



## RESIDENTIAL ACCESSORY BUILDING APPLICATION

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

## BUILDING PERMIT GUIDELINES AND REQUIREMENTS

*Residential Accessory 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: 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.*

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Applicant



**CITY OFFICES**  
 100 West Fourth Street  
 Waterloo, Illinois 62298  
 618.939.8600  
 Thomas G. Smith, Mayor

## APPLICATION FOR RESIDENTIAL ACCESSORY 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



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

| ZONE DISTRICTS                               |  | MINIMUM LOT SIZE                            |                                     |   |                                       | MINIMUM FRONT YARD SETBACKS<br>REQUIRED FROM THE CENTERLINE |                      |                     |                |                                 | MINIMUM YARD DIMENSIONS                                  |  |   |                             | BUILDING HGT<br>& COVERAGE        |   | ACCESSORY BUILDING AND USES<br>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  |
|  | Minim.<br>District<br>Size in<br>Acres | Max #<br>of<br>Dwelling<br>Units per<br>Lot | Minim.<br>Area in<br>Square<br>Feet | Width at<br>Bldg<br>Line in<br>Linear<br>Feet | Mean<br>Depth<br>in<br>Linear<br>Feet | Local<br>Street   | Collector<br>Streets | Arterial<br>Streets | County<br>Hwys | State<br>and<br>Federal<br>Hwys | Minim.<br>Depth<br>of Side<br>Yard<br>Abutting<br>Street | Depth of Side<br>Yard<br>Abutting a Lot<br>in Feet:<br>Minimum<br>For Either Side                    | Minim.<br>Dist. to<br>Nearest<br>Bldg on<br>Adjacent<br>Lot | Depth<br>of<br>Rear<br>Yard | % of<br>Site<br>Coverage<br>(Max) | Max.<br>Hgt.<br>of<br>Principal<br>Bldg | Max.<br>Hgt.<br>in<br>Linear<br>Feet                            | Principal<br>Bldg<br>in<br>Linear<br>Feet | Center<br>Line of<br>Street<br>in<br>Linear<br>Feet | Side<br>Lot<br>Adjacent<br>to Street<br>in Linear<br>Feet | Side<br>Lot<br>Line<br>in<br>Linear<br>Feet | Rear<br>Lot<br>Line<br>in<br>Linear<br>Feet |
| 1. "A - 1"<br>Agricultural                   | N/A                                    | 1 per<br>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"<br>Single-<br>Family<br>Residence | 15                                     | 1 per<br>18,000<br>sq. ft.                  | 18,000<br>sq. ft.                   | 100'  | 125'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 15'  | 30'   | 30'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 15'   | 6'  |
| 3. "R - 2"<br>Single-<br>Family<br>Residence | 10                                     | 1 per<br>14,000<br>sq. ft.                  | 14,000<br>sq. ft.                   | 80'   | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 10'  | 20'   | 30'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 10'   | 6'  |
| 4. "R - 3"<br>Single-<br>Family<br>Residence | 5                                      | 1 per<br>10,500<br>sq. ft.                  | 10,500<br>sq. ft.                   | 80'   | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 7.5'   | 15'   | 25'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 4'  | 6'  |
| 5. "R - 4"<br>Two-Family<br>Residence        | 5                                      | 1 per<br>5,250<br>sq. ft.                   | 10,500<br>sq. ft.                   | 80'   | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 10'  | 20'   | 30'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 4'  | 6'  |
| 6. "R - 5"<br>Multi-Family<br>Residence      | 5                                      | 1 per<br>4,500<br>sq. ft.                   | 13,500<br>sq. ft.                   | 65'   | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 10' *<br>* Zero lot line<br>for ROW<br>Dwellings,<br>however; 10'<br>from bldg end to<br>lot line.   | 20'   | 30'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 10'   | 6'  |
| 7. "R - 6"<br>Condominium<br>Residences      | 5                                      | 1 per<br>4,500<br>sq. ft.                   | 13,500<br>sq. ft.                   | 65'   | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 7.5'   | 15'   | 30'                         | 50%                               | 35'                                     | 20'   | 10'                                       | 85'   | 25'   | 10'   | 6'  |
| 8. "B - 1"<br>Office<br>Business             | N / A                                  | See<br>Use<br>Schedule                      | 10,000<br>sq. ft.                   | 100'  | 100'                                  | 50'   | 63'                  | 75'                 | 65'            | 75'                             | 25'  | 10'  | 20'   | 25'                         | 50%                               | 35'                                     | 15'   | 10'                                       | 85'   | 25'   | 10'   | 10'   |
| 9. "B - 2"<br>General<br>Business            | N / A                                  | See<br>Use<br>Schedule                      | 15,000<br>sq. ft.                   | 100'  | 150'                                  | 75'   | 113'                 | 125'                | 115'           | 125'                            | 75'  | 10'  | 20'   | 25'                         | 50%                               | 35'                                     | 15'   | 12'                                       | 100'  | 25'   | 10'   | 10'   |
| 10. "B - 3"<br>Central<br>Business           | N / A                                  | See<br>Use<br>Schedule                      | N / A                               | N / A   | N / A                                 | N / A   | N / A                | N / A               | N / A          | N / A                           | N / A  | <u>NONE<br/>REQUIRED</u><br>However,<br>Abutting a "R"<br>District a Side<br>Yard of 15'<br>Required | N / A   | 20'                         | 80%                               | N / A                                   | N / A   | 12'                                       | N / A   | N / A   | Same as<br>L9<br>COL13                      | 20'   |
| 11. "I - 1"<br>Assembly<br>Industrial        | 10                                     | N / A                                       | N / A                               | N / A   | N / A                                 | 100'  | 113'                 | 125'                | 115'           | 125'                            | 100'   | 25'  | 50'   | 20'                         | 50%                               | N / A                                   | N / A   | 12'                                       | 100'  | 25'   | N / A                                       | 20'   |
| 12. "I - 2"<br>General<br>Industrial         | 20                                     | N / A                                       | N / A                               | N / A   | N / A                                 | 100'  | 113'                 | 125'                | 115'           | 125'                            | 100'   | 50'  | 100'  | 50'                         | 50%                               | N / A                                   | N / A   | 12'                                       | 100'  | 25'   | N / A                                       | 20'   |

## § 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](#)



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.

James Nagel  
Subdivision & Zoning Administrator  
Building Official