

**City of Kewanee, Community Development**

401 East Third Street

Kewanee, IL. 61443

Director: 309-761-1013, [kedwards@cityofkewanee.net](mailto:kedwards@cityofkewanee.net)

Permit Clerk: 309-761-1002, [jmboelens@cityofkewanee.net](mailto:jmboelens@cityofkewanee.net)

**Building Permit Application**

Version 3.20.2024



**Not sure what sections to complete for your project? Please refer to Section 13 of this application for instructions**

**1: Permit Type – Check All That Apply**

- Building     Electrical     Plumbing     Mechanical     Solar     Swimming Pool     Fence  
 Deck     Sign     Driveway     Other (Use Section 11 & 12)

**2. Property Information of Job Site**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Job Site Address (If different from above): \_\_\_\_\_

**3. Permit Applicant Information / Person Responsible for Work & Calling for Inspections (If different from above)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**4. Contractors Information**

*(If work being done by property owner, write "SELF" next to "General Contractor")*

Type:	Name:	Street:	City, St, Zip:	License Number:
General Contractor				
Architect / Engineer				
Excavation				
Concrete				
Carpentry				
Electrical				
Plumbing				
Mechanical				

**5. Person responsible for payment & permit inquiries**

**Please indicate preferred contact information for payment:**     Property Owner     General Contractor  
 Other:

**Please indicate preferred contact information for permit inquiries:**     Property Owner     General Contractor  
 Other:

**6. Certification**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of the City of Kewanee. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable time to enforce the provisions of the applicable codes. If any information provided is incorrect, such permit may be revoked.

**PLEASE REFER TO SECTION 13 OF THIS APPLICATION TO DETERMINE WHAT SECTIONS NEED COMPLETED AND WHAT DOCUMENTS ARE REQUIRED FOR YOUR PROJECT.**

**Signature of Applicant (Must be same person identified in section #3 above):**

X: \_\_\_\_\_

DATE: \_\_\_\_\_



**9. Plumbing Permit Application (ALL SECTIONS ARE REQUIRED)**

**Please Note:** All Commercial work MUST be performed by an Illinois Licensed Plumber that has provided the City of Kewanee with their license information.

Residential work may be performed by the property owner *ONLY within the residence in which the owner lives*. All other residential work (rentals, property flipping, etc.) Must be performed by a Licensed Plumber that has provided the City of Kewanee with their license information.

**Enter the Number of Fixtures Being Installed, Replaced or Repaired**

Tubs/Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings/Vents	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Clothes Washer		Grease Traps		Standpipes (Number of Heads)	
Dishwasher		Bidets		Fire Sprinklers (Number of Heads)	
Garbage Disposals				Lawn Sprinklers (Number of Heads)	
				<b>Total Fixtures</b>	

Public Water:  Yes  No

Public Sewer:  Yes  No

Water Service Size:

Water Meter Size:

**Description of Work:**


Estimated Start Date:

Estimated Finish Date:

Estimated Cost of Job:

\$

**10. Mechanical Permit Application (ALL SECTIONS ARE REQUIRED)**

**Description of Work:**


Estimated Start Date:

Estimated Finish Date:

Estimated Cost of Job:

\$

**11. Other Permit Application (ALL SECTIONS ARE REQUIRED)**

**Description of Work:**


Estimated Start Date:

Estimated Finish Date:

Estimated Cost of Job:

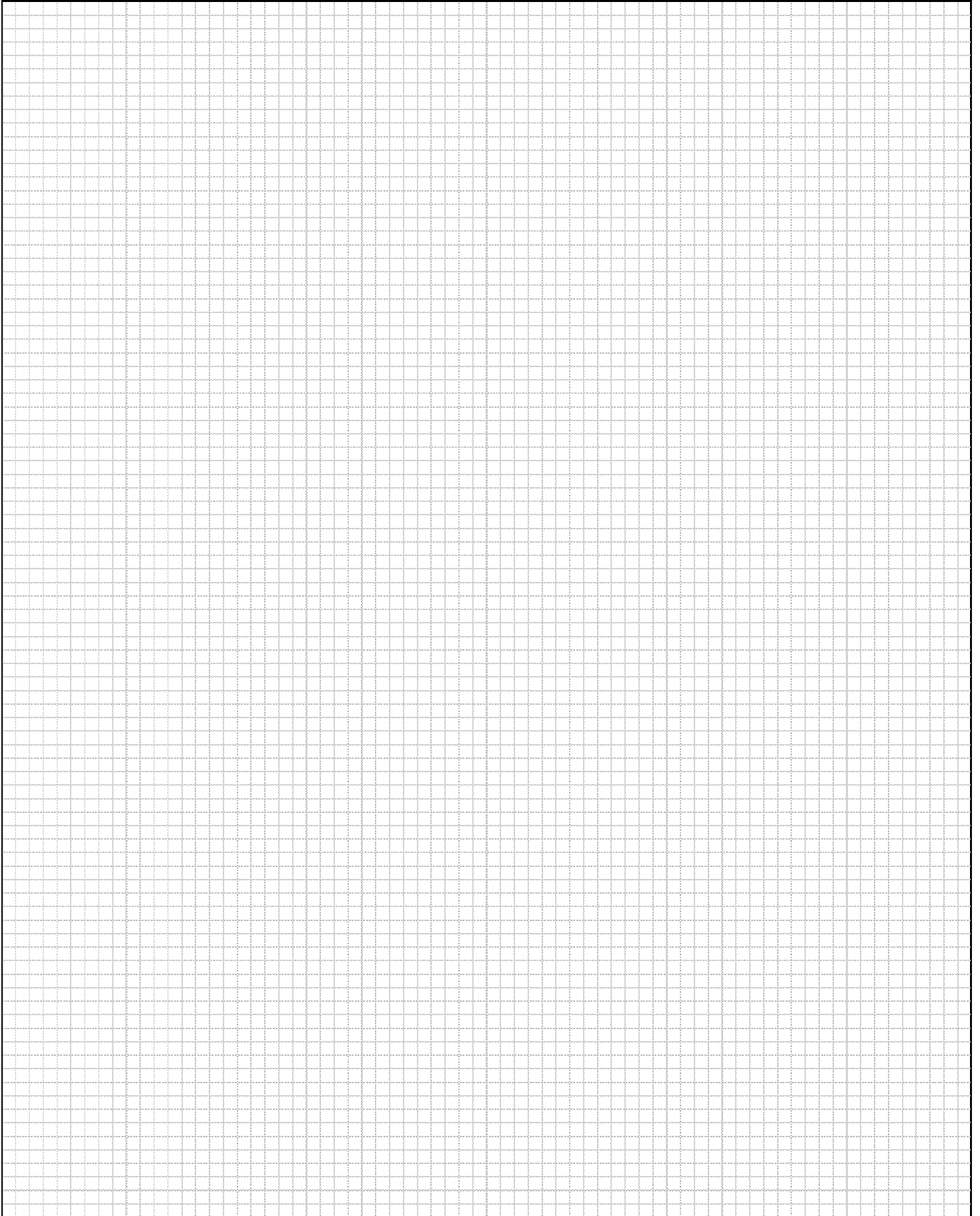
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## 12. Site Plan

Show lot lines, distance to lot lines, easements, work layout, dimensions, etc.

If removing walls, reframing openings, etc. Include header and beam specs.

**Failure to provide a legible drawing with all dimensions will delay permit processing.**



## Section 13: Permit Types and Application Requirements

**INSPECTIONS:** All permits issued require inspections to be performed and passed. You will receive a letter with your permit advising you of the required inspections for your project. It is your responsibility to contact the Director of Community Development to ensure that the required inspections are completed as required. You must allow 24 hours for all inspections.

**All Permit Types:** Sections 1 through 6 must be completed. **SUBMIT ALL PAGES WITH THIS APPLICATION**

**New Residential Dwelling:** All sections must be completed. Costs for each category must be completed along with the required start and finish dates. Stamped drawings must be provided showing compliance with the 2021 IRC.

**New Commercial Building:** All sections must be completed. Costs for each category must be completed along with the required start and finish dates. Stamped drawings must be provided showing compliance with the 2021 IBC.

**Room Additions & Remodels:** Section 7 and 12 are the minimum requirements. If any Electrical, Plumbing or Mechanical work will be done, then those respective sections are also required.

**New Accessory Structure (sheds, garages, etc.):** Section 7 and 12 are the minimum requirements. All lot lines must be included in your drawing AND distance to the lot lines.

**ALL ACCESSORY STRUCTURES ARE REQUIRED TO BE ATTACHED TO THE GROUND IN COMPLIANCE WITH THE BUILDING CODE.**

Sections 8, 9 & 10 will be required if there are electrical, plumbing or mechanical installations within the structure.

If the Accessory Structure is for Commercial use, stamped drawings may be required. Contact the Director of Community Development prior to submitting your application for review to determine if drawings will be required.

**Individual Electrical, Plumbing or Mechanical Permits:** Each respective section filled out along with Section 12 (site plan) if needed.

**Solar:** Solar installations require Section 7 (Building) AND Section 8 (Electrical). The individual costs for each category need to be filled out for the respective sections.

**Roof Mounted:** Stamped Engineering documentation is required for the existing roof showing compliance with the 2021 IRC or IBC.

**Ground Mounted:** Stamped Engineering documentation is required for the mounting method showing compliance with the 2021 IRC or IBC.

**If fencing is not pre-existing around the entire area of the array,** a fence permit will be required, and fencing must be installed either prior to the installation of the array or immediately (24 hours) after the installation.

**Swimming Pools:** All Swimming Pools require Section 7 (Building) and Section 12 (Site Plan). IF there is no GFCI outlet pre-existing for the pump equipment or lighting, Section 8 (Electrical) will be required.

**If fencing is not pre-existing around the entire area of the pool,** a fence permit will be required, and fencing must be installed either prior to the installation of the pool or immediately (24 hours) after the installation. A temporary barrier **MUST** be in place during the 24-hour period.

**EXCEPTION:** For above ground pools only. Certain metal reinforced wall pools may be allowed without a fence. This must be reviewed on a case-by-case basis by the Director of Community Development to ensure Code Compliance.

**Fence:** All Fence installations require Section 7 (Building) and Section 12 (Site Plan).

The "good" side of the fence must face outward from the property where the fence is being constructed.

Fences material must comply with the City Ordinance which requires fences to be built from material sold for and intended specifically for fence construction.

Plastic Snow Fence is not permitted as permanent fence material.

If the property is a corner lot, contact the Director of Community Development to verify what materials and heights will affect your project.

Front yard installations. The front yard is any part of the yard that is between the front of the house and the front lot line of the property. Any fence in this area shall not be taller than four feet and must have 70% visibility through it. Fences in, side and back yards, have a maximum height of six feet.

For commercial fences, contact the Director of Community Development to verify what materials and heights may be used for your project.

**Deck:** All Deck installations require Section 7 (Building) and Section 12 (Site Plan). If the deck is attached to a structure, include ledger board AND footing information.

**Sign:** All Sign installations require Section 7 (Building) and Section 12 (Site Plan). All sign installations that ARE NOT mounted FLAT on a wall surface will required stamped engineered drawings showing the mounting method and compliance with the 2021 IBC.

ILLUMINATED SIGNS will also require Section 8 (Electrical)

**Driveway:** New Driveways and/or modifications to Existing Driveway widths require Section 11 (Other Permit Application) and Section 12 (Site Plan). PLEASE NOTE: Maximum width for residential driveways is 24 feet.

