

# Lee County Building Permit

Zoning Office 3<sup>rd</sup> Floor, Old Courthouse  
112 E. Second Street, Dixon, IL 61021  
Phone (815) 288-3643/Fax (815) 288-7658  
e-mail: chenkel@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**

#### Residential

- Single Family Dwelling
- Garage \_\_\_\_\_
- Accessory Building
- Other \_\_\_\_\_

#### Non-Residential

- Industrial
- Commercial
- Agricultural
- Other \_\_\_\_\_

### **SELECTED CHARACTERISTICS OF BUILDING**

#### **Frame**

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

#### **Sewage Disposal**

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

#### **Water Supply**

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

#### **Dimensions**

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

#### **Approximate Construction**

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

Is parcel in Flood Plain? \_\_\_\_\_

#### **Heating**

- Gas
- Electric

#### **Central Air Conditioning**

- Yes
- No

Number of Dwellings in  
a quarter section? \_\_\_\_\_

### **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) shall be used for the review of plans.*

# **BUILDING PERMIT FEES**

## **Residential (one, two or multi-family) structures; additions & structural alterations**

**Fee**

Floor Area above ground (living area)	\$ .15/sq. ft.	_____
Floor Area below ground (basement)	\$ .15/sq. ft.	_____
Garages/Accessory buildings	\$ .10/sq. ft.	_____
Portable Buildings (over 200 sq. ft.)	\$ .10/sq. ft.	_____
Pools	\$ 50.00	_____
Fences	\$ 50.00	_____
Signs (see amendment)	\$2.00/sq. ft. per side	_____

### **Minimum Building Permit Fee** *(Any fee less than \$50.00)*

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

### **Commercial/Industrial Structures**

\$ .15/sq. ft. \_\_\_\_\_

### **Cell Towers**

\$25.00/foot \_\_\_\_\_

Add additional equipment to existing tower \$1200.00 \_\_\_\_\_

### **Windmills**

\$25.00/foot \_\_\_\_\_

Measured from base of foundation to apex (tip of the blade at its highest point)

### **Meteorological Towers**

\$25.00/foot \_\_\_\_\_

### **Development Permit**

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

### **Temporary Permit**

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

### **Minimum Building Permit Fee** *(Any fee less than \$50.00)*

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

### **Late Fee**

\$100.00 \_\_\_\_\_

There will be a \$100.00 late fee charged if anyone begins construction prior to the building permit being issued.

## **Total Building Permit Fee**

\$ \_\_\_\_\_

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

## **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:**

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

## 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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