersigned, certify my right to make the above application. Further, I certify that all submitted information is true and accurate, and the proposed use will conform to the application as submitted and that no changes shall be made without the express written pre-approval of the Zoning Administrator for the City of Staunton.

Signature _____

Date _____

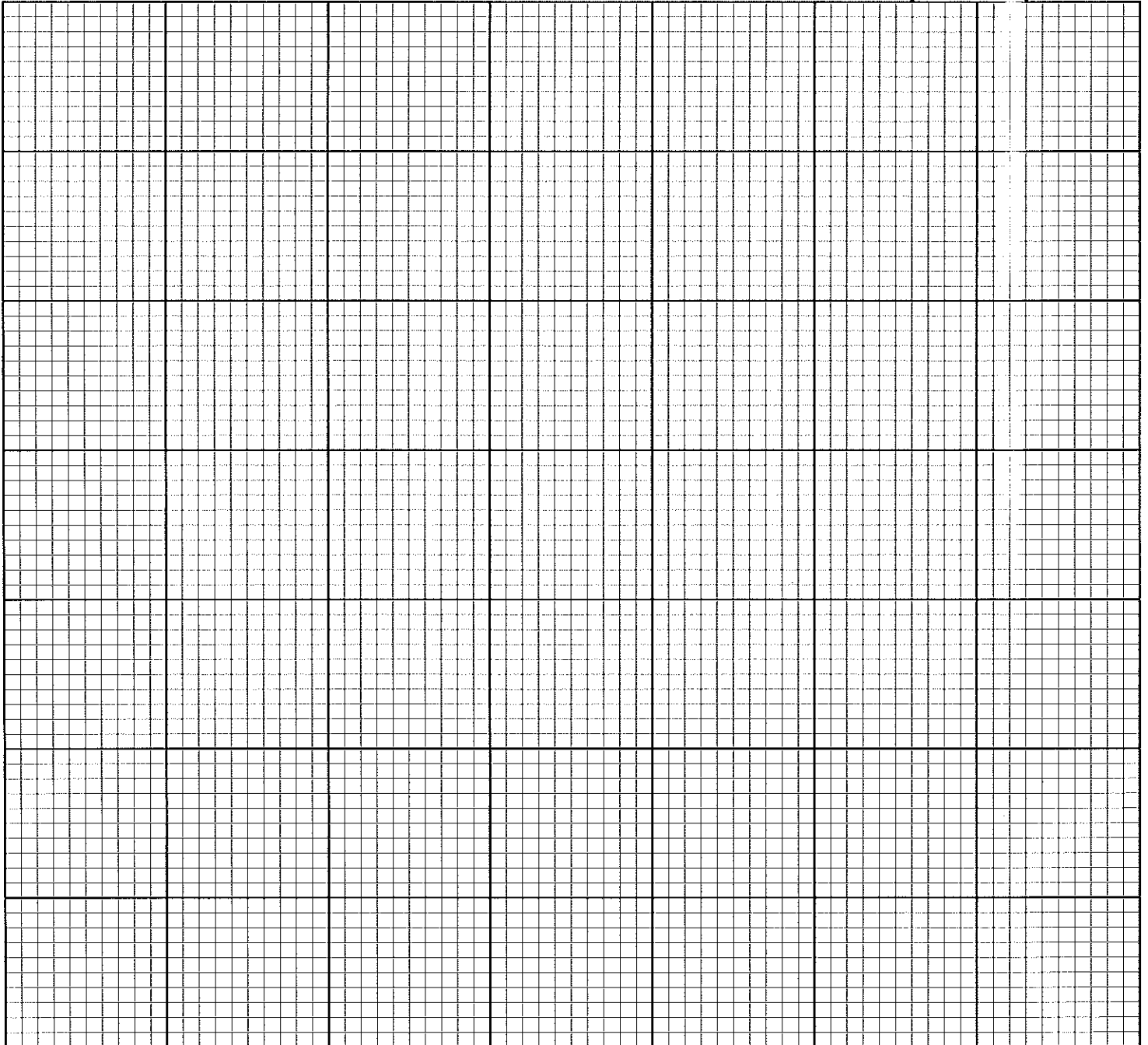
SITE PLAN

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

- A. Location and dimensions 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 principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Ordinance

THE PROPERTY MUST BE CLEARLY MARKED OF THE PROPOSED CONSTRUCTION

Scale: 1"(inch) = _____' (feet)



CITY OF STAUNTON, ILLINOIS
 SCHEDULE 3-14: AREA AND BULK REGULATIONS;
 PARKING REQUIREMENTS

ZONING DISTRICT	MAXIMUM NUMBER OF DWELLINGS	MINIMUM LOT SIZE					MINIMUM YARD DIMENSIONS					MAXIMUM COVERAGE IN PERCENT OF LOT	MAXIMUM HEIGHT OF PRINCIPAL BUILDING	MAXIMUM HEIGHT OF ACCESSORY BUILDING	MAXIMUM COVERAGE IN PERCENT OF LOT OF ACCESSORY BUILDING	ACCESSORY BUILDING MINIMUM DISTANCE TO:					NUMBER OF ACCESSORY BUILDINGS PERMITTED	MINIMUM OFF-STREET PARKING		
		AREA IN SQ. FT. OR ACRES	WIDTH AT BUILDING LINE	MEAN DEPTH IN FEET	DEPTH OF FRONT YARD	DEPTH OF SIDE YARD ABUTTING STREET	DEPTH OF SIDE YARD ABUTTING ADJACENT LOT	MINIMUM DISTANCE TO NEAREST PRINCIPAL BUILDING ON ADJACENT LOT	DEPTH OF REAR YARD	PRINCIPAL BUILDING	SIDE LOT ADJACENT TO STREET					SIDE LOT LINE	REAR LOT LINE							
A-1 AGRI- CULTURAL	1 PER LOT	5 ACRES	300 FEET	300 FEET	50 FEET	25 FEET	50 FEET	50 FEET	50 FEET	50 FEET	50 FEET	5%	35 FEET	5 PERCENT	20 FEET	5 PERCENT	10 FEET	50 FEET	50 FEET	25 FEET	25 FEET	25 FEET	1 PER UNIT	2 PER UNIT
R-1 SINGLE FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT.	70 FEET	100 FEET	20 FEET	5 FEET	20 FEET	20 FEET	20 FEET	20 FEET	20 FEET	35%	35 FEET	20 PERCENT	20 FEET	10 PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT
R-2 MULTI FAMILY RESIDENTIAL	1 PER LOT	8,000 SQ. FT. OR 3,000 SQ. FT. PER UNIT WHICH- EVER IS GREATER	70 FEET	100 FEET	20 FEET	5 FEET	20 FEET	20 FEET	20 FEET	20 FEET	20 FEET	40%	35 FEET	20 PERCENT	20 FEET	10 PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT
R-3 MOBILE HOME RESIDENTIAL	1 PER LOT	6,000 SQ. FT.	50 FEET	100 FEET	20 FEET	5 FEET	20 FEET	20 FEET	20 FEET	20 FEET	20 FEET	35%	25 FEET	20 PERCENT	20 FEET	10 PERCENT	5 FEET	20 FEET	20 FEET	5 FEET	5 FEET	5 FEET	1 PER UNIT	2 PER UNIT
C-1 COMMERCIAL	NONE	NONE	NONE	NONE	20 FEET	NONE EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 15 FEET FEET	NONE, EXCEPT WHEN ABUTTING A "G A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	NONE, EXCEPT WHEN ABUTTING A "R" DISTRICT THEN 10 FEET	50%	35 FEET	20 PERCENT	20 FEET	10 PERCENT	NONE	20 FEET	20 FEET	NONE	NONE	NONE	1 PER UNIT	1 PER 250 SQ. FT. - BUSINESS AREA
I-1 INDUSTRIAL	NONE	5 ACRES	300 FEET	300 FEET	50 FEET	25 FEET	50 FEET	50 FEET	50 FEET	50 FEET	25 FEET	40%	20 FEET	40 PERCENT	40 FEET	20 PERCENT	NONE	50 FEET	50 FEET	25 FEET	25 FEET	25 FEET	NO LIMIT	1 PER EMPLOYEE PER SHIFT