
Jo Daviess County Planning & Development

Kristina Tranel, Planning & Development Administrator

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Email: plan@jodaviesscountyil.gov

Hanover, IL 61041

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Website: www.jodaviesscountyil.gov

Building Permit Requirements

A building permit must be obtained prior to beginning construction or excavation of any structure. Accessory structures that are less than 120 square ft. & contain no electrical or plumbing, do not require a building permit; however, still must comply with the zoning setbacks.

❖ Zoning

- Check with the Planning & Development Department as to the zoning on the property and any zoning issues resulting from your intended use.

❖ Property Addresses

- Addresses are issued through the Jo Daviess County Planning & Development Department. (Address Applications should be submitted with the building permit, when a new address is needed. This way the Address, Septic and Building permit are issued at about the same time.)

- Contact information:

Jo Daviess County Planning &
Development Department
1 Commercial Drive, Suite 1
Hanover, IL 61041

Office: 815-591-3810
Fax: 815-591-2728

❖ Septic

- You or your septic contractor, are required to obtain a septic permit from the Jo Daviess County Environmental Health Department. Septic permits are issued and sent to the Planning & Development Department directly from the Environmental Health Dept.

A septic permit or sign off must be issued prior to the issuance of a building permit.

- Septic and well regulations may be obtained through:

Jo Daviess County Health Department
9483 Route 20 West
Galena, IL 61036
Phone: (815) 777-0283 ext 4

❖ Driveways

- Driveway permits and culvert requirements can be obtained by calling the appropriate agency:
 - Jo Daviess County Highway Department Engineer: Steve Keeffer (815) 591-2337
 - Township Road Commissioner
 - Illinois Department of Transportation Agent: IDOT-Dixon, Jason S. (815) 284-5413

❖ **Additional Permitting Agencies**

- Apple Canyon Lake Property Owners Association 815-492-2238
- Galena Territory Architectural Review 815-777-2000

- The Upper Mississippi River International Port District has been created by Public Act 96-636, 70 ILCS 1863 and embraces all the area within the corporate limits of Jo Daviess County. Please be advised that permits are required for construction of all wharves, piers, dolphins, booms, weirs, breakwaters, bulkheads, jetties, bridges or other structures of any kind, over, under, in or within forty (40) feet of any navigable waters. Please contact the following for information:

Upper Mississippi River International Port District
PO Box 57
Scales Mound IL 61075

- Email: jkfrancis@jisp.net Web Site: <http://umripd.com/>

❖ **Building Codes**

- The following Technical codes have been adopted and made a part of the Building Code, effective 04/08/2011:
 - Building Code: 2012 International Building Code and supplements published by International Code Council
 - Residential Code: 2012 International Residential Code and supplements published by International Code Council, excepting Section R313, Automatic Fire Sprinkler Systems
 - Electrical Code: 2020 National Electrical Code, National Board of Fire Underwriters
 - Plumbing Code: The Illinois State Plumbing Code, State Board of Health, as amended.
 - Accessibility Code: Illinois Accessibility Code, American National Standard Institute, as amended.
 - Fuel Gas Code: 2012 International Fuel Gas Code, International Code Council.
 - Mechanical Code: International Mechanical Code, 2012 edition
 - Energy Conservation: International Energy Conservation Code, 2012 edition.

- Three (3) copies of each of the above referenced codes are on file in the Planning & Development Department. Such Codes shall be made available to all members of the public whenever the Planning & Development Department is open for business.

❖ **Building Permits**

❖ **The following submittals are required:**

- Completed application, including a firm estimate of finished value (please contact the Planning & Development Department if unsure how to establish finished value)
- Two sets of building plans, with a typical wall section.
- Two copies of Survey/Site plan showing the following:
 - Proper setbacks from roads and property lines.
 - Frontage Setbacks
 - ◆ State Highway: 75 ft from the property line/ 125 ft from the centerline of roadway
 - ◆ County Roads: 60 ft from the property line/ 110 ft from the centerline of the roadway
 - ◆ Township Roads: 50 ft from the property line/ 80 ft from the centerline of the roadway
 - Side & Rear Setbacks. (In Ag & R-1, Side setback is 20', & Rear setback is 40')
 - The existing and proposed topography, slope, and drainage patterns of the lot
 - The erosion control measures used during and after construction be identified
 - The area to be cleared if the lot is wooded
 - If trees must be removed in the construction process, they should be replaced with trees of species similar to those in surrounding woodlands.
- Septic permit –issued by the Environmental Health Dept.
- These items will be reviewed and one set of building & site plans will be returned with the issuance of the building permit. **Review time is approximately 10-14 working days after we have received a completed application packet.** Solar permits will take longer and will require sign off from the energy company prior to approval.
- Permit fee (submitted after permit approval) – **No work to start prior to payment. Work started prior to payment can lead to penalty fees being incurred.**
- Any major structural changes to the plans need to be submitted and a structural change application filled out.

❖ **Inspections**

- **Four inspections are required.** Call the Planning & Development Department at (815) 591-3810 before the work is ready. Allow as much time for scheduling as practical. **It is the responsibility of the owner or contractor to contact the Planning & Development Office for any and all inspections.**
 - Call 3-4 hours prior to pouring a footing
 - Call once framing has been completed, prior to siding being started.
 - Call 24 hours in advance when rough mechanical and electric are completed. (Prior to insulating).
 - Call 24 hours in advance for the Final, (ready for occupancy). Electrical, HVAC and life safety items are completed, this includes handrails and guardrails.

❖ Plumbing

- **Prior to covering plumbing, the installer MUST contact the State Plumbing Inspector: Illinois Department of Public Health Office: 815-987-7870 or Greg at 815-218-0610.**

(225 CS 320/3) (From Ch 111, par 1103)

Sec 3. (1) All planning and designing of plumbing systems and all plumbing shall be performed only by plumbers licensed under the provisions of this Act hereinafter called “licensed plumbers” and “licensed apprentice plumbers”. The inspection of plumbing and plumbing systems shall be done only by the sponsor or his or her agent who shall be an Illinois licensed plumber. Nothing herein contained shall prohibit licensed plumbers or licensed apprentice plumbers under supervision from planning, designing, inspecting, installing, repairing, maintaining, altering or extending building sewers in accordance with this act. No person who holds a license or certificate of registration under the Illinois Architecture Practice Act of 1989, or the Structural Engineering Practice Act of 1989, or the Professional Engineering Practice Act of 1989 shall be prevented from planning and designing plumbing systems. Plumbing inspectors, (S-1402): All plumbing inspectors in Illinois must be licensed plumbers “regardless of which unit of government employs them or the code under which they function.” Under the Illinois Plumbing License Act (///.Rev. Stat. 1977, Ch. 111, sec. 1103), governmental units decide if plumbing inspections are required, but inspections must be conducted by licensed plumbers. The stated purpose of the law is to safeguard the public health by requiring plumbers of proven skill.

❖ Total Accessory Area

- **AG District**
 - Non-Agricultural Accessory Area: (excluding attached garages, barns and livestock shelters constructed prior to the date of adoption of this ordinance)
 - On lots less than three (3) acres: 2400 square feet
 - On lots three (3) acres or more: 3600 square feet
- **R-1 District**
 - Total area of accessory buildings, including attached garages, shall not exceed the following:
 - On lots one (1) acre to one and forty-nine hundredths (1.49) acres: one thousand nine hundred fifty (1,950) square feet;
 - On lots one and five tenths (1.5) acres or more: two thousand four hundred (2,400) square feet.
- **R-2 District**
 - Total area of accessory buildings, including attached garages, shall not exceed the following:
 - On lots .22 acre to .74 acre: one thousand five hundred (1,500) square feet
 - On lots .75 acre to .99 acre: one thousand seven hundred twenty-five (1,725) square feet
 - On lots 1.00 acre to 1.49 acres: one thousand nine hundred fifty (1,950) square feet
 - On lots 1.5 acres or more: two thousand four hundred (2,400) square feet

❖ **Lot Coverage**

- **R-1 District**
 - Maximum Lot Coverage: twenty percent (20%).
- **R-2 District**
 - Maximum Lot Coverage: thirty percent (30%).
- **RP District**
 - Residential
 - Not more than thirty percent (30%) of the area of a zoning lot on which detached single-family or two-family attached dwellings are located may be occupied by buildings, including accessory structures
 - Not more than thirty percent (30%) of the area of a zoning lot on which multiple family dwellings (multiplex units, townhomes or low-rise apartments) may be occupied by buildings, including accessory structures
 - Commercial
 - Not more than seventy percent (70%) of the area of a zoning lot on which neighborhood commercial is developed may be occupied by buildings, pavements and accessory structures

❖ **Commercial, Industrial & Manufacturing Districts**

- See Jo Daviess County Zoning Ordinance

❖ **Outdoor Lighting Standards**

- All new commercial, manufacturing, industrial, and residential outdoor lighting installations shall meet the requirements below:
 - Shielding Standards
 - All nonexempt outdoor lighting fixtures with an initial output greater than or equal to two thousand (2,000) lumens shall be Full Cutoff.
 - All outdoor lighting fixtures with initial output less than two thousand (2,000) lumens are exempt for the requirements of this Code.
 - All Full Cutoff outdoor lighting fixtures shall be installed and maintained in such a manner as to be horizontal to the ground so that the cutoff characteristics of the fixture are maintained.
 - Beyond the cutoff requirements of Section 8-4e-, E-G, all light fixtures shall be located, aimed or shielded so as to minimize light trespass across property boundaries. Where applicable, all commercial installations shall utilize house-side shielding to minimize light trespass on residential properties.
- Reduced Lighting Levels
 - Lighting levels shall be reduced to security levels within thirty (30) minutes after the close of business of the end of the business activity.

❖ Flood Hazard Areas

- Jo Daviess County has a Special Flood Hazard Areas Ordinance. If your project will be located in an area that is considered to be vulnerable to floodwaters, you are subject to this Ordinance.
- As part of the Ordinance requirements you must submit an elevation certificate based on your construction drawings prior to issuance of a building permit.
- At the end of construction prior to issuance of an Occupancy Permit you will be required to provide an elevation certificate based on the finished construction.

❖ Lot Configuration

- Any lot or parcel for non-agricultural use created after the Jo Daviess County Ordinance amended May 12, 2009 shall not have a proportional ratio value greater than 1.40.
 - A proportional ratio value is the product obtained by dividing the total length of the subject parcel's perimeter in feet by the length of the perimeter of a 2:1 rectangle having the same area. A 2:1 rectangle is a square-cornered four sided figure having a length exactly twice its width.
 - To determine the perimeter of a 2:1 rectangle with a given area:
 - ◆ Divide the area in square feet by 2.
 - ◆ The square root of the product is the length of the short side of the rectangle.
 - ◆ The length of the long side of the rectangle is twice that of the short side.
 - ◆ Add the lengths of the two short sides with the lengths of the two long sides, to determine the total perimeter.

❖ Building Checklist

- Prior to covering plumbing, the installer must contact the State Plumbing Inspector:
 - Phone **815-987-7870, 815-721-0586 or 815-281-0610**
- GFI circuits are required:
 - Any location where water and electricity might mix, IE. Bath outlets, Kitchen Counters, Outside outlets, Garage outlets, Garbage Disposals, Basement areas with unfinished floors, Accessory Structures, Sump Pumps, Crawl Spaces at or below grade, Spas, Hydro Massagers, Hot Tubs, etc...
- Required ARC Fault Circuit Interrupter protection – 2017 NEC 210.12 (A)
- Tamper Resistant Receptacles
- 110 V. Smoke detectors, with alarms wired in series, are required in each bedroom and outside each sleeping area.
 - (one detector each level, minimum).
- Fire Resistant Construction: Section R302/ Opening Protection; Under-stair Protection; Fire-blocking
- Place a layer of building paper over the stone covering the perimeter drain tile or use drainage pipe covered with a filter “sock.”
- Install vent spacers (“proper vents”) in each rafter space over outside plates and over any wall plates that touch the rafters. Install continuous vent spacers in all cathedral ceilings except scissor truss systems.
- Risers: Max height shall be 7 ¾”, and shall be measured vertically between leading edges of the adjacent treads. Open risers are permitted, provided that the opening between treads does not permit the passage of a 4” diameter sphere
- Treads: Minimum tread depth shall be 10”. The tread depth shall be measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the treads leading edge.
- Handrails / Guardrails: All stairways of three or more steps must have handrails on at least one side at a height of between 34” and 38” above the nose of treads and landings.
 - Guardrails are required on all open sides of stairways and on balconies, porches, and decks over 30” above grade: Guardrail height in residences must be 36” minimum, with spacing between rails no greater than 4”.
- Carbon monoxide detectors must be installed within 15 feet of each bedroom, with a minimum of one on each floor: They may be wired combination smoke/carbon monoxide units.
- Radon Resistant Construction Act: All new construction must have a passive radon pipe installed. Passive pipe must extend 12” above roofline.
- EGRESS WINDOWS:
 - **All rooms used or intended for use as sleeping rooms and every basement shall have an egress window (or door) suitable for emergency escape and rescue.**
 - This window (or door) shall be openable from the inside without the use of any special tools, knowledge or effort. The clear opening when the window is open must be equal to or larger than 5.74 square feet or 820 square inches with no width less than 20 inches and no height less than 24 inches. This window can only be a maximum of 44” from the floor.
 - See next page for more information regarding Emergency Egress

If you have questions on any item on this list, please contact our office for more information, 815-591-3810.



Building Guide

ILLOWA Chapter of ICC



Single Family Residential Emergency Escape and Rescue Openings

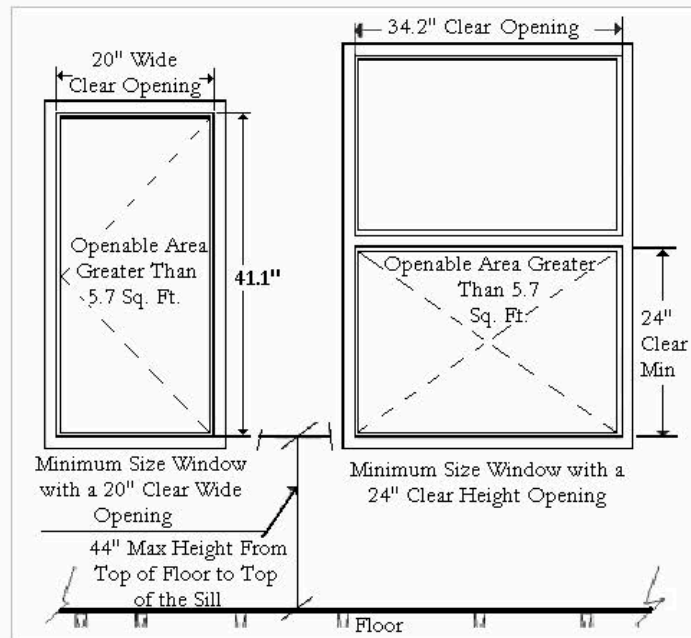
All basements AND every sleeping room shall have an emergency escape and rescue opening that shall meet all of the following requirements. Exception: Basements not exceeding 200 square feet and used ONLY to house mechanical equipment. : (IRC 310.1)

- Maximum height from finished floor to finished sill of escape-rescue window is 44" (IRC 310.1)
- 24" minimum net clear opening height (IRC 310.1.2)
- 20" minimum net clear opening width (IRC 310.1.3)
- 5.7 ft² (821 in²) overall minimum net clear opening

Exception: Grade Floor opening shall have a minimum of 5 square feet. (IRC 310.1.1) as measured in the open position – top pane of double hung windows does NOT count towards net clear opening due to the specialized knowledge required to open. (IRC 310.1.4. See illustration)

NOTE: a step, landing, stage, box or other structure used to attempt to thwart the intent of the code by artificially reducing the distance between the finished floor and the sill height shall NOT be considered part of the finished floor.

Sleeping Rooms existing prior to February 1, 2012, that utilize the step, landing, stage or box shall be allowed to continue to do so until such time that the room has a remodel or repair completed.



	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	34.2
Width	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	34.2
Height	41.1	39.1	37.3	35.7	34.2	32.8	31.6	30.4	29.3	28.3	27.4	26.5	25.7	24.9	24.1	24

Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings provided the devices do not encroach on the minimum net openings and are releasable or removable from the inside without the use of a key, special knowledge or effort (IRC 310.4) Specific security grill systems require approval by the Department of Building Safety prior to installation.

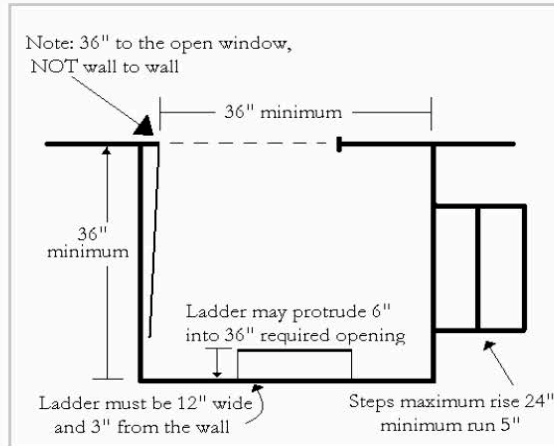
Escape and rescue windows with a finished sill height below the adjacent ground elevation shall have a window well. Window wells at escape or rescue windows shall comply with IRC R310:

- The clear horizontal dimensions of the well shall allow the window to be fully opened and provide a minimum accessible net clear area of 9 square feet with a minimum dimension of 36 inches. See Illustration.

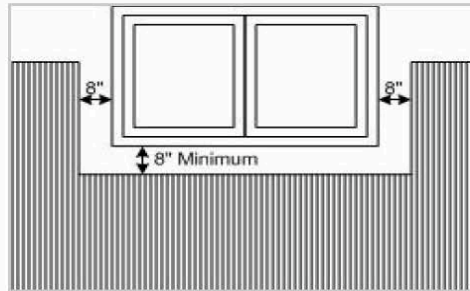
- Window wells with a vertical depth of more than 44 inches shall be equipped with an approved, permanently affixed ladder or stairs that are accessible with the window in the fully open position. (IRC 310.2.1)

If using a ladder: Ladders shall have an inside rung width a minimum of 12 inches, shall project a minimum of 3 inches from the wall and the rungs shall not be spaced further than 18 inches in center vertically. (IRC 310.2.1)

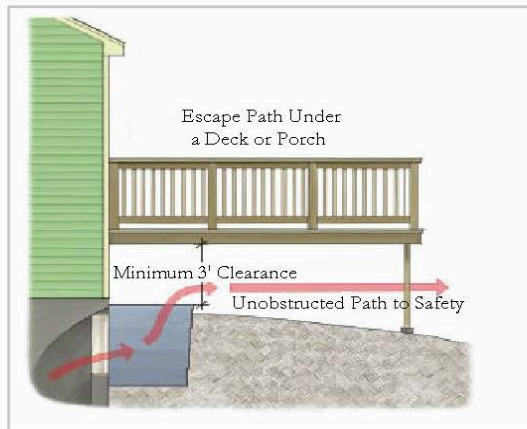
If using steps: Steps shall have a minimum tread width of 12 inches, shall have a maximum rise of 24 inches and a minimum run of 5 inches. (IRC 310.2.1 as amended) shall not encroach into the required dimension of the window well by more than 6 inches.



Window well must extend at least 8" beyond each side of the window to provide a wood/earth separation to prevent rot per (IRC 317.1.2)



Exit under a deck or porch: Emergency escape windows may be located under a deck or porch provided all other requirements are met AND the location allows for a CLEAR PATH not less than 36" in height. (IRC 310.5). A CLEAR PATH is not obstructed by an enclosure or latticework.



NOTE: A permit to install an egress window in no way allows creation of an additional dwelling unit, nor does it make a basement bedroom legal that was built without a permit. Additional permits are required for other modifications to the basement, for example, to finish a room, add a bedroom, or to add a dwelling unit.

DISCLAIMER: ILLOWA Chapter of the ICC has created this handout to assist with plans submittal under the 2009 International Residential Code, and it is not intended to cover all circumstances. Please check with the Department of Building Safety for additional requirements.

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To All Area Homeowners:

For your reference, Jo Daviess County has adopted section 8-5B-16 of the County Zoning Ordinance regulating Home Occupations:

8-5B-16: HOME OCCUPATIONS:

Home occupations shall be permitted in all districts permitting dwellings subject to the following provisions and the provisions for accessory uses as specified in subsection 5b-1.

A. Restrictions and Limitations:

1. The home occupation shall be incidental and subordinate to the principal residential use of the premises.
2. No more than four (4) employees who do not reside in the house may work at the location of the home occupation on any single day. The home occupation shall not constitute a nuisance taking into account the character of the surrounding area or neighborhood. The number of employees that never work at the home occupation location shall not be limited.
3. Sales on the site of a home occupation shall be limited to goods made on the site. Off premises sales, including sales made by telephone, fax or computer are not prohibited by this title.
4. No exterior display of merchandise sold or used in conjunction with the home occupation shall be allowed.
5. Signs shall comply with chapter 4, article C of this title No sign shall exceed two (2) feet in any direction, shall not be illuminated and shall be placed flat against the main wall of the principal residential structure.
6. Materials or equipment used in conjunction with a home occupation shall be wholly enclosed within the dwelling or accessory building.
7. No equipment shall be utilized that creates a nuisance such as noise, vibration, smoke, dust, odor, heat, glare, emissions or electrical interference.
8. No alteration of the exterior of the principal residential structure shall be made which changes the character thereof as a dwelling.
9. No traffic shall be generated by the activity of the home occupation which creates a nuisance taking into account the character of the surrounding area or neighborhood. This provision shall also include the prohibition of regular delivery by tractor trailer combination trucks.

10. The following are examples of uses that are permitted, for illustrative purposes:
 - a. Art, dancing, and music schools
 - b. Artists' studios and conservatories.
 - c. Barber shops, beauty shops and tanning salons.
 - d. Catering.
 - e. Chimney Sweep.
 - f. Contracting – electrical, carpenter, plumbing, heating, painting
 - g. Flower arrangement.
 - h. Gardening, landscaping (office).
 - i. Home crafts and hobbies such as model making, rug weaving, lapidary work, cabinetmaking, etc.
 - j. Housecleaning service.
 - k. Jewelry making, rock polishing.
 - l. Locksmith.
 - m. Offices, general, for example including but not limited to offices for realtors, insurance agents, brokers, sales representatives, Accounting services, Architectural services, Consulting services, Data processing , Drafting & Graphic services, Engineering services, Financial Planning, Legal Services, Investment Services, Counseling Services, Interior Design, Tax preparation, Typing Word Processing services, Writing, Computer Programming services and manufacturing representatives.
 - n. Pet grooming.
 - o. Security service, security systems, auto security systems.
 - p. Small appliance and electronic repair services.
 - q. Small engine repair (lawn and garden).
 - r. Swimming pool cleaning.
 - s. Tailoring, alterations, and other sewing services.
 - t. Telephone answering, switchboard, call forwarding.
 - u. Tutoring, music lessons, religious instruction.
 - v. Watch, clock, and jewelry repair services.

11. Permitted home occupations shall not in any event include the following:
 - a. Adult entertainment establishments.
 - b. Antiques - retail.
 - c. Automobile and other motor vehicle repair services.
 - d. Heavy equipment rental
 - e. Grocery sales.
 - f. Undertaking, mortuary and funeral services.
 - g. Veterinary clinics
 - h. Kennels

If you are interested in a home occupation, please contact this office with any questions you may have.



What Is Phase II of the NPDES Storm Water Management Program?

Information presented in this publication is intended to provide a general understanding of the requirements of Phase II of the National Pollutant Discharge Elimination System (NPDES) storm water program. This information is not intended to replace, limit or expand upon the complete statutory and regulatory requirements found in the Illinois Environmental Protection Act and Title 35 of the Illinois Administrative Code.

? What is Phase II and Who is Affected?

Storm water runoff has been a source of great concern for many years. It can pollute lakes and streams. As a result, the 1987 amendments to the Clean Water Act required the United States Environmental Protection Agency (U.S. EPA) to address storm water runoff in two phases. Phase I of the NPDES Storm Water Program began in 1990 and applied to large and medium municipal separate storm sewer systems (MS4) and 11 industrial categories including construction sites disturbing five acres of land or more. Phase II of the NPDES Storm Water Program will begin in March 2003 and applies to additional MS4s and construction sites disturbing equal to or greater than one but less than five acres of land. Phase II also expands the industrial "no exposure" exemption covered under Phase I. Illinois Environmental Protection Agency (Illinois EPA) is in charge of implementing both phases of the NPDES Storm Water Program.

Although this fact sheet will focus on the Phase II regulatory requirements for industry and construction, the following is provided for MS4s: Operators of MS4s covered by Phase I and II must obtain an NPDES permit for their storm water discharges. Once they receive their discharge permit, they must fully implement all storm water runoff control practices identified in the permit. Operators of MS4s should contact the Illinois EPA Bureau of Water Permit Section at 217-782-0610 for additional information regarding how Phase II of the storm water program may affect them.

"Storm water runoff" is rain water or melted snow that runs off the land and enters lakes, rivers, streams and ponds. As it moves across the land, it picks up and carries pollutants such as pesticides, metals and oil and dumps these pollutants into the water. It can also cause increased erosion that results in more soil being carried into surface water. Both of these situations can degrade water quality.



? How Do the Phase II Rules Affect Industry?

Phase I of the storm water program required 11 industrial categories to obtain an NPDES permit for their storm water discharges. Phase II does not add any new industrial categories to the program.

Phase I also included a "no exposure" exemption limited to certain "light industry" facilities. Phase II expands the "no exposure" exclusion to include all industrial facilities covered under Phase I except construction activities. If industrial materials or activities are not exposed to storm water, an exemption can be requested under this exclusion. Illinois EPA notifies exemption applicants if the exemption is approved or if the request is denied or additional information is required. The condition of no exposure must be maintained by keeping all industrial materials or activities protected at all times. If "no exposure" conditions are not maintained, the operator must immediately apply for an NPDES storm water permit. For a list of the Phase I "light industry" facilities, contact the Office of Small Business.

Under the Phase II "no exposure" exclusion, a written certification must be submitted every five years to verify that a condition of no exposure exists. All industrial facilities covered under Phase I of the storm water program must either apply for an NPDES permit or complete a "no exposure" certification form every five years in order to comply with storm water requirements. The Illinois EPA fact sheet entitled "Storm Water — Keep it Clean!" presents additional information.

"No exposure" means all industrial materials and activities are protected by a storm-resistant shelter to prevent exposure to rain, snow, snowmelt and runoff. Industrial materials or activities include, but are not limited to, material handling equipment and activities, industrial machinery, raw materials, intermediate products, by-products, final products and waste products.

The "no exposure" certification form may be obtained from the Illinois EPA website, the Office of Small Business or the Bureau of Water Permit Section.

? How Do The Phase II Rules Affect Construction Sites?

Phase II of the storm water program automatically applies to all construction activities disturbing one or more acre to less than five acres of land. These sites must receive an NPDES

permit before any earthmoving activities begin. Illinois EPA may require construction sites disturbing less than one acre of land to obtain a storm water discharge permit if such activities would adversely affect water quality.

Construction activities include, but are not limited to, road building, construction of residential houses and office buildings, industrial sites and demolition.

Activities that "disturb the land" or "cause land disturbance" include grading, clearing, excavation and other earth-moving processes.

Two waivers may be available for small construction sites, both of which are quite technical. Applications for a waiver can be submitted to the Illinois EPA. Illinois EPA will determine if and when waivers apply to construction activities. For more information on waivers for small construction sites, contact Illinois EPA Bureau of Water Permit Section at 217-782-0610.

In order to comply with Phase II of the storm water program, follow the steps below:

1. Determine which parties are considered "operators" responsible for complying with the Phase II requirements.

An "operator" of a construction site, such as the developer, is one who maintains overall operational control over construction plans and specifications, including the ability to change these plans and specifications. An operator can also be one who maintains day-to-day operational control over activities that will ensure compliance with the storm water pollution prevention plan, such as the general contractor or subcontractor.

2. Complete and submit a Notice of Intent (NOI) to the Illinois EPA Division of Water Pollution Control Permit Section before construction activities that will cause land disturbance begin.
3. Develop a storm water pollution prevention plan (SWPPP) prior to the start of construction. The SWPPP does not need to be submitted to Illinois EPA, but must be kept on the construction site and accessible to everyone during construction activities.
4. Implement the SWPPP, including completion of inspection reports that must be kept on site.
5. Complete final stabilization of the site.
6. Complete and submit a Notice of Termination (NOT) to Illinois EPA when any of the following occurs:
 - After the land disturbing activities are complete and the site has been finally stabilized, the operator should terminate his coverage under the permit by completing a NOT form and submitting it to the Illinois EPA. The United States Environmental Protection Agency considers that a site has been finally stabilized when all land disturbing activities are complete and a uniform perennial vegetative cover with a density of 70 percent of the cover for unpaved areas and areas not covered by permanent structures has been established or equivalent permanent stabilization measures have been used.
 - The permittee is no longer an operator of the site.

- For residential construction only, after temporary stabilization has been completed and the homeowner has been informed that he or she must complete final stabilization upon assuming control of the site.

An SWPPP Must Include the Following:

- Site description identifying potential sources of pollution that may affect the quality of storm water discharges
- Appropriate best management practices (BMP), including erosion, sediment, and storm water management controls to minimize the discharge of pollutants from the site
- Description of steps taken to prevent and control pollutants in storm water discharge from the site, including inspection of all disturbed, unstabilized areas and maintenance of all controls to ensure their effective operation.

For more information on how to comply with the storm water program, see Illinois EPA's fact sheet "Storm Water Management for Construction Activities." More information about NPDES storm water permits and assistance on filling out NOIs can be obtained by contacting the Illinois EPA Office of Small Business.



When Do I Need To Comply?

Operators of small construction sites must comply with permit requirements within 90 days after Illinois EPA has issued the permit (no later than March 10, 2003) or prior to beginning any construction activities that involve land disturbance.

Helpful Hint: Most of the forms that you will need to complete to fulfill the Phase II storm water requirements are on Illinois EPA's website at www.epa.state.il.us/water/forms.html#permits-wastewater.

All regulated industrial facilities must apply for either an NPDES storm water discharge permit or a waiver under the "no exposure" exclusion 180 days prior to a new discharge. Operators of industrial facilities seeking an exemption under the "no exposure" exclusion must submit a written certification to Illinois EPA every five years. NPDES storm water discharge permits are automatically renewed every five years.

Where Do I Go For More Information?

For additional information on storm water or other environmental requirements, please call the Office of Small Business at 1-888-EPA-1996. All calls are considered confidential, and the caller can remain anonymous. You can also visit the Illinois EPA website at www.epa.state.il.us. All fact sheets mentioned in this document are available through the Illinois EPA website.

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1 Commercial Drive Suite 1

Hanover, IL 61041

Telephone: (815) 591-3507 or (815) 591-3810

Fax: (815) 591-2728

Email: plan@jodaviesscountyil.gov

Website: www.jodaviesscountyil.gov

MEMO

Date: 5/21/2008

To: Contractors & Homeowners

Copy:

From: Linda Delvaux

RE: Guest Accommodations

The Jo Daviess County Board enacted revisions to the County Zoning Ordinance, which require that a Zoning Certificate for Guest Accommodations be obtained prior to using a single-family residence for transient rental purposes. Persons constructing single family residences after the date of enactment of this zoning amendment (1/10/2006) must obtain a Zoning Certificate for Guest Accommodations from the Jo Daviess County Planning & Development and must obtain a Guest Accommodations license from this office before the building can be used for transient rental.

Rental of a residence for 30 day periods or longer is not a transient rental and is not affected by this revision.

It is advisable if you intend to use your single family home for transient rental that you review your construction and site plans for compliance with the Guest Accommodation requirements before the construction of your home. These requirements are available for review at the Planning & Development Department.

If you have any questions about transient rentals or obtaining a Zoning Certificate for Guest Accommodations, contact the Jo Daviess County Planning & Development Department.

Jo Daviess County Planning & Development

Kristina Tranel, Planning & Development Administrator

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Fee Schedule

BUILDING

Building Permits:

Flood Area Development Permit -----\$100.00

Application fee (Base Fee) -----\$ 75.00

Building Permit fee Schedule

\$4.00 per thousand dollar cost value (Value x 0.004)

Additional Inspection

Per inspection \$ 50.00

When additional inspections are required as a result of work not being ready or as a result of continuing violations an additional inspection fee shall be charged.

Work Commenced Without a Permit.

- **The fees for work started before a permit is issued shall be increased by one hundred (100) percent when in violation as determined by the Planning & Development Officer.**
- **The penalty for work started before a permit is issued on any agricultural building is \$150.00**

Zoning Certificates:

Single Family related construction:

Dwellings-----\$ 50.00
Additions-----\$ 25.00
Sheds, decks, patio, etc-----\$ 10.00
Outbuildings/Garages-----\$ 25.00

Multifamily related construction:

Dwelling-----\$ 50.00
Additions-----\$ 25.00
Sheds, decks, patio, etc.-----\$ 10.00
Outbuildings/Garages-----\$ 25.00

Commercial, Manufacturing & Industrial related construction:

Commercial, manufacturing or
Industrial----- \$100.00
Additions-----\$ 50.00
Accessory Buildings-----\$ 50.00

The Jo Daviess County Planning & Development Fee schedule can be viewed in its entirety by visiting our website www.jodaviesscountyil.gov or a copy may be requested.



Building Guide

ILLOWA Chapter of ICC



Single Family Residential Typical Wall Section

Check, Circle or Fill in each detail to create your building design.

ROOF DESIGN

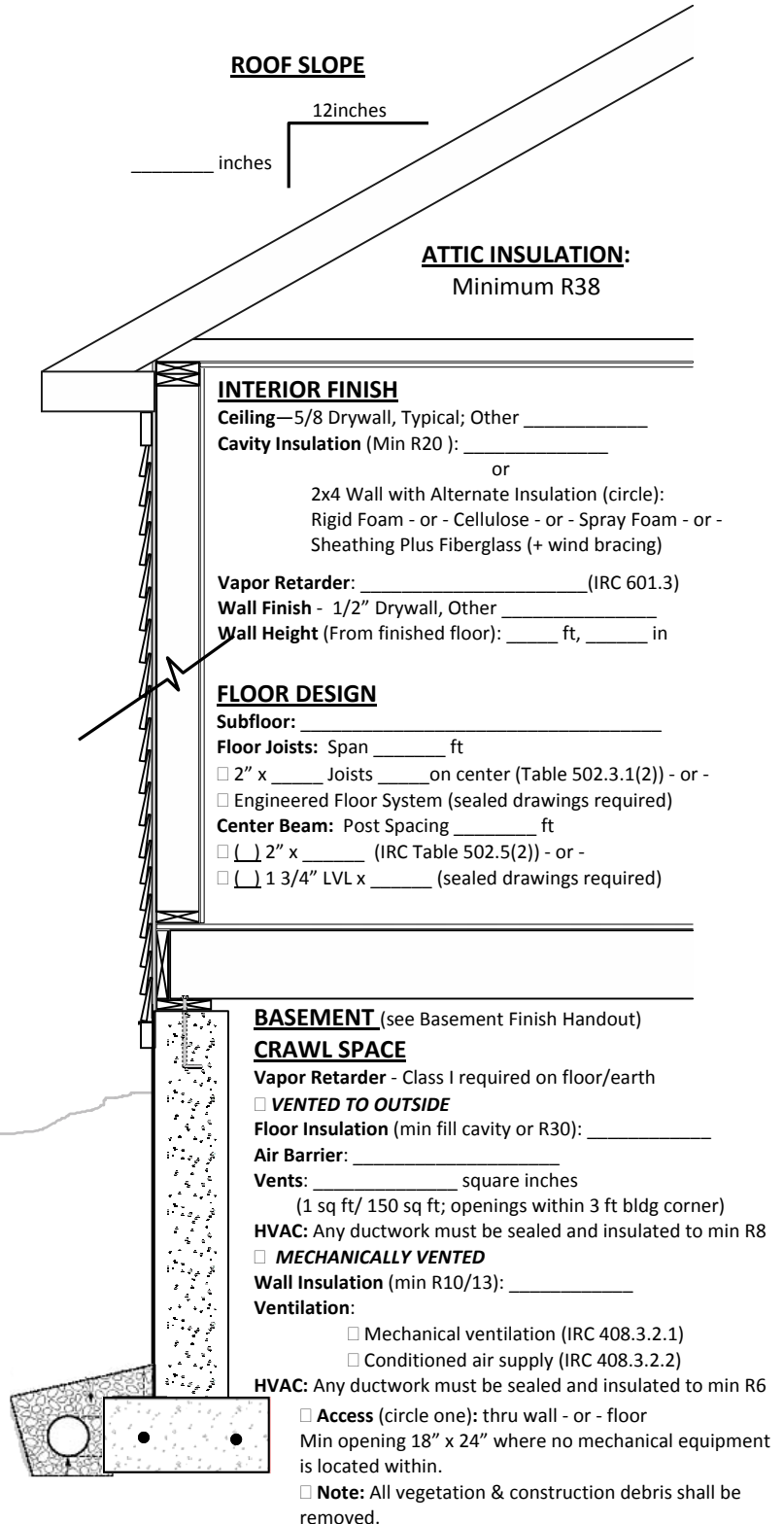
- Type of roofing material: _____
- Ice and Water Barrier (24" inside wall line)
- Underlayment: _____
- Roof sheathing (ex. 1/2 OSB): _____
- Ventilation IRC 806 (circle one): Box - or - Ridge
- Roof Total Vent Area _____
- Soffit Total Net Free Vent Area _____
- Trusses (sealed drawings required)
- Roof Framing IRC 802
- 2 x _____ Rafters _____ on center
- 2 x _____ Ceiling Joists _____ on center
- 2 x _____ Hip/Valley Rafters

WALL DESIGN

- Double Top Plate IRC 602.3.2(circle one): 2 x 4 - or - 2 x 6
(Consult Building Department for Single Top Plate Option)
- Window Header:
- () 2" x _____ (IRC Table 502.5(1)) - or -
- () 1 3/4" LVL x _____ (sealed drawings required)
- () 2" x _____ (IRC Table 502.5(1)d) supported by hanger
- single 2" x 4" on non-load bearing wall (IRC 602.7.2)
- Door Header:
- () 2" x _____ (IRC Table 502.5(1)) - or -
- () 1 3/4" LVL x _____ (sealed drawings required)
- () 2" x _____ (IRC Table 502.5(1)d) supported by hanger
- single 2" x 4" on non-load bearing wall (IRC 602.7.2)
- Studs (circle one): 2 x 4 - or - 2 x 6
- Bottom Plate (single) - Same as Top Plate
- Wall Sheathing: _____
- Water-resistive Barrier IRC 703.2(circle one): House Wrap - or - Felt
- Continuous Insulation (for 2x4 min wall R5): _____
- Siding: _____
- Sill Plate (circle one): 2 x 6 - or - 2x8
- Note: Must be treated or naturally decay resistant. 1/2" X 10" Anchor Bolt, Washer and Nut (or other approved anchors), 6' on center and 12" max from plate splices, Anchor bolt MUST have 7" embedment in concrete. (IRC 403.1.6)

FOUNDATION DESIGN

- Number of Stories: _____
- WALL:
- Height: _____ Width: _____
- Block Size: _____ X _____
- Poured:
- IRC 404.1.3.1 (a) or (b) (see handout)
- ACI 318 (see handout)
- ACI 332 (see handout)
- Footing: (8" x 16" min) _____ X _____
- Depth - Min 42" below finished grade
- UFER Ground (see handout)
- Foundation Drainage (per IRC 405)
- Waterproofing and Dampproofing (per IRC 406)
- Slope - Finished grade shall drop 6 inches in 10 feet
- Clearance - maintain 6 inches from siding to grade min.



DISCLAIMER: ILLOWA Chapter of the ICC has created this handout to assist with plans submittal under the 2009 International Residential Code, and it is not intended to cover all circumstances. Please check with the Department of Building Safety for additional requirements.

Building Permit Application

Jo Daviess County Planning & Development

1 Commercial Drive Suite 1, Hanover, IL 61041
Telephone: (815) 591-3810 Fax: (815) 591-2728
Email: plan@jodaviesscountyil.gov

Office Use Only

Date Received: _____ Plan Approval By _____ Permit #: _____
Zoning: _____ Date Issued: _____
Zoning Request #: _____ Site Approval By _____ Payment : _____
Septic #: _____ Permit Fee: \$ _____

Owner Name(s): _____ Email: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Cell: _____

Site Address: _____ City: _____ Township: _____

PIN: 43-____-____-____-____ Subdivision: _____ Lot: _____ Section: _____

Value of Project excluding land: \$ _____

Purpose of Permit:

- New Home
 - Addition
 - Remodel/Repair
 - Deck
 - Garage Attached
 - Garage Detached
 - Accessory Structure
 - Commercial
 - Agriculture (extra submittals required)
 - Mobile Home
 - Multifamily
 - Solar
 - Other
- _____
- _____

Foot Print/ Square Footage:

- Accessory Building: _____
- Attached Garage: _____
- Detached Garage: _____
- Addition: _____
- Main Level: _____
- Finished Basement: _____
- Unfinished Basement: _____
- Finished Upper Level: _____
- Unfinished Upper Level: _____
- Deck(s): _____
- Front Stoop/Porch: _____
- Sunrooms: _____
- Number of Bedrooms: _____
- Number of Bathrooms: _____
- Other _____

SUBMIT THE FOLLOWING:

- Two (2) Complete Sets of Building Plans with typical wall section
- Two (2) Sets of Survey/Site Plan
- Copy of Septic Permit, if applicable
- New Address Application, if applicable
- If Ag Structure, Ag Exemption Statement & Affidavit.

CONSTRUCTION SHALL NOT BEGIN UNTIL PERMIT HAS BEEN ISSUED.

Call 24 Hours in Advance to Schedule Inspections: 1-815-591-3810.

It is the responsibility of the owner/contractor to contact the P&D Dept. for any and all inspections.

Four (4) Inspections Required:

1. Footings when ready to be poured.
2. Framing completed, prior to siding
3. Rough-in for Electrical, Plumbing and Mechanical. Before Insulation
4. Final, Prior to Occupancy.

Contractor Info:

General Contractor: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Plumber: _____ Phone: _____ Email: _____

Concrete: _____ Phone: _____ Email: _____

Electrician: _____ Phone: _____ Email: _____

Mechanical: _____ Phone: _____ Email: _____

The undersigned hereby applies to the County of Jo Daviess for a permit to erect the structure or part thereof described herein and agrees to comply with all county ordinances related thereto. No error or omission in either the plans or application, approved by the building official, shall permit the applicant to do any construction other than as provided in said ordinances. I have read this application and understand it and declare that the statements are true and accurate to the best of my knowledge and belief.

Applicant Signature (Owner or Agent)

Date

****DO NOT OCCUPY BUILDING UNTIL FINAL OCCUPANCY CERTIFICATE HAS BEEN ISSUED****