CHECKLIST FOR NEW SINGLE FAMILY DWELLINGS AND DUPLEXES

- OBTAIN AN ADDRESS AND A PUBLIC WORKS PERMIT FROM THE PUBLIC WORKS DEPARTMENT. Applications may be submitted through fax at (309)494-8829 or through email: jschmidt@peoriagov.org.
- PROVIDE A COMPLETED PERMIT APPLICATION. The application form, along with other required forms, is available in the Development Center, City Hall, Room 203.
- PROVIDE A COMPLETED CERTIFICATE OF OCCUPANCY APPLICATION.
- PROVIDE 2 COPIES OF THE SITE PLAN: 1 digital copy, 1 hard copy
- PROVIDE 2 SET OF BUILDING PLANS: 1 digital copy, 1 hard copy
- PROVIDE ENGINEERING SPECIFICATIONS FOR TRUSSES, I-JOISTS, LVL, LAM AND STEEL BEAMS, ETC.
- PROVIDE A RESCHECK. Effective 1/1/2013, all permits issued on or after this date must meet the 2012 INTERNATIONAL ENERGY CODE per state law. REScheck required to verify compliance shall pass the 2012 version of REScheck.
- All of the above items are required to be submitted in order for the application to be processed.
- 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 twenty-four hours prior to needed inspection. The current Building Code being used is the 2006 International Residential Code and all amendments can be found at www.municode.com
- Violation of City of Peoria Building Code will subject person to appropriate penalty.

Please contact the City of Peoria Development Center, City Hall, Room 203 at 309-494-8600 with any questions.