

# UTICA CONSTRUCTION PERMIT FAQs

## 1. *What kind of construction requires a permit?*

Any building or structure other than a fence, where the cost of such construction exceeds \$100.00. Also any work done to alter, remodel any building or structure so as to change the bearing walls, beams, supports or the roof. Putting new shingles on a roof or re-siding an old house, does not require a permit.

## 2. *How much does a construction permit cost?*

You will be charged \$3.00 per every \$1,000.00 of construction cost. However, there is a minimum \$25.00 fee. If you are hiring the entire project out, the construction cost is probably your contractor's bid. If you are doing a lot (or all) of the project yourself, or with friends, calculate the construction cost basing it on materials obtained through market prices using qualified labor.

## 3. *How do I get an application?*

The first step in getting a permit is obtaining an application and filling it out thoroughly. You can obtain an application 3 ways:

- (1) You can download a version of it from this website and print it off your computer or,
- (2) You can pick up an application in person from the Village Hall (815-667-4111).  
Office hours are currently Monday – Friday, 8am – 4pm or,
- (3) You can contact the Building Inspector at 815-667-4111 and have him mail you one or setup a time to meet you and personally deliver one.

## 4. *What other information do I need to submit with my application?*

Once you have thoroughly completed the application (make sure you sign and date it), you will need to submit:

- (1) A detailed drawing of your property showing lot lines, all existing structures, proposed structures and their dimensions, existing (or proposed) septic systems (if any) and distances to all lot lines from your proposed structure. For new homes, you do not need to submit a set of blueprints.
- (2) For new homes not using Village sewer supply, a copy of your approved septic permit from the LaSalle County Health Dept.
- (3) For vacant lots, you will need to submit a recorded warranty deed to prove ownership of the lot.
- (4) A check or exact cash covering your permit fees. Checks can be made payable to "Village of North Utica".
- (5) If your building will require the use of Village water, you will need to submit a check or exact cash covering your Water Tap-On Fee. The fee for new homes is \$350.00. Please call the Building Inspector for Water Tap-On rates for duplexes and commercial structures. Checks can be made payable to "Village of North Utica".

## 5. *How far in advance of my construction do I need to apply?*

Preferably, about 7 days. Time is needed to schedule inspections and perform paperwork. You may also need this time in case changes need to be made. Please do not apply for the project a day or two ahead of time.

6. *Where do I submit my application?*

You have two options:

- (1) You can either mail or drop-off the application to the Village Hall. Village Hall hours are currently Monday – Friday, 8am – 4pm. Office personnel will then forward your application to the Building Inspector.
- (2) You can mail or drop-off the application to the Building Inspector. Please call the Building Inspector at 815-667-4111 to get his address or schedule a time to personally deliver the application. You may also wait until you schedule an inspection time and hand the application to the Inspector at that time.

7. *What kind of inspections are performed?*

Once you submit your application, you will need to stake out the perimeter of your proposed construction and make lot lines easily identifiable. The Building Inspector will then come and take measurements for structure size, location on your property and distances to lot lines. If you need to be at the site during the inspection, please inform the Inspector.

The Building Inspector will then keep an eye on your project during construction to make sure all conditions of the permit are being followed. No further inspection will be required unless requested by the Inspector.

Utica has not adopted any formal building codes as of yet. Therefore, no footing, structural or electrical inspections will be performed. Please be advised that the State of Illinois Plumbing Inspector does have jurisdiction over your new structure and periodically visits Utica to do inspections. Make sure you comply with all state plumbing codes.

8. *What Building Codes will I have to follow?*

The Village has not adopted any building codes as of yet. Therefore, there are no inspections or Village requirements for how you build your structure. However, please be advised that **you are subject to the Illinois State Plumbing Code**. For further information on those regulations please call the State Plumbing Inspector, Mike Hill, at (309) 693-5360.

If your structure is non-residential in nature, you may also be required to follow the Illinois Accessibility Code (IAC). Wheelchair ramps, handicapped accessible doors and bathrooms, and handicapped accessible parking spaces are required of your new structure. Existing public buildings are given some exemptions. Please check with the Building Inspector to determine your responsibility with this Code. **The IAC is your responsibility**. No inspections will be performed by the Village in this regard.

9. *Now that I have received a permit, what do I do with it?*

Please post your permit in a place visible from the street, so that others see you are complying with the Village's building regulations and so Village officials do not receive needless calls regarding your project. Once you are completed with your construction, you may take the permit down and keep it with your construction files.

10. *What do I do if my plans for construction change after I have received my permit?*

Notify the Building Inspector as soon as you know of any changes that will affect your construction. The Inspector will inform you of what other steps you'll need to take, if any.

11. *Do fences require a permit?*

Yes. A fence requires a Fence Permit and possibly a Floodplain Permit (if any part of the fence is in the floodplain). The regulations are too detailed to list here. Please get a copy of the permit application from the Village Hall and look on the reverse side for a detailed explanation of fence requirements.

12. *How close to my property lines can I build?*

**For a new house:** 30' to front lot line; 6' to side lot lines and 35' to rear lot line.

**For accessory buildings and all other structures:** Please get a copy of the Village's new Zoning Ordinance or call the Building Inspector.

Attached decks and porches are considered part of the original dwelling and apply to new house requirements. (Although the Village can not enforce Subdivision covenants, please refer to your subdivision rules for their specific setback requirements.)

13. *What happens if I start building before I get my permit?*

There is a \$100.00 penalty assessed to construction started before the permit is issued. Keep in mind that if you place a structure on your property without a permit, you may have placed it in an area that is not allowed by the regulations and may have to move it (or remove it). Or, if the structure is in the floodplain, it may not have been built properly and thus has to be torn down.

14. *What specific requirements are there for building in the floodplain?*

There are numerous regulations for building in the floodplain. See UTICA'S FLOODPLAIN DEVELOPMENT PERMIT FAQs for more information.

15. *I live near Utica, but I am just outside Village limits (like Senica Manor), do I need a Village permit?*

Yes, you will need a Construction Permit from the Village of North Utica and a Construction Permit from LaSalle County Department of Environmental Services and Development (815-434-8666). The County has adopted the International Residential Code, 2003 ed. for one and two-family dwellings. You may be subject to those standards based on your situation. The County has exempted certain types of development, so if you will be building one of those exempted structures; you are not subject to the County building codes, and just required to get a general LaSalle County Construction Permit with a current \$25.00 fee.

By State statute, all municipalities have the right to plan and zone in an area 1 ½ miles outside its corporate limits. Since Utica has exercised this right, that means that everyone that lives in this area is subject to their Building and Zoning requirements.

16. *You don't have a particular question on here that I need an answer to. What do I do?*

Call the Building Inspector at 815-667-4111.