

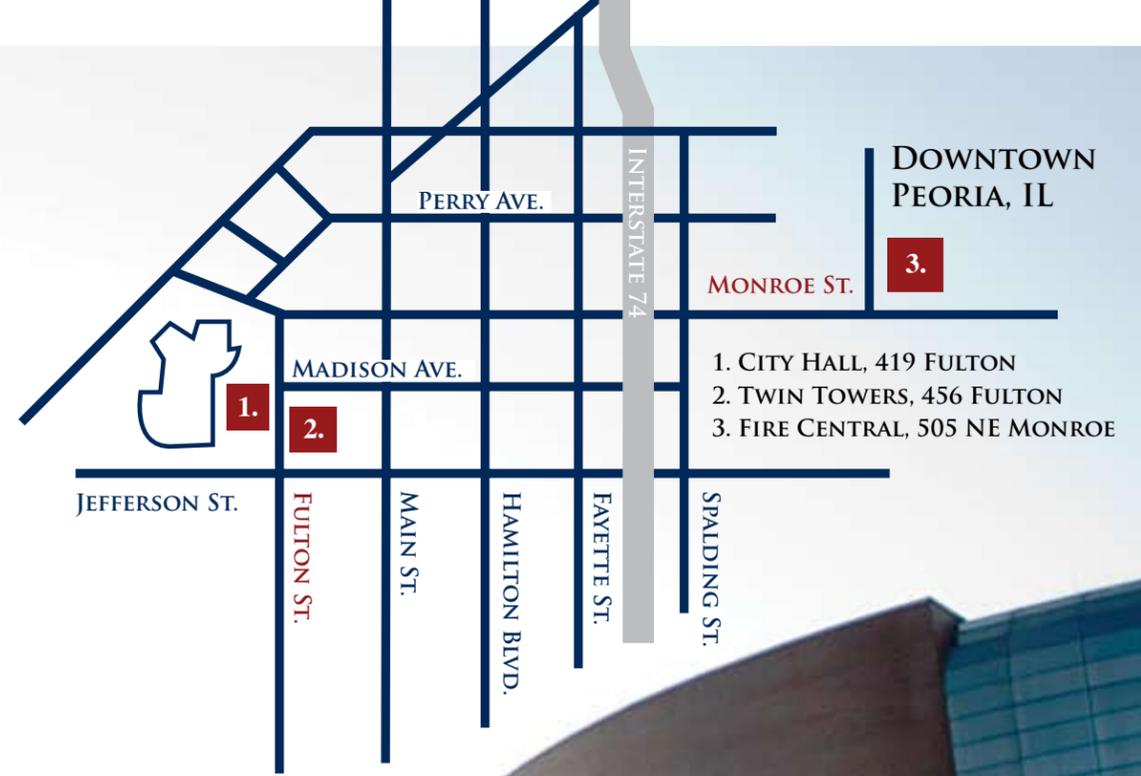


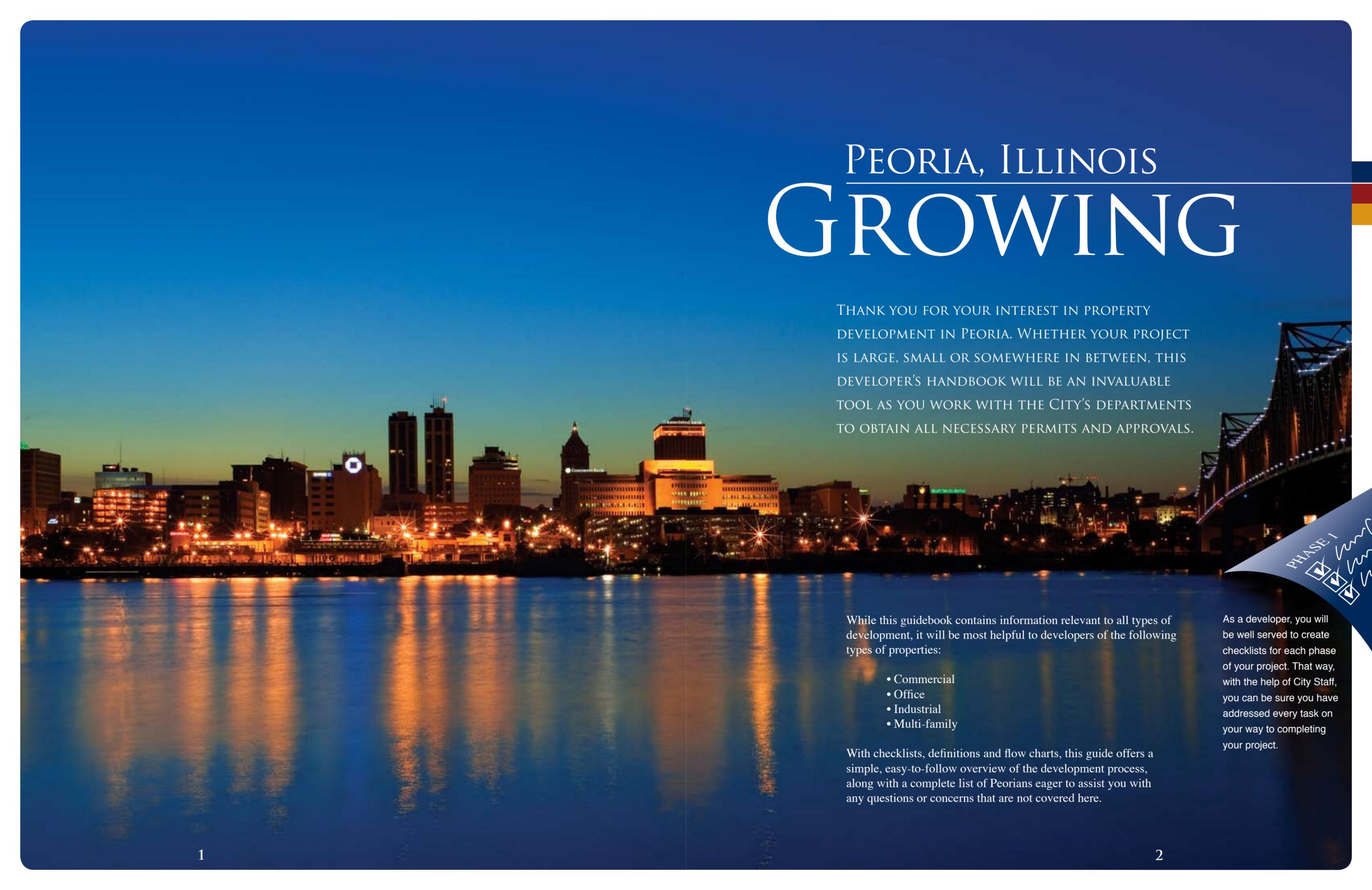
CITY OF PEORIA, ILLINOIS    GUIDE TO DEVELOPMENT



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# PEORIA, ILLINOIS GROWING

THANK YOU FOR YOUR INTEREST IN PROPERTY DEVELOPMENT IN PEORIA. WHETHER YOUR PROJECT IS LARGE, SMALL OR SOMEWHERE IN BETWEEN, THIS DEVELOPER'S HANDBOOK WILL BE AN INVALUABLE TOOL AS YOU WORK WITH THE CITY'S DEPARTMENTS TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS.

While this guidebook contains information relevant to all types of development, it will be most helpful to developers of the following types of properties:

- Commercial
- Office
- Industrial
- Multi-family

With checklists, definitions and flow charts, this guide offers a simple, easy-to-follow overview of the development process, along with a complete list of Peorians eager to assist you with any questions or concerns that are not covered here.

As a developer, you will be well served to create checklists for each phase of your project. That way, with the help of City Staff, you can be sure you have addressed every task on your way to completing your project.

PHASE I



# A PROJECT IS BORN GETTING STARTED



Whether you're developing vacant land or expanding an existing business, the development process starts the same way. You'll need to know the property's address and zoning district.

## GETTING YOUR ADDRESS

An accurate property address is required before any building permit or zoning approval can be granted.

### Residential Development

Addresses for lots within new residential subdivisions (as of Jan. 22, 2007) will be available at the time of building permit application. Contact the **Public Works Permit Division** to verify addresses for older subdivisions and lots.

### Commercial, Office, Industrial Development

Temporary addresses can be issued within 24 hours of the request. The temporary address will allow for building and zoning review to progress with the permanent address finalized once the review is approved.

The Public Works Permits Division can answer addressing questions.

## KNOWING YOUR ZONING DISTRICT

A zoning district is a defined area within the City that allows and regulates certain types of uses.

Confirm the zoning of your property with the **Planning and Growth Management Department**. Once you know the zoning of a property, you will have a better understanding of its use and requirements.

When you have your address and zoning information, it's time to visit **One Stop Shop**.

For addressing questions, contact:

Public Works Department  
Permits Division  
309-494-8803  
pw\_addressrequest@ci.peoria.il.us

## GETTING STARTED

DETERMINE PROPERTY ADDRESS  
OR TEMPORARY ADDRESS



DETERMINE YOUR  
PROPERTY'S ZONING DISTRICT



VISIT ONE STOP SHOP



CREATE YOUR  
PROJECT'S CHECKLIST



To confirm your property's zoning or for other help getting started contact:

Planning and Growth  
Management Department  
309-494-8600  
p gm\_development@ci.peoria.il.us

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri

**One Stop Shop** meets every Monday, except holidays, at 1:30 p.m. in Room 402 of the Twin Towers Building, 456 Fulton St.



PERSONAL CARE FOR EACH PROJECT  
**ONE STOP SHOP**



**What you should bring to One Stop Shop:**

- Project property address
- Parcel Identification Number (also known as Tax ID number)
- Preliminary or conceptual site plans
- Note pad and pen

NOTE: The applicant has a responsibility to accurately and completely prepare all applications, site plans, and other documents to ensure a timely review. The City has a responsibility to accurately review the documents and provide review comments within the established review time frames. Incomplete or inaccurate filings will result in a delay in permit issuance.

One Stop Shop is your one stop to get feedback and advice regarding your project, making the submittal and approval process efficient and easy. No appointment is necessary, but feel free to call ahead to get on the agenda. One Stop Shop is completely free.

At One Stop Shop, each reviewing department will consider your proposed project and identify any issues. They will discuss City codes and how they apply to your project. Often, staff will offer solutions and changes to the site plan that will allow your project to move smoothly through the approval process. If permits or commission approvals are required, Staff will provide you with information to help you move forward.

After One Stop Shop, you should know what changes should be made to your site plan, what permits and approvals to obtain, and which department to submit to next. This is the best time to finalize a complete checklist to chart the rest of your project's development.

NOTES:

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AT ONE STOP SHOP, THESE CITY DEPARTMENTS WILL OFFER ADVICE ON YOUR PROJECT:

- PLANNING AND GROWTH MANAGEMENT
- PUBLIC WORKS: PERMITS
- PUBLIC WORKS: TRAFFIC
- PUBLIC WORKS: STORMWATER AND EROSION CONTROL
- FIRE DEPARTMENT
- INSPECTIONS
- ECONOMIC DEVELOPMENT



Your project will also be reviewed by representatives of these organizations, since they may be involved in project permitting later in the process:

- Ameren/Cilco**
- Illinois-American Water**
- Greater Peoria Sanitary District**
- Peoria County Health Department**

For an appointment or more information contact:

Planning and Growth Management Department  
 309-494-8600  
 pgm\_development@ci.peoria.il.us

Office Hours:  
 8 a.m. to 5 p.m., Mon-Fri



**One Stop Shop** meets every Monday, except holidays, at 1:30 p.m. in Room 402 of the Twin Towers Building, 456 Fulton St.

# A MAP OF THE FUTURE SITE PLANS AND BUILDING PLANS



See sample site plans in the Appendix at the back of this booklet.

Site plans and building plans are the graphic renderings of your vision for the project. Site plans illustrate your plans for the entire property, while building plans present the technical details of your proposed structure.

## SITE PLAN

Once you have attended One Stop Shop, you will be ready to submit your site plan. There are specific rules that this important document must follow:

## SITE PLAN REQUIREMENTS



**SITE PLAN MUST BE DRAWN TO SCALE**



**EACH OF THE FOLLOWING MUST BE IDENTIFIED ON THE SITE PLAN:**

- |  |   |
|--|---|
| <input type="checkbox"/> Property lines  | <input type="checkbox"/> Dumpster, trash containers and enclosure                                       |
| <input type="checkbox"/> North arrow   | <input type="checkbox"/> Sidewalks, bike-walk paths   |
| <input type="checkbox"/> Adjacent streets and sidewalks  | <input type="checkbox"/> Fire hydrants, water lines and all utilities on site and in the right-of-way   |
| <input type="checkbox"/> Parking areas (dimensioned)<br>- Including striping, layout and drainage plan | <input type="checkbox"/> Fences   |
| <input type="checkbox"/> Structures, proposed and existing<br>- Indicate front door for addressing     | <input type="checkbox"/> Drive approaches (dimensioned)   |
| <input type="checkbox"/> Landscaping (shrubs and trees only)   | <input type="checkbox"/> Ramps for accessibility  |
| <input type="checkbox"/> Loading zones   | <input type="checkbox"/> Existing and proposed topographic contours at intervals not less than two feet |
| <input type="checkbox"/> Existing and proposed utility structures, equipment boxes                     | <input type="checkbox"/> Storm inlets along frontage  |



**LABELS INDICATING:**

- Grassy areas
- Mulched areas
- Accessible parking space
- Parking space size
- Site drainage patterns

You will need nine copies of your site plan for submittal. Large site plans will likely be professionally drafted. For smaller projects, however, all you really need is graph paper and a ruler.

## BUILDING PLAN

Your building plan will be an important tool in your process of inspections and approvals. While it is not necessary to do so, it will be helpful to have the building plan ready for review by the One Stop Shop staff.

## BUILDING PLAN REQUIREMENTS

1. **FLOOR PLAN**
  - Proposed use of each space
  - Means of egress
  - Size of wall openings
2. **ELEVATIONS**
3. **TYPICAL WALL SECTION**
  - Footing to ridge board
  - Not a generic wall section
4. **FOUNDATION PLAN**
  - Information on soil bearing
  - Type, size and location of perimeter and isolated footings
  - Sump pump and drain location
5. **FLOOR AND ROOF FRAMING PLAN**
  - Type, size and spacing of support columns and column footings
  - Type, size, span and spacing of girders
  - Pre-engineered truss drawings and layout details
6. **DETAILS, SCHEDULES, LEGENDS, ETC.**
7. **ELECTRICAL LAYOUTS**
8. **MECHANICAL LAYOUTS**
9. **PLUMBING LAYOUTS**

## NOTES:

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All final building plans must be sealed by a state-licensed design professional for commercial, office, industrial and multi-family projects.

# YOUR PROJECT TAKES SHAPE

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# SUBMITTAL AND APPROVAL

EACH INDIVIDUAL PROJECT WILL REQUIRE A SLIGHTLY DIFFERENT SUBMITTAL AND APPROVAL PROCESS. AFTER YOUR VISIT TO ONE STOP SHOP, YOUR CHECKLIST SHOULD GUIDE YOU TO YOUR NEXT DESTINATION.

The City of Peoria's submittal and approval procedures are the City's way of ensuring that all new development and redevelopment projects are completed in a way that ensures maximum safety and benefit to the entire community.

As you continue developing your project, the City of Peoria thanks you for your patience, understanding and commitment to help improve our community.



# ZONING APPROVAL



## HOW ZONING WORKS

A zoning district is a defined area within the City that allows and regulates certain types of uses. The Zoning Ordinance makes it possible for the City to guide Peoria's growth in directions beneficial to everyone.

Sometimes, it is necessary to make exceptions to a district's zoning rules. To accommodate special circumstances, a developer must acquire Special Use approval. A Special Use is a use that is compatible within the zoning district but requires additional review and consideration to reduce the impacts of the use on adjoining uses. Special Uses are approved by City Council. An example is a shopping center. The scale of a shopping center can significantly affect traffic flow, parking needs, and noise. The Special Use process minimizes the impact of a shopping center on adjacent small-scale retail development and residential neighborhoods.

## WHEN ZONING APPROVAL IS NOT REQUIRED

There are certain projects for which Zoning approval is not required, such as:

- establishing a business within a shopping center that already has Special Use approval
- occupying a property that was legally used in a similar fashion in the last 12 months
- performing interior work that does not alter or expand the operations of the business

Remember, it is important to consult with the Planning and Growth Department to verify the legal zoning status of your property and whether or not site plan review and approval are necessary.

## PERMITTED USE REVIEW – SITE PLAN REVIEW BOARD

Site Plan Review Board (SPRB) is the administrative review team for all commercial, office, industrial, and multi-family residential projects that are permitted uses in the City of Peoria.

Nine copies of a complete, scaled site plan, a completed application and fee are required with any SPRB submittal. Review turn-around is usually 5 to 10 business days.

Quite often you will be able to submit for building permits and grading permits while your project is being reviewed for zoning compliance. This will further expedite permit processing and allow your project to move forward faster.

## CONSOLIDATE FOR SPEED

To save time, you can file for site plan and building permit approval at the same time using only one application. Ask the Planning and Growth Management Department about this "consolidated" approval process. To learn more about building permits, see pages 25-26.



For more information about permits, see pages 23-26.

The City's One Stop Shop team and SPRB are the same staff. All applications and required site plans can be submitted during or prior to One Stop Shop to expedite review.

One Stop Shop meets every Monday, except holidays, at 1:30 p.m. in Room 402 of the Twin Towers Building, 456 Fulton St.

For an appointment or more information contact:

Planning and Growth Management Department  
309-494-8600  
pgm\_development@ci.peoria.il.us

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri

## YOUR PASS TO PERMITS

# ZONING CERTIFICATE



A Zoning Certificate is issued by the Planning and Growth Management department to certify that your proposal meets all its requirements. It is confirmation of Zoning approval and represents compliance with site issues prior to construction.

To receive a Zoning Certificate, please file an application for review by the Site Plan Review Board. This will include nine full-size copies of site plans and a filing fee. (Site plans should follow the rules on pages 7-8.)

The application and site plan will be reviewed at the weekly meeting of the Site Plan Review Board. Once the Site Plan Review Board has completed its review and approved the application, a Zoning Certificate is issued. Then you may file for building permits with the Building Inspections department.

### REMEMBER TO CONSOLIDATE

Don't forget you can file for site plan and building permit approval at the same time using one application. Ask the Planning and Growth Management department about the "consolidated" approval process.



## YOU'LL NEED A ZONING CERTIFICATE FOR:

### COMMERCIAL/MULTIPLE FAMILY BUILDING PERMITS

- New construction, additions or alterations for multiple-family residential dwellings (may require Planning Commission Review)
- New construction, additions or alterations of office, commercial or industrial properties (may require Zoning Commission review)
- Changes or alterations to existing office, commercial or industrial properties

### RESIDENTIAL/SINGLE FAMILY BUILDING PERMITS

- To build a new single-family home or accessory structure (garage, shed, etc.)
- To build an addition to an existing single-family home or accessory structure

### CHANGE OF USE

- When a property changes from one use to another (example: changing a site from retail sales to a restaurant)

### OTHERS

- Verify the zoning classification for a property
- Confirm a legal zoning status
- To receive a license from the Health Department
- To transfer ownership of multi-family residential property

### Residential/Single Family application process

The Site Plan Review Board does not review single-family development. If your project is a single-family development in a new subdivision, you only need to file your site plan with Building Inspections. Single-family developments in older, established subdivisions and residential additions will be reviewed by Planning and Growth Management staff first, then by Building Inspections.

An application must be filed with three copies of your site plan and a filing fee.

If the application and site plan are complete, staff members can usually review the application and issue a Zoning Certificate the same day. Once a Zoning Certificate is issued, the applicant may file for building permits with the Building Inspections Department.

To get started, pick up an application from the Department of Planning and Growth Management in Room 402, Twin Towers, 456 Fulton Street. Or visit the City's web site at [www.ci.peoria.il.us](http://www.ci.peoria.il.us)

If you have questions, contact: Planning and Growth Management Department  
309-494-8600  
[pgm\\_development@ci.peoria.il.us](mailto:pgm_development@ci.peoria.il.us)

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri

UPON FURTHER REVIEW

# ZONING COMMISSION



The Zoning Commission is composed of seven local citizens who provide an impartial review of your request, then forward a recommendation that best serves the public interest to the City Council for its final decision.

Zoning Commission applications must be completed and filed along with the required fee no later than 35 days prior to the meeting.



The Zoning Commission holds public hearings on the following requests for any property within the City of Peoria:

- The rezoning of a parcel
- The granting of a Special Use petition
- An amendment to the Zoning Ordinance
- The creation of an overlay district

## ZONING COMMISSION PROCEDURE

### PRE-APPLICATION CONFERENCE

1. • Discuss your request, get your application packet, and get to know your deadlines.

### APPLICATION SUBMISSION AND PROCESSING

2. • Submit your application and fee and schedule a public hearing.  
• Notification will be sent to surrounding property owners and the newspaper. You'll also receive a sign to post on the property announcing the public hearing.  
• The Site Plan Review Board will review the application and mail you a copy of its recommendation.

### THE PUBLIC HEARING PROCESS

3. • Once the case is announced, City Staff will provide a summary and you will be sworn in.  
• You will present your case, and the public will have a chance to provide input.  
• When the public hearing and testimony are closed, the Zoning Commission will make a recommendation to City Council.

### ACTION BY CITY COUNCIL

4. • Your request, the recommendations of staff and the Zoning Commission, and public comments will be considered by City Council in its final decision.

The Zoning Commission forwards their recommendation to the City Council for final review. The total process can take 45-60 days to complete.

The Zoning Commission meets on the first Thursday of each month at 1 p.m. in Room 400, Peoria City Hall, 419 Fulton Street, Peoria, Illinois.

The Department of Planning and Growth Management processes all matters to be considered by the Zoning Commission.

For information regarding what should be submitted, application fees and requirements, contact:

Planning and Growth Management Department  
309-494-8600  
pgm\_development@ci.peoria.il.us

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri

NOTES:

# SEEKING A SECOND OPINION ZONING BOARD OF APPEALS



Sometimes, the rules set by the Zoning Ordinance can't be followed on your property. If you think this might be the case, talk to Staff about the Zoning Board of Appeals.

When the requirements of the Zoning Ordinance create a hardship due to unique circumstances, a variance may be requested. The Zoning Board of Appeals (ZBA) is composed of seven local citizens appointed by the Mayor to hold public hearings on applications for variation from the Zoning Ordinance. The board also conducts hearings for any appeals of the City's interpretation of the Zoning Ordinance.

For the petition to be granted, the applicant must prove that a particular hardship or practical difficulty exists. Such a hardship may not be self-imposed or based on financial gain.

ZBA applications must be completed and filed along with the required fee no later than 28 days prior to the meeting.

*NOTE: The ZBA has final authority on requests. Any appeal of ZBA decisions must be made to the 10th Judicial Circuit Court of Peoria County.*

## STANDARDS FOR VARIATION

The ZBA is required to consider the following standards in deciding whether or not to grant a variation. The petitioner has the responsibility of proving a particular hardship or practical difficulty due to one or more of the following standards:

- A particular shape, physical surrounding or topographical condition creates unique hardship
- Property cannot yield a reasonable economic return with regard to the regulatory constraints, without a variance
- The applicant's situation is unique to the property in question
- The purpose of the application is not primarily for financial gain
- This is not a self-imposed hardship
- Granting of the variation will not be detrimental to the neighborhood
- Granting the variation will not alter the general character, health, safety or welfare of the neighborhood
- The proposed variation is consistent with the City of Peoria Comprehensive Plan and other development codes

## NOTES:

- Examples of hardships:
- Steep slope
  - Ravine
  - Unusual shape or size

## ZONING BOARD OF APPEALS PROCEDURE

### PRE-APPLICATION CONFERENCE

1. • Discuss your request, get your application packet, and get to know your deadlines.

### APPLICATION SUBMISSION AND PROCESSING

2. • Submit your application and fee and schedule a public hearing.  
• Notification will be sent to surrounding property owners and the newspaper. You'll also receive a sign to post on the property announcing the public hearing.  
• The Site Plan Review Board will review the application and mail you a copy of its recommendation.

### THE PUBLIC HEARING PROCESS

3. • Once the case is announced, City Staff will provide a summary and you will be sworn in.  
• You will present your case, and the public will have a chance to provide input.  
• When the public hearing and testimony are closed, the ZBA will make a decision.



The ZBA holds meetings on the second Thursday of each month at 1:30 p.m. in Room 400, Peoria City Hall, 419 Fulton Street.

If you have questions, contact:  
Planning and Growth  
Management Department  
309-494-8600  
pgm\_development@ci.peoria.il.us

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri

# THINKING REALLY BIG PLANNING COMMISSION



Subdivisions, annexations, and certain multi-family developments are heard and reviewed by the Planning Commission. Like the Zoning Commission, the Planning Commission forwards its recommendations to City Council for final review. This process can take between 45 and 60 days to complete.

The Planning Commission is composed of seven local citizens appointed by the Mayor and approved by City Council. Two non-voting members may also be appointed.

Planning Commission applications must be completed and filed along with the required fee no later than 28 days prior to the meeting. Please be certain the Planning and Growth Management staff has reviewed and accepted the application prior to this 28-day deadline. This will help prevent any unnecessary delays.

The duty of the Planning Commission is to hold public hearing for proposed plats for new subdivisions, Comprehensive Plan Amendments, Annexations, Planned Unit Developments, and Residential Cluster Developments. The commission may also review development within 1.5 miles of the corporate limits of the City of Peoria.



The Commission holds regularly scheduled meetings on the third Wednesday of each month at 1:30 p.m. in Room 400, Peoria City Hall, 419 Fulton Street, Peoria, Illinois.

If you have questions, contact:  
Planning and Growth Management Department  
309-494-8600  
pgm\_development@ci.peoria.il.us

Office Hours:  
8 a.m. to 5 p.m., Mon-Fri



## PLANNING COMMISSION PROCEDURE

### PRE-APPLICATION CONFERENCE

1. • Discuss your request, get your application packet, and get to know your deadlines.

### APPLICATION SUBMISSION AND PROCESSING

2. • Submit your application and fee and schedule a public hearing.  
• Notification will be sent to surrounding property owners and the newspaper. You'll also receive a sign to post on the property announcing the public hearing.  
• The Site Plan Review Board will review the application and mail you a copy of its recommendation.

### THE PUBLIC HEARING PROCESS

3. • Once the case is announced, City Staff will provide a summary and you will be sworn in.  
• You will present your case, and the public will have a chance to provide input.  
• When the public hearing and testimony are closed, the Planning Commission will make a recommendation to City Council.

### ACTION BY CITY COUNCIL

4. • Your request, the recommendations of staff and the Planning Commission, and the public comments will be considered by City Council in its final decision.

### Alternative Administrative Subdivision Process

An administrative approval process is available to those subdivisions which:

- Conform with the Comprehensive Plan, Zoning Ordinance and all other applicable regulations
- Require no waivers of the Subdivision Ordinance
- Character of design is compatible with adjacent development and community policies

#### Steps:

Pre-application conference

Preliminary plat, application, and fee are submitted

Plat is review by the Site Plan Review Board

Comments from the Site Plan Review Board are forwarded to the applicant

Once all issues are resolved, Staff approves the preliminary plat

The final plat is submitted for review

Staff reviews the final plat for conformance with the approved preliminary plat

All other required fees are paid

Construction drawings are submitted to City Engineer for approval

Appropriate escrow accounts or bonding is set up

Final plat is signed and released for recording



# PERMISSION GRANTED

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IN ORDER TO KEEP THE CITY SAFE FOR ALL ITS CITIZENS, THE CITY OF PEORIA EMPLOYS STAFF WITH EXPERTISE IN CONSTRUCTION, ENGINEERING, TRAFFIC, FIRE SAFETY AND MORE. PERMITS ARE THE WRITTEN CONFIRMATION YOU WILL NEED BEFORE ANY MAJOR CONSTRUCTION GETS UNDERWAY. BY ISSUING PERMITS, THE CITY OF PEORIA ENSURES THAT ALL PROJECTS HAVE BEEN REVIEWED AND APPROVED BY THE EXPERTS ON OUR STAFF.

After you receive your zoning approval, you will be able to obtain any permits you need. Contact Building Inspections, Public Works and the Fire Department to discuss required permits. The Health Department also issues permits for a variety of businesses that have sanitary and food-handling requirements.

If you wish to erect or display signs, they will also require separate approval from the Planning and Growth Management Department. Signs are prohibited on the public right-of-way and must be located on private property in accordance with the Zoning Ordinance.

Before your work starts, make sure you have received all necessary permits. The City of Peoria thanks you for your patience, understanding and commitment to helping improve our community.

# SAFETY FIRST PUBLIC WORKS



With questions pertaining to:

- Stormwater and Erosion Control, call Engineering 309-494-8801
- New driveways for large projects, call Traffic Engineering 309-494-8802
- Sidewalk cost-share program and all permit questions, call the Permits Division 309-494-8803
- Licensing and bonds, call Accounts Receivable 309-494-8588

e-mail:  
[pw\\_development@ci.peoria.il.us](mailto:pw_development@ci.peoria.il.us)

Construction guidelines are available on the City's web page: [www.ci.peoria.il.us](http://www.ci.peoria.il.us)

Your project does not require an erosion or stormwater control permit if your project meets any of these three conditions:

- It disturbs less than 5,000 square feet
- It is agricultural in nature
- It involves only routine maintenance of roads and utilities

The Public Works Department is responsible for constructing, managing, maintaining and modifying infrastructure owned by the City of Peoria, including streets, sewers, alleys and City-owned buildings and grounds.

Public Works permits ensure that development-related work on public property – generally the streets and the areas close to the streets – is safe and does not damage the public rights-of-way, infrastructure or environment.

The City has standard construction requirements within the public right-of-way. Construction guidelines for subdivisions, driveways, curbs and sidewalks can be obtained from the Public Works Permits Division at City Hall or online.

## DRIVE ACCESS

If your project involves building a new driveway or changing any existing driveways, you will need a driveway permit.

The contractor installing the part of the driveway in the right-of-way (the portion of the driveway close to the street) must be licensed and bonded with the City of Peoria.

Sometimes new driveways for large projects require traffic engineering input.

## SIDEWALKS

Developers of new buildings in most parts of the City must build new public sidewalks along City streets fronting the project. This work will require a City sidewalk permit.

The contractor installing the sidewalk in the right-of-way (along the public street) must be licensed and bonded with the City of Peoria for this type of work.

Sometimes there are broken sidewalks surrounding existing buildings. For help making the sidewalks safe for pedestrians, the City has a cost-share program through which the City pays 80% of the eligible repairs and the owner pays the remaining 20%.

## PARKING LOTS

The Traffic Engineering Division and the Permits Division review parking lot configuration on site plans – both new and redeveloped parking lots. Any new or resurfaced parking lots will require a City parking lot permit.

The contractor working on the parking lot must be licensed and bonded with the City of Peoria for this type of work.

## RIGHT-OF-WAY OPENINGS

If your project will require disturbing the public right of way (in the street or close to the street), you will need a right-of-way opening permit. These types of permits are often required for new utility service taps such as water or sewer. The City has requirements for traffic control, the size, backfill and restoration of these excavations.

## GENERAL RIGHT-OF-WAY USAGE

If your project will involve using the public right-of-way, whether temporarily or permanently, you will need a right-of-way usage permit. This type of permit is issued for temporary lane closures. The City has requirements about notifications and signs to be posted for this type of work.

## FLOODPLAIN

If your site is adjacent to the floodplain or has floodplain on site, you may need a floodplain permit. Floodplains are areas near rivers, creeks or ravines where flooding may occur. If your project is near one of Peoria's creeks or the Illinois River, check out floodway/floodplain maps and Peoria's Stream Buffer Map early in the design process.

*You may be required to provide additional engineering or surveying information to ensure that your project will be in compliance with local, state and federal floodplain requirements.*

## STORMWATER AND EROSION CONTROL

Any project disturbing more than 5,000 square feet needs an erosion control permit from the City of Peoria to minimize stormwater run-off and erosion concerns. Any project disturbing more than one acre requires an NPDES construction permit from the Illinois EPA.

The erosion control permit for new single-family homes and duplexes is included in the building permit. Allow two weeks for review of commercial projects and three weeks for large projects and subdivisions.

You must have an erosion/stormwater permit issued for the project before the building permit is issued. You may pay for all permits with one check at one time.

Road/driveway/utility permits may be required from other agencies if your project impacts a State or County highway or a township road. Call the City at 309-494-8803 to inquire about roadway jurisdiction and contact information for other agencies

For information regarding Public Works permits, contact:

Peoria Public Works Department  
Permits Division  
309-494-8803  
[pw\\_development@ci.peoria.il.us](mailto:pw_development@ci.peoria.il.us)

## NOTES:

# BRICK BY BRICK BUILDING PERMITS AND INSPECTIONS



For information regarding building permits contact:

Building Inspections  
309-494-8620  
inspections\_development@ci.peoria.il.us

The Building Inspections Department oversees all construction in Peoria to ensure that it meets national safety standards and international building codes. For the health and safety of all citizens, the Building Inspections Department requires permits for most building projects.

From certain remodeling jobs to entire new subdivisions, Building Inspections permits grant approval for a project to be built, confirming that it meets all the department's requirements.

## INSPECTIONS

Typically, building projects require three basic inspections from the Building Inspections Department. Contractors should call to arrange these inspections when the corresponding phase of the project is ready:

- Footing inspection
- Rough-in inspection – framing, plumbing, electrical and heating, ventilation, and air conditioning (HVAC)
- Final inspection

During construction, each contractor communicates with a corresponding inspector. For example, plumbing contractors will be in regular contact with a City plumbing inspector, electrical contractors with an electrical inspector, and so on. (There is one exception: in single-family/residential projects, HVAC and electrical contractors will both deal with the Building Inspector.)

Contractors should be in touch with their inspectors on an as-needed basis. At each job site, there will be placards that inspectors sign with their approval step-by-step, so all contractors are aware of the project's progress.

## CERTIFICATE OF OCCUPANCY FORM

The Certificate of Occupancy form serves as an application for final approval from the Building Inspections Department. It must be submitted before any building permits can be issued. Upon final inspection, it is this form that will be signed by inspectors, resulting in the Certificate of Occupancy.

## TO APPLY FOR BUILDING PERMITS, YOU WILL NEED:

1. ADDRESS ASSIGNMENT ✓
2. SEWER PERMIT NUMBER ✓ - issued by Greater Peoria Sanitary District
3. EROSION CONTROL PERMIT ✓ - commercial issued by Public Works - residential issued by Building Inspections
4. ZONING CERTIFICATE OR APPROVAL ✓
5. SITE PLANS ✓
6. BUILDING PLANS ✓ - plus architecture or engineering as required
7. STATE ROOFING LICENSE ✓
8. PERMIT APPLICATION ✓
9. CERTIFICATE OF OCCUPANCY FORM ✓

*NOTE: For residential construction, an Erosion Control permit is also required.*

## REMEMBER TO CONSOLIDATE

Don't forget you can file for site plan and building permit approval at the same time using one application. Ask the Planning and Growth Management department about the "consolidated" approval process.

## Attention homeowners



If you obtain any permits in your name, that makes you solely responsible for any and all work being done. By obtaining the permit in your name, you become the general contractor. All problems with the project or any penalties for not building to current building codes will be your responsibility.

Building inspectors are not allowed to teach, tutor or otherwise instruct unqualified persons on how things are to be constructed to code. If you are not qualified to do the work to meet current code standards then you must hire qualified persons to do the work.

## KEEPING THINGS COOL

# FIRE DEPARTMENT PERMITS



Every project will require some kind of fire protection system – fire alarms, fire sprinklers, or private hydrants. It is the responsibility of the Peoria Fire Department to enforce all City fire codes, which includes the oversight of development projects to determine that they are safe from fire.

For preventive safety, the Fire Department reviews proposed plans thoroughly and does a follow-up inspection after permits have been issued. This helps ensure fire protection systems have been installed according to the codes and the plans submitted.



The following are Fire Department permits that apply to construction within Peoria. Most permits require a fee.

### FIRE ALARM/FIRE SPRINKLER SYSTEMS

The City Fire Code determines a project's need for alarm and sprinkler systems according to the use group and number of occupants in specific buildings. Prior to installing your systems, you must have permits in hand. Building plans, an application and a fee are required to obtain permits.

### PRIVATE FIRE HYDRANTS

Fire hydrants are required within 300 feet of the most remote portion of structures. In most cases, the public water source and its hydrants installed by the Illinois American Water Company (IAWC) cover this requirement.

On occasion, structures do not meet this requirement and are then required to install a "private" hydrant. Permits are required from IAWC and the City of Peoria for any private hydrant installation.

### OPEN BURNING

Open Burning permits for construction sites must be reviewed by the EPA prior to obtaining a permit from the Fire Department. Construction landscape burning is permitted only with the aid of an Air Curtain Destructor. No open burning of construction material is allowed.

### TENTS AND CANOPIES

Tents and canopies require permits from both the Planning and Growth Management Department and the Fire Department for:

- Tents over 200 square feet
- Canopies over 400 square feet
- Fabric canopies over 700 square feet

Zoning approval is required for all tents and canopies, regardless of size, from Planning and Growth Management.

### PUBLIC WATER SUPPLY

A project's public water supply, including the layout of public or private hydrants, must be approved by the Fire Department as well as IAWC. The construction of combustible material is not permitted until the project's water supply is approved, installed and operable.



For information regarding Fire Department permits contact:

Peoria Fire Department Fire Prevention Division  
309-494-8700  
[fire\\_development@ci.peoria.il.us](mailto:fire_development@ci.peoria.il.us)

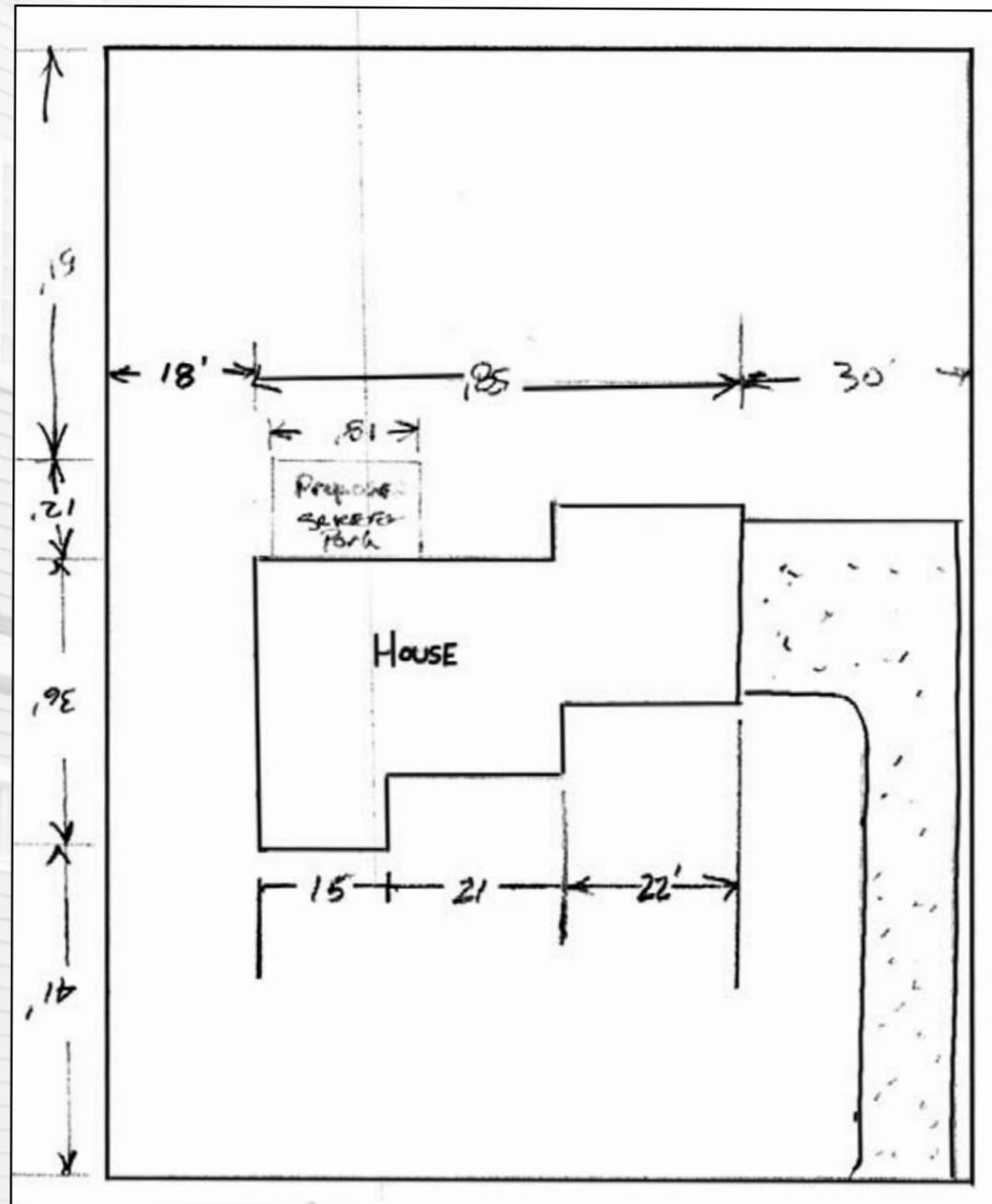
Illinois American Water Co.  
100 Lorentz Avenue  
309-566-0700

NOTES:

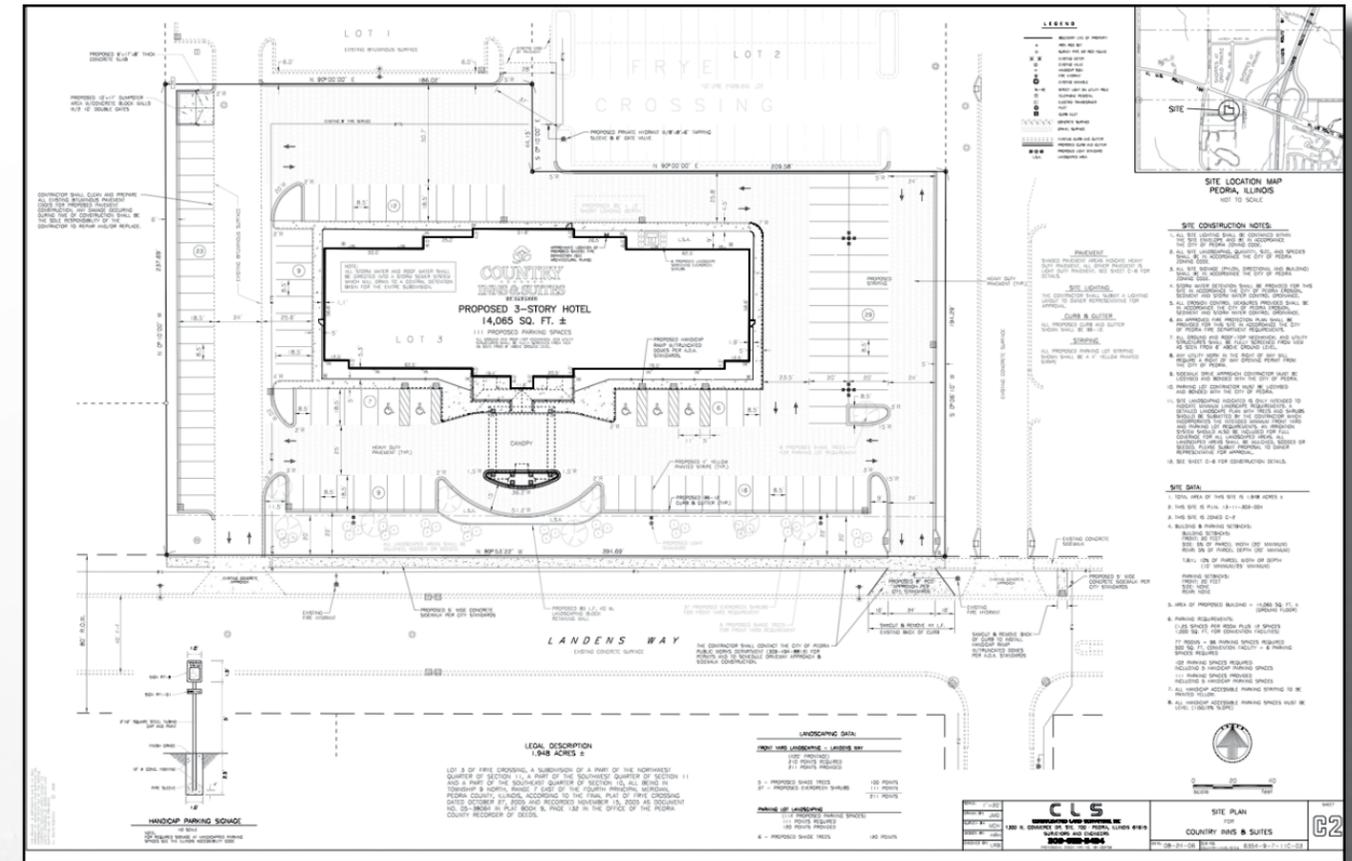
# APPENDIX



SMALL-SCALE SITE PLAN



LARGE-SCALE SITE PLAN



# APPENDIX



## CONSOLIDATE FOR SPEED



**CITY OF PEORIA**  
**CONSOLIDATED APPLICATION FOR ZONING CERTIFICATE AND BUILDING PERMIT**  
**(COMMERCIAL AND MULTIFAMILY)**

PERMIT # \_\_\_\_\_  
 ZONE CERT # \_\_\_\_\_

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Building Inspections Department  
 456 Fulton, Suite 401, Peoria, IL 61602  
 Phone (309) 494-8620; FAX (309) 494-8674

Planning and Growth Management Department  
 456 Fulton, Suite 402, Peoria, IL 61602  
 Phone (309) 494-8600; FAX (309) 494-8680

**Job Address:** \_\_\_\_\_

**Current/Proposed Use:** \_\_\_\_\_

**Parcel Index Number:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Construction Cost:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_ **Zoning Certificate: \$150**

<p><b>Project Type:</b></p> <p><input type="checkbox"/> Remodel, no Expansion or Change of Use</p> <p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Expansion of Existing Use, Remodel</p> <p><input type="checkbox"/> Change of Use, Remodel</p> <p><input type="checkbox"/> Expansion of Existing Use, No Remodel</p> <p><input type="checkbox"/> Change of Use, No Remodel</p>	<p><b>Permits Required</b></p> <p>Building Permit</p> <p>Zoning Certificate &amp; Building Permit</p> <p>Zoning Certificate &amp; Building Permit</p> <p>Zoning Certificate &amp; Building Permit</p> <p>Zoning Certificate</p> <p>Zoning Certificate</p>
---	---

**Commission Approval (if applicable):** Case no. \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Commission (circle):  
 Planning Commission      Zoning Board of Appeals  
 Zoning Commission      Historic Preservation Commission  
    Renaissance Park Commission

<b>Development Information:</b>	<u>Existing</u>	<u>Proposed</u>
Number of Employees (Industrial only):	_____	_____
Structure Height (feet):	_____	_____
# Parking spaces provided:	_____	_____
# Accessible spaces provided:	_____	_____
Building square footage:	_____	_____

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupant Load: \_\_\_\_\_

**Applicant/Contact name:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Address, City, State, ZIP: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner/Agent:** \_\_\_\_\_

Address, City, State, ZIP: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Address, City, State, ZIP: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ / \_\_\_\_\_ E-mail: \_\_\_\_\_

**Subcontractors:** HVAC: \_\_\_\_\_ Plumbing: \_\_\_\_\_

Electrical: \_\_\_\_\_ Roofing License: \_\_\_\_\_

## DIRECTORY

**Planning and Growth Management:** 309-494-8600

pgm\_development@ci.peoria.il.us

**Public Works:** 309-494-8800

pw\_development@ci.peoria.il.us

**Building Inspections:** 309-494-8620

inspections\_development@ci.peoria.il.us

**Fire Department:** 309-494-8700

fire\_development@ci.peoria.il.us

**Economic Development:** 309-494-8640

ecodev@ci.peoria.il.us

**Ameren/CILCO:** 309-693-4767

**Illinois-American Water:** 309-566-4113

**Peoria County Health Department:** 309-679-6161

**Greater Peoria Sanitary District:** 309-637-3511

**Illinois Department of Transportation, Region 3 (District 4):** 309-671-3333

## ACKNOWLEDGMENTS

This guide was developed through a public/private steering committee.

### Committee Members

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	Alma Brown	kevinmay.com
	Chris Setti	

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## GROWING.

THERE ARE BIG PLANS FOR PEORIA – PLANS THAT WILL REQUIRE THE HARD WORK AND COOPERATION OF MANY DIFFERENT PEOPLE. WE THANK YOU FOR YOUR INTEREST IN BEING A PART OF OUR CITY'S GROWTH. TOGETHER, WE CAN BUILD THE CITY OF OUR DREAMS.

We hope this guide will be helpful in guiding you through Peoria's development process.