



Residential Short Form

BUILDING PERMIT, INSPECTION, & CERTIFICATE OF OCCUPANCY GUIDELINES AND REQUIREMENTS

BUILDING PERMIT GUIDELINES AND REQUIREMENTS

Residential Short Form: Building permit application for residential accessory buildings, decks, pools, patio covers, etc.

The following is required before your Residential Short Form building permit application can be considered for approval:

1. Application for Building Permit and Certificate of Zoning Compliance completed in full and signed. Follow all instructions on the application and include all requested information.
2. Show a detailed site plan of your lot. Follow the instructions on page 2 (graph page) of the application. Include a plan view and elevation view of what will be built along with a cross-section of the roof, wall, or foundation when applicable.
3. A copy of the recorded deed to the property and, when requested, a Title Report from a title company or an opinion letter from an attorney, verifying that the owner shown on the deed still is the owner of the subject property.

The City of Waterloo has adopted the 2006 International Residential Code with revisions, the National Electric Code, the National Fuel Gas Code and NFPA 54, and the Illinois State Plumbing Code. Consult Chapter 6, Building Code, of the City of Waterloo Code of Ordinances for details.

Please note that plumbers and roofers must be licensed by the State of Illinois.

All building permit fees and inspection fees must be paid before the building permit will be issued.

Don't forget to call JULIE, Illinois' One-Call System, at 811 or 1-800-892-0123 before you dig.

INSPECTION GUIDELINES AND REQUIREMENTS

It is the responsibility of the applicant to notify the appropriate contact when work has progressed to a point where an inspection is required.

CONTACTS:

- ▶ Site Inspection- City of Waterloo Building Inspector at (618) 939-8600 ext. 212.
- ▶ Building Inspections, if required – City of Waterloo Building Inspector at (618) 939-8600 ext. 212 (48 hour notice required).
- ▶ Interior Plumbing Inspections, if required - Plumbing Inspector at (618) 939-8681 ext. 242.

REQUIRED INSPECTIONS:

- ❖ SITE – when building is staked.
- ❖ BUILDING - as determined by the City of Waterloo Building Inspector at time of application.
- ❖ INTERIOR PLUMBING – as determined by Plumbing Inspector at time of application.

CERTIFICATE OF OCCUPANCY

It is a violation of the City of Waterloo Ordinance to occupy or utilize any new structure for any purpose until the Building Official has issued a Certificate of Occupancy. When the Building Official receives confirmation of final inspection approval from the Building Inspector and Plumbing Inspector, a Certificate of Occupancy can be obtained.

I have read and understand the above Building Permit Guidelines and Requirements.

Applicant

SHORT FORM APPLICATION FOR BUILDING PERMIT
and
CERTIFICATE OF ZONING COMPLIANCE

Permit Number: _____ Date: _____
Permit Issued: _____ Square Feet of Improvement: _____ Permit Fee: _____
Permit Denied: _____ Cause of Denial: _____

Owner(s) Name: _____ Phone: _____
Owner(s) Address: _____
Applicant's Name: _____ Phone: _____
Applicant's Address: _____
Property Interest of Applicant: Owner _____ Contractor _____ Other _____
Address of Proposed Construction: _____

Type of Construction:
 Pool Accessory Building Patio Cover Deck Other _____

Total Square Feet of Proposed Construction = _____ Comments _____

Does the proposed structure lie within any floodplain area? YES _____ NO _____ Zone District: _____

Application is hereby made for a Certificate of Zoning Compliance and Building Permit, as required under the Ordinances of the City of Waterloo, Illinois for the erection and use of buildings and premises. In making this application, the applicant represents all of the above statements and any attached maps and drawings to be a true and accurate description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the City's Ordinance.

Applicant: _____

Owner (if other than Applicant): _____

TEMPORARY CERTIFICATE OF ZONING COMPLIANCE

Changes in site plans or specifications **SHALL NOT** be made without written approval of the appropriate City Officials. Failure to comply with the above shall constitute a violation of the provisions of the City of Waterloo Zoning Ordinance.

Dated: _____

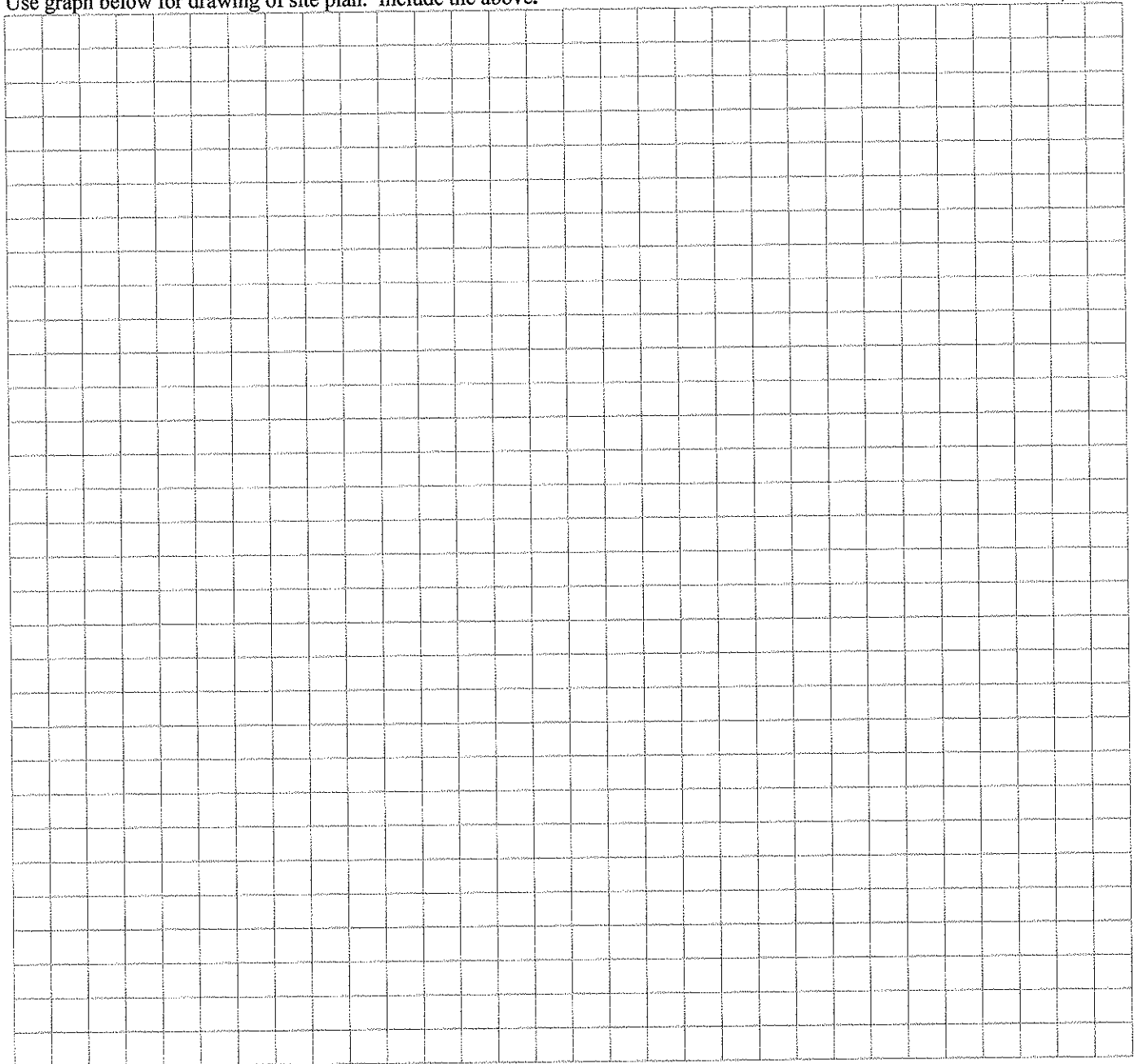
Zoning Administrator, City of Waterloo, Illinois

Applicant shall submit a copy of the deed to the property at time of each application.

Two copies of a sketch plat plan are to be submitted showing the following:

1. Dimensions of the zoning lot.
2. Dimensions and use of all existing buildings and proposed improvement
3. Distance of each building from zoning lot lines.
4. Distance between accessory buildings and principal building.
5. Location of all easements.
6. Location of all underground utilities, if known.

Use graph below for drawing of site plan. Include the above.



All of the above information is required before building permit may be issued. Application is subject to a review period of 10 business days.

THOMAS G. SMITH, Mayor
BARBARA PACE, Clerk
BRAD A. PAPENBERG, Treasurer



CITY OFFICES:
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600

September 9, 2010

To: All Building Permit Applicants

Re: Restrictive Covenants

You should be aware that there may be restrictive covenants for your subdivision or development that apply to this proposed structure, shed, deck, pool, etc. These restrictive covenants have been recorded at the Monroe County Courthouse and are private agreements between a property owner and a developer or association. It is your responsibility to make certain that your proposed project does not violate any of the provisions of a recorded restrictive indenture, recorded restrictive covenants, or other form of recorded declaration or agreement setting forth restrictions on the use of your property.

You can check with your developer or association, or at the Monroe County Courthouse, to see if there are restrictive covenants for your subdivision or development that may apply to your project.

Lonny Ludwig,
Subdivision & Zoning Administrator,
Building Official

40-2-3 (A) AREA AND BULK REGULATIONS

ZONE DISTRICTS	MINIMUM LOT SIZE					MINIMUM FRONT YARD SETBACKS REQUIRED FROM THE CENTERLINE						MINIMUM YARD DIMENSIONS					BUILDING HGT & COVERAGE			ACCESSORY BUILDING AND USES IF DETACHED MINIMUM DISTANCE TO:				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
1. "A - 1" Agricultural	N/A	1 per 5 acres	5 acres	300'	300'	50'	63'	75'	65'	75'	25'	20'	40'	30'	5%	35'	25'	10'	85'	25'	20'	10'		
2. "R - 1" Single-Family Residence	15	1 per 18,000 sq. ft.	18,000 sq. ft.	100'	100'	125'	50'	63'	75'	65'	75'	25'	15'	30'	30%	35'	20'	10'	85'	25'	25'	15'	6'	
3. "R - 2" Single-Family Residence	10	1 per 14,000 sq. ft.	14,000 sq. ft.	80'	80'	100'	50'	63'	75'	65'	75'	25'	10'	20'	30%	35'	20'	10'	85'	25'	25'	10'	6'	
4. "R - 3" Single-Family Residence	5	1 per 10,500 sq. ft.	10,500 sq. ft.	80'	80'	100'	50'	63'	75'	65'	75'	25'	7.5'	15'	50%	35'	20'	10'	85'	25'	25'	4'	6'	
5. "R - 4" Two-Family Residence	5	1 per 5,250 sq. ft.	10,500 sq. ft.	80'	80'	100'	50'	63'	75'	65'	75'	25'	10'	20'	50%	35'	20'	10'	85'	25'	25'	4'	6'	
6. R-5- Multi-Family Residence	5	1 per 4,500 sq. ft.	13,500 sq. ft.	65'	65'	100'	50'	63'	75'	65'	75'	25'	10'	20'	50%	35'	20'	10'	85'	25'	25'	10'	6'	
7. "B - 1" Office Business	N/A	See Use Schedule	10,000 sq. ft.	100'	100'	100'	50'	63'	75'	65'	75'	25'	10'	20'	50%	35'	15'	10'	85'	25'	25'	10'	10'	
8. "B - 2" General Business	N/A	See Use Schedule	15,000 sq. ft.	100'	100'	150'	75'	113'	115'	125'	75'	10'	20'	25'	50%	35'	15'	12'	100'	25'	25'	10'	10'	
9. "B - 3" Central Business	N/A	See Use Schedule	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	NONE REQUIRED But Abutting a "R" District a Side Yard of 15' Required	N/A	80%	N/A	12'	N/A	N/A	N/A	N/A	Same as 19 C.O.L.13	20'	
10. "I - 1" Assembly Industrial	10	N/A	N/A	N/A	N/A	N/A	100'	113'	115'	125'	100'	25'	50'	20'	50%	N/A	N/A	12'	100'	25'	N/A	20'		
11. "I - 2" General Industrial	20	N/A	N/A	N/A	N/A	N/A	100'	113'	115'	125'	100'	50'	100'	50'	50%	N/A	N/A	12'	100'	25'	N/A	20'		

ARTICLE III: GENERAL SUPPLEMENTAL REGULATIONS

Section

- 40-3-1 Permitted use
- 40-3-2 Buildings: accessory buildings
- 40-3-3 Buildings: bulk of buildings
- 40-3-4 Buildings: maximum height of building; special exceptions
- 40-3-5 Buildings: one principal building allowed per lot; yards
- 40-3-6 Buildings: emergency and temporary occupancy of structures
- 40-3-7 Lot: corner and through lots
- 40-3-8 Lot: division of zoning lots
- 40-3-9 Lot: frontage requirements
- 40-3-10 Lots recorded after the adoption of this code
- 40-3-11 Yards: yards, courts and other open spaces
- 40-3-12 Yards: exceptions
- 40-3-13 Yards: location of required open space
- 40-3-14 Yards: required for existing buildings
- 40-3-15 Lighting controls
- 40-3-16 Slope
- 40-3-17 Flags and flagpoles

§ 40-3-1 PERMITTED USE.

Whenever a use is not specifically listed as permitted or special within a particular zoning district, such use shall be deemed prohibited in that district, except as provided in Article XIII. However, if the Zoning Administrator determines that the proposed use is similar to and compatible with the listed uses, and following consultation and approval of The Board of Zoning Appeals, he may determine that said use is permitted within the zoning district. The Zoning Administrator's decision, upon concurrence with the Board of Zoning Appeals, shall become a public

record, and any unlisted uses that they approve shall thereafter have the same status as listed uses. (Ord. 1070, § 40-3-1, passed 7-20-1998; Am. Ord. 1187, passed 5-7-2001)

§ 40-3-2 BUILDINGS: ACCESSORY BUILDINGS.

(A) Residential.

(1) *Accessory buildings.* No accessory building shall be used for residential living space. Residential accessory buildings shall not be larger than an aggregate total of 900 square feet, and not to exceed two accessory buildings per lot. A residential accessory buildings' external building material must either be of horizontal lap siding of wood, vinyl, metal, brick, or masonry; or of vertical wood panel siding. Galvanized corrugated siding is not allowed. Roofing material must consist of asphaltic composite shingles, wood shake, tile or slate.

(2) *Additions.* An addition to a principal building - room, carport, garage, and the like, must match the building materials of the principal building. Exceptions may be granted by the City Council on a case-by-case basis.

(B) Commercial accessory buildings are subject to the area/bulk regulations as stipulated in § 40-2-3(A), Area and Bulk Regulations. A commercial addition or accessory building's external building material must match that of the principal building.

(Ord. 1070, § 40-3-2, passed 7-20-1998) Penalty, see § 1-1-19