## APPLICATION FOR BUILDING PERMIT
(NON-RESIDENTIAL AND MULTI-FAMILY)

### PROPERTY INFORMATION:
- Job Address: ____________________________
- Parcel ID Number: _______ - _______ - _______
- Zoning District: ____________________________
- Construction Cost: ____________________________

### PROJECT TYPE:
- [ ] Exterior Alteration
- [ ] Interior Alteration
- [ ] Change of Occupancy
- [ ] New Construction
- [ ] Addition
- [ ] Foundation
- [ ] Accessory Structure
- [ ] Parking Lot Expansion

### COMMISSION APPROVAL (if applicable):  
- Case #: ____________________________
- Commission Date: ____________________________
- Check Applicable:  
  - [ ] Historic Preservation Commission
  - [ ] Planning & Zoning Commission
  - [ ] Zoning Board of Appeals

### DEVELOPMENT INFORMATION:

<table>
<thead>
<tr>
<th>Use</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building square footage:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structure Height:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Employees:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Parking spaces provided:</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Disabled spaces provided:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Use Group:</th>
<th>Construction Type:</th>
<th>Occupant Load:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### APPLICANT NAME:
- Name: ____________________________
- Address: ____________________________
- Phone/FAX: ____________________________
- E-mail: ____________________________
- Date: ____________________________

### OWNER/AGENT:
- Name: ____________________________
- Address: ____________________________
- Phone/FAX: ____________________________
- E-mail: ____________________________

### PERMIT HOLDER/CONTRACTOR:
- Name: ____________________________
- Address: ____________________________
- Phone/FAX: ____________________________
- E-mail: ____________________________

### SUBCONTRACTORS:
- HVAC: ____________________________
- PLUMBING: ____________________________
- ELECTRICAL: ____________________________
- ROOFING LICENSE: ____________________________

### Send Correspondence To:
- [ ] Applicant
- [ ] Owner/Agent
- [ ] Permit Holder/Contractor

---

Page 1 of 2  
Rev. 10/19/2016
Required Submissions:
1. One paper set of construction documents and a digital copy on a Compact Disc or other appropriate digital media, prepared by a registered design professional, with sufficient detail and clarity for plan review. (Total of two sets needed if Health Department is involved, i.e. food service establishment or daycare.)

2. One paper copy of a site plan and a digital copy on a Compact Disc or other appropriate digital media, drawn to an identified scale, measurable with an engineer’s or architect’s scale, showing:

**A site plan must show at a minimum:**
- Property lines, proposed or existing streets and adjacent curb lines, service areas, north arrow and scale, and the area of the subject site/property (acres and/or square feet).
- Exact locations of all buildings, structures, utility structures, streets and sidewalks, access facilities, including on-site vehicular geometry, and proposed utility work in the right-of-way.
- Parking spaces and aisles with dimensions.
- Number and location of required and provided parking spaces, including handicapped parking spaces and appropriate signs.
- Locations and dimensions of required yards and transitional buffer yards.
- Locations and dimensions of walks, fences, and exterior lighting structures.
- Dumpster, refuse and recycling locations and screening treatment.
- A landscape plan showing exact location, size, quantity and type of all existing and proposed landscaping, and exterior mechanical equipment and proposals for screening. Lawn areas should be indicated as seed or sod.
- Square footage of all existing and proposed buildings.
- Signage plan for the project, showing all existing and proposed signage with locations, dimensions, and numbers. (A separate application is required for signage.)

**The items listed below may be required for more intensive projects:**
- Existing and proposed topographic contours.
- Easements – location, width and purpose. Appropriate easement documents are required.
- Method and calculations of stormwater retention.
- Sanitary sewer calculations.
- Location/dimensions of fire hydrants and water mains.

This building permit is granted based on the cost of construction including building work and the cost of electrical, plumbing, and other mechanical work if needed. This is NOT a permit to do electrical, plumbing, and/or heating work, which requires a separate inspection permit for each. All concealed mechanical work and framing must be inspected and approved before permission to cover will be given. Applicant shall call for the inspection of own work. The Applicant hereby agrees to perform said work and construct said building as contemplated in the foregoing application and in accordance with plans and specifications submitted and agrees to comply with the Peoria City Code in performance of same.

**NO BUILDING SHALL BE OCCUPIED UNTIL THE CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE BUILDING OFFICIAL.** Call 494-8600 for required inspections.

PLEASE MAKE CHECKS PAYABLE TO: CITY OF PEORIA.
CHECKS MAY BE MAILED TO: 419 FULTON STREET, ROOM 300, PEORIA, IL 61602-1217.

Applicant is required to obtain permit(s) prior to starting construction. Applicant is responsible to know the current Building Code and to call for all required inspections 24 hours prior to needed inspection. Violation of City of Peoria Building Code will subject person to appropriate penalty.

Address for new construction, vacant lot: Public Works, 3505 N. Dries Lane, Peoria, IL 61604-1210 at 494-8803.