

# Lee County Building Permit

Zoning Office 3<sup>rd</sup> Floor, Old Courthouse  
112 E. Second Street, Dixon, IL 61021  
Phone (815) 288-3643  
E-mail: dduffy@countyoflee.org

(Office Use Only)

Permit # \_\_\_\_\_  
Permit Issued \_\_\_\_\_  
Permit Fee \_\_\_\_\_  
Approved by \_\_\_\_\_

## LOCATION

Address \_\_\_\_\_ PPN# \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot No. \_\_\_\_\_ Lot Size \_\_\_\_\_ Zoning \_\_\_\_\_

### A. Type of Improvement

- New Building
- Addition
- Alteration
- Replacement
- Foundation

### B. Proposed Use

- | <u>Residential</u>                              | <u>Non-Residential</u>                                   |
|---|--|
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Industrial                      |
| <input type="checkbox"/> Garage _____           | <input type="checkbox"/> Commercial (Inspections & Fire) |
| <input type="checkbox"/> Accessory Building     | <input type="checkbox"/> Agricultural                    |
| <input type="checkbox"/> Other _____            | <input type="checkbox"/> Other _____                     |

## SELECTED CHARACTERISTICS OF BUILDING

### C. Frame

- Masonry
- Wood Frame
- Structural Steel
- Reinforced Concrete
- Basement
- Slab Foundation
- Other

### D. Sewage Disposal

- Public or Private Company
- Private (Septic Tank, etc.)
- Approved (Health Dept.)*

### E. Dimensions

No. of Stories \_\_\_\_\_  
Total Sq. Ft. \_\_\_\_\_  
Length x Width \_\_\_\_\_

### F. Water Supply

- Public or Private Company
- Private (Well, etc.)
- Approved (Health Dept.)*

### G. Approximate Construction

Cost \$ \_\_\_\_\_

### I. Heating

- Gas
- Electric

### J. Central Air Conditioning

- Yes
- No

### H. Is parcel in Flood Plain \_\_\_\_\_

### K. Approximate Property Line Setbacks

Side \_\_\_\_\_ Rear \_\_\_\_\_ Front \_\_\_\_\_

## OWNER IDENTIFICATION

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

*I hereby certify 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 we agree to conform to all applicable laws of this jurisdiction.*

**This Building Permit is void after one year from date permit was approved.**

*“Before you dig!  
Call JULIE”*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*In the absence of a Lee County Building Code, the most current *Building Officials and Code Administrators International (BOCA)* or *International Building Code (IBC)* or *National Electric Code (NEC)* shall be used for the review of plans.**

# LEE COUNTY BUILDING PERMIT FEES

Lee County Board – April 15, 2021 Resolution No. 04-21-003

## Structures; Additions & Structural Alterations

## Fee

Floor area above ground (*Living area*) \$ .20/sq. ft. \_\_\_\_\_

Floor area below ground (*Basement*) \$ .20/sq. ft. \_\_\_\_\_

Garages/Accessory buildings \$ .15/sq. ft. \_\_\_\_\_

Pools (*Above ground*) \$ 50.00 \_\_\_\_\_

Pools (*Inground*) \$ 100.00 \_\_\_\_\_

Fences \$ 50.00 \_\_\_\_\_

### Signs (Non-illuminated)

150 sq. ft. or less \$ 50.00 \_\_\_\_\_

150 but less than 300 sq. ft. \$ 100.00 \_\_\_\_\_

300 or more sq. ft. \$ 250.00 \_\_\_\_\_

### Signs (Illuminated)

150 sq. ft. or less \$ 100.00 \_\_\_\_\_

150 but less than 300 sq. ft. \$ 200.00 \_\_\_\_\_

300 or more sq. ft. \$ 500.00 \_\_\_\_\_

*(The square feet shall be measured by the smallest square, rectangle, triangle, circle or combination that will encompass the entire display area. If one side of the sign provides for more display area than another, the measurements will be made on the larger side.)*

Development permit \$ 50.00 \_\_\_\_\_

Temporary permit \$ 50.00 \_\_\_\_\_

Minimum building permit fee (*Any fee less than \$50.00*) \$ 50.00 \_\_\_\_\_

Late fee (*Twice the cost of the building permit*) \$ \_\_\_\_\_

*(Fee will be charged to **both owner and contractor** if any construction begins prior to the building permit being issued)*

Agricultural building penalty fee \$ 150.00 \_\_\_\_\_

*(Fee will be charged for any agricultural building commenced without an approved permit)*

Reissued building permit \$ 50.00 + permit cost \_\_\_\_\_

*(A building permit will be void if construction has not commenced 50% within a period of one (1) year from the date permit was issued. A building permit may be reissued only once)*

# **LEE COUNTY BUILDING PERMIT FEES**

Lee County Board – April 15, 2021

Resolution No. 04-21-003

## CONTINUED

Commercial/Industrial structures	\$ .25/sq. ft.	_____
*Cell towers	\$ 25.00/foot	_____
Additional equipment to existing cell tower site	\$ 1,200.00	_____
*Meteorological tower	\$ 25.00/foot	_____
Wind turbine or solar (Non-commercial use)	\$ 5.00/per kilowatt/AC side	_____
*Commercial power generation (New construction)		
Up to 10 MW	\$ 10,000/per megawatt	_____
10 up to 50 MW	\$100,000 + \$5,000/per megawatt above 10	_____
50 up to 100 MW	\$300,000 + \$3,500/per megawatt above 50	_____
Greater than 100 MW	\$475,000 + \$1,500/per megawatt above 100	_____
Commercial power generation <i>(Replacement of generator, turbine, blades, or other major components)</i>	\$ 2,000/per megawatt	_____
Commercial power generation <i>(Substation, inverter/transformer pads)</i>	\$ 1,200.00	_____
Zoning Petition (Rezoning, variance, special use) <i>(Per parcel: \$600 up to the first 10 acres then \$25.00 per acre, thereafter)</i>	\$ 600.00	_____
Subdivision Petition		
Preliminary Plat <i>(\$750 up to the first 10 lots then \$25.00 per lot thereafter)</i>	\$ 750.00	_____
Final Plat <i>(\$500 up to the first 10 lots then \$25.00 per lot thereafter)</i>	\$ 500.00	_____
Penalty fee <i>(Fee will be charged for any development in violation of zoning classification)</i>	\$500.00 + petition costs	_____

\*Formal Decommissioning Plan required

### **Total Building Permit Fee**

\_\_\_\_\_ Please make check out to: Lee County

All fees paid are non-refundable.

Fees not otherwise classified: If a fee is not specifically provided for in the building permit fees structure, a reasonable fee shall be set by the Lee County Zoning Administrator. No fee is required for any structure or use by any municipality, school, state or federal governmental agency. These agencies must, however, submit an application for a permit.

## **BUILDING PERMIT REQUIREMENTS**

*To expedite the building permit process, as quickly as possible, please follow the requirements listed below in the order in which they are presented.*

- 1.) **LESA Report:** A LESA (Land Evaluation Site Assessment) Report shall be required prior to the issuance of a building permit for a dwelling and/or development permit on any parcel excluding any legally platted subdivision. This can be obtained from the Lee County Soil & Water Conservation District, 319 S. Mason, Amboy, IL 61310 (815) 857-3623 x. 110 (Brenda Merriman).
  
- 2.) **Building Plans:** Contact the Lee County Zoning Office, 112 E Second St, Dixon, IL 61021 (815) 288-3643, to obtain the Building Permit application. A platted survey of the parcel must be provided. This copy will be non-returnable and become a part of the record. The location of the driveway must be provided in order to determine the new address. Include total square footage for livable area, basement and garage.  
  
**Site Plan:** Provide a detailed drawing of the parcel, showing the placement of the new structure(s), including front, side and rear setbacks from the property lines. Include proposed driveway access location and distance from closest staked property line.
  
- 3.) **Septic and Well Permit:** Prior to the Zoning Office issuing a building permit, the individual requesting the permit must receive preliminary approval from the Lee County Health Department for their private water well system and/or their private sewage disposal system. Questions may be addressed to Environmental Health Division of the Lee County Health Department, 309 S. Galena Ave., Dixon, IL. 61021, (815) 284-3371.
  
- 4.) **Driveway Access, 9-1-1 Sign & Drainage Permits:** Prior to issuing a building permit, a platted survey with location of the driveway and dwelling must be provided to the Zoning Office in order to establish the new address. After the Zoning Office has issued an address, the individual requesting the permit must receive a driveway access permit, a 9-1-1 sign permit and drainage permit from the Lee County Highway Engineer, 1629 Lee Center Road, Amboy, IL. 61310, (815) 857-4141. Prior to installing culverts, mailboxes, etc. or performing any work within the road right-of-way, permittee shall contact and get approval from the highway authority that has jurisdiction of the said road. Questions may be addressed to Lee County Highway Engineer at (815) 857-4141.
  
- 5.) **Commercial Building:** Any structure built after July 1, 2011 in an R-4, C-1, C-2, C-3, I-1, I-2, or I-3 zone, or a structure built after July 1, 2011, and subsequently converted to a commercial use, will be required to obtain a certificate of inspection signed by an inspector who is qualified under the terms of Public Act 096-0704. Applicants shall call Casper's Home Inspections, LLC at (815) 440-2146 for required inspections.

It is the responsibility of the Applicant to obtain from the local fire department, the required inspections of commercial buildings, structures and premises which must comply with all county and state fire codes. The Zoning Office will direct the Applicant to the fire department they will need to contact.

All commercial buildings must be inspected and approved before building permit will be approved.

NO BUILDING SHALL BE OCCUPIED UNTIL THE BUILDING PERMIT HAS BEEN ISSUED BY THE LEE COUNTY ZONING OFFICE.

### **Building Setback Requirements:**

<b>Agricultural Zoning</b>	15' from side & rear lot lines	Township Road - 60' from centerline of roadway County Highway - 75' from centerline of roadway State Highway - 50' from right-of-way line
<b>Residential Zoning</b>	7' from side & rear lot lines	- 25' from front property line set back
<b>Commercial Zoning</b>	15' from side & rear lot lines	- 25' from front property line set back
<b>Industrial Zoning</b>	15' from side & rear lot lines	- 65' from front property line set back

# Site Plan

**THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW:**

1. Lot size and dimensions
2. Name and location of all roads abutting property
3. Structures on property (existing and proposed)
4. Front, side and rear yard setbacks (number of feet between the lot line and structure(s)).

**STAKE OUT DATE** \_\_\_\_\_

N



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