



## RESIDENTIAL APPLICATION

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

## BUILDING PERMIT GUIDELINES AND REQUIREMENTS

**RESIDENTIAL APPLICATION:** Building permit application for one- and two-family dwellings, multi-family dwellings, and additions to existing residential buildings.

**The following is required before your Residential Building Permit Application can be considered for approval:**

1. Application for Building Permit and Certificate of Zoning Compliance completed in full and signed.
2. Show a detailed site plan of your lot. Follow the instructions on page 2 (graph page) of the application.
3. Include drawings of the floor plan, elevation view, and cross-section of the roof, wall, or foundation.
4. A copy of the 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 current owner.
5. Application for Natural Gas Service completed in full and signed, if service is requested.
6. Application for Electric Service completed in full and signed, if service is requested.
7. Water Survey completed in full and signed. (Agricultural Buildings only)

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 utility connection fees, inspection fees and building fees must be paid before the building permit can be issued.**

**PARTICLE BOARD. In no case shall particle board (OSB), yellow pine or chipboard be used for roof sheathing. Roof Sheathing must be ½ inch fir plywood grade or better, or the Zip System® roof panels with the Zip System® tape.**

## UTILITY INSTALLATION INFORMATION

For Gas and Electric Installation, contact the Utility Department at 618.939.8600, ext. 530. Allow at least one (1) week notice.

Don't forget to call JULIE, Illinois' One-Call System, at 811 or 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.**

### REQUIRED INSPECTIONS AND CONTACTS

- ✓ **SITE** – building is staked along with lot lines - City of Waterloo Building Inspector at 618.939.8600 ext. 212.
- ✓ **BUILDING\*** - footings, waterproofing/backfill; frame and electrical; and final occupancy – City of Waterloo Building Inspector at 618.939.8600 ext. 212 (*48 hour notice required*).
- ✓ **INTERIOR PLUMBING** – below grade rough-in; above grade rough-in; and final occupancy - Plumbing Inspector at 618.939.8681 ext. 242.
- ✓ **SEWER LATERAL** – upon completion of tap-in but prior to covering (Must be installed as shown in City of Waterloo Construction Details.) - City of Waterloo Utility Department at 618.939.8600, ext. 530. (If applicant notifies the City by 9:30 a.m., inspection will be same day. If applicant notifies the City after 9:30 am, inspection will be the next business day.)
- ✓ **EXTERIOR PLUMBING** – upon installation of water service but prior to covering \*\* (Must be flared connection to the Curb Stop – 1" K Copper.) - City of Waterloo Utility Department at 618.939.8600, ext. 530. (If City is notified by 9:30 am, inspection will be same day; if after 9:30 am, inspection will be the next business day.)

\* For more detailed requirements, contact the City of Waterloo Building Inspector or the Plumbing Inspector.

\*\* For details of water service installation, see attached Detail "W-6" or contact the City of Waterloo Utility Department.

## CERTIFICATE OF OCCUPANCY

When the Building Official receives confirmation of final inspection approval from the Building Inspector and Plumbing Inspector and notification from the Public Works Department that water and natural gas have been approved and turned on, a Certificate of Occupancy can be obtained.

**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.**

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

\_\_\_\_\_  
Applicant



**CITY OFFICES**  
 100 West Fourth Street  
 Waterloo, Illinois 62298  
 618.939.8600

Thomas G. Smith, Mayor

## APPLICATION FOR RESIDENTIAL 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 Residential Construction: ( ) Single Family ( ) Two Family  
   ( ) Condominium ( ) Multi-Family ( ) Addition to Existing Structure  
 Total Square Feet of Proposed Construction (including garage/deck/covered patio, porches  
 & finished basement area) = \_\_\_\_\_  
 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



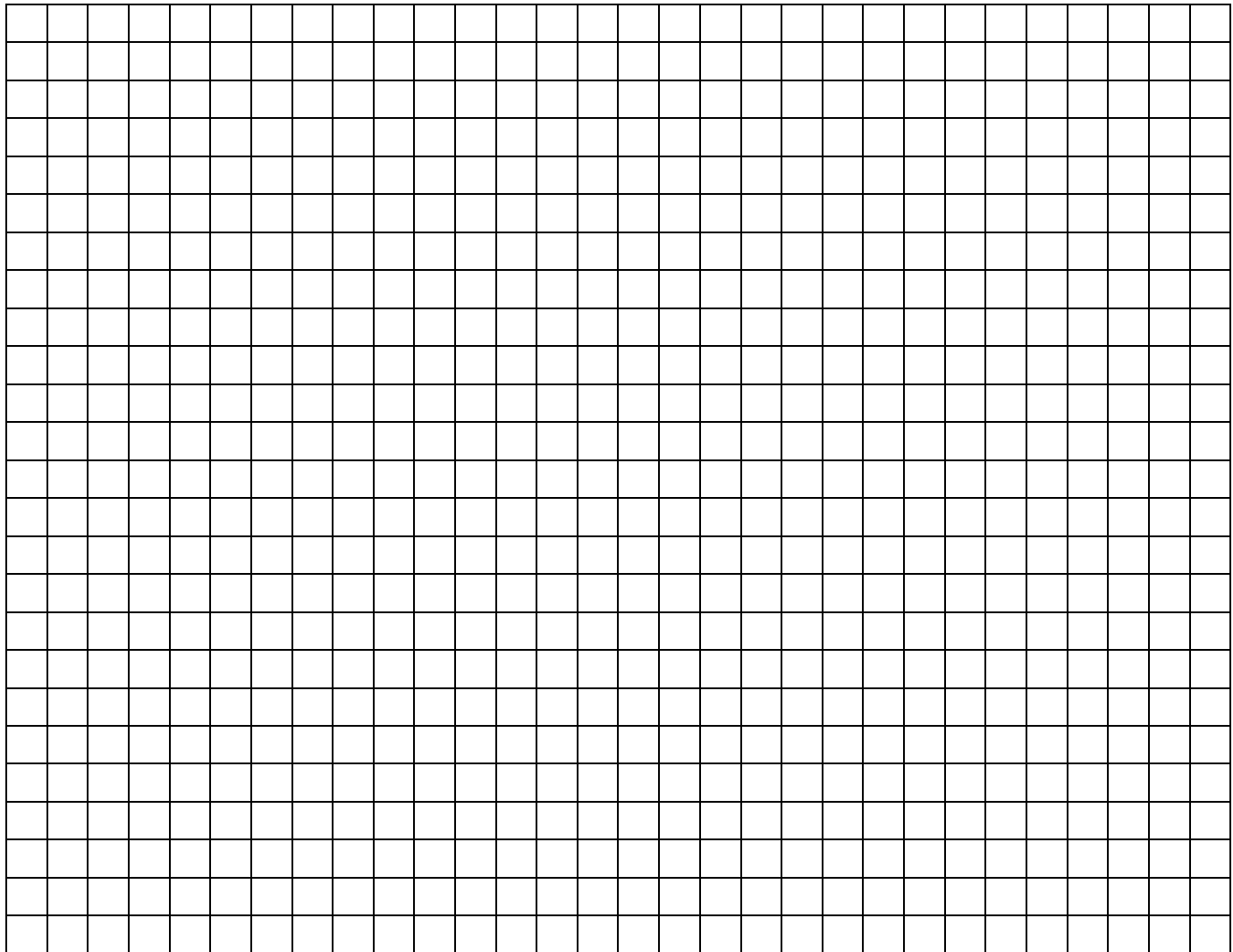
Applicant shall submit a copy of the deed to the property at time of each application.

Two copies of a sketch plat plan are to be submitted showing the following unless a Site Plan is included in the drawing set:

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 of principal building from principal buildings on adjacent lots.
5. Distance between accessory buildings and principal building.
6. Location and dimensions of driveways and off-street parking.
7. Location of all easements.
8. Location of all underground utilities.



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.*

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



APPLICATION FOR RESIDENTIAL NATURAL GAS SERVICE

The undersigned hereby requests that the City of Waterloo provide a gas connection at the following described property to wit:

Name of Applicant: \_\_\_\_\_

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

Equipment: The following described appliances and equipment will be operated with natural gas, to wit:

Table with 2 columns: Equipment Item, BTU Input. Rows include Furnace, Water Heater, Range, and Dryer.

Which has a total BTU Input of \_\_\_\_\_. Applicant agrees to make a new application for any additional equipment or appliances to be added to his/her gas service after this application.

CONNECTION FEE: Applicant tenders herewith the sum of \$\_\_\_\_\_ in payment of the "standard" gas connection fee.

- 1. A "standard" gas connection consists of a service line of up to 75', a meter (415 cubic feet per hour, or less), a stop cock, and other incidental fittings.

As an inducement of the City of Waterloo to accept this applicant, the applicant:

- 1. Agrees to pay for all gas used on said premises at the rates provided by City Ordinance.
2. Agrees to abide by the rules and regulations of said City, and to further pay the minimum rate set by City Ordinance after gas service is available to said premises, but prior to usage by the applicant.
3. Agrees that the City assumes no responsibility for the interruption of service and the City shall have the right to discontinue service to said property for any of the following reasons:
a) When the safety of the general public is endangered or public convenience and necessity requires,
b) Defective gas services and equipment on said premises,
c) City maintenance and construction operations,
d) Violation of the City rules and regulations and/or failure to pay charges for service rendered.



All connections to the City Gas Utility Service shall be made by the City.

Connection charges must be paid in full to the City before the City commences work. In the event that additional charges become necessary because of unusual or unexpected circumstances, such charges must be paid in full to the City as soon as the work is completed. Under no circumstances will gas service be initiated until all connection charges are paid in full. Connection charges are non-refundable once work has commenced.

**EASEMENT:** Applicant by the execution hereof grants unto the City the right to install and maintain the gas service line on the property to be served by said line and the right to extend along and across such property for the making of other service connections from the same gas service line.

**TIME LIMITATIONS:** The City will not install a gas service line more than 60 days prior to its use for service. If the gas connection is not installed and complete for service within 90 days from the date the application was granted by the City, said application shall be null and void and of no further effect.

**RATE:** Applicant agrees that unless he otherwise makes written request to the City, he will be billed under the provisions of Rate "General Service".

**LANDSCAPING:** The applicant hereby agrees to re-landscape, including seeding or sodding, any areas excavated and backfilled by the City and to hold the City harmless for subsidence or sinking of any excavated area on the property.

**PROPERTY OWNER LIABLE:** The property owner is liable, and by the execution hereof agrees, to promptly pay any delinquent charges for gas service to his tenant. The City reserves the right, and the property owner by the execution hereof agrees, to the discontinuance of gas service to said premises until said delinquent charges are paid.

**RULES & REGULATION – PART OF CONTRACT:** All the rules and regulations concerning the natural gas system in Ordinance #845, and as thereafter amended, are incorporated and made a part hereof and shall be binding on every gas customer and landlord.

**SPECIAL NOTICES AND CONDITIONS:** Any special notices and conditions of this application are shown below and are incorporated herein.

Dated at Waterloo, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

Application accepted by the City of Waterloo, IL, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_



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

Receipt of \$ \_\_\_\_\_ in payment for gas connection hereby acknowledged.

\_\_\_\_\_  
Office Personnel

Account Number(s) \_\_\_\_\_  
\_\_\_\_\_



## SPECIAL NOTICES AND CONDITIONS

Attention of the Applicant, Tenant and Owner is also directed to the following:

1. All piping must be pressure tested in accordance with the latest revision of NFPA 54 to a pressure of not less than 20 psig. Said test shall be held by the Applicant or representative of Applicant until witnessed by the city gas employee responsible for initiating or restoring service.
2. Flexible connectors may not be used except as provided in the Revised Municipal Code at 38-2-17 (H).
3. Unvented appliances of any type may not be used excepting kitchen ranges, clothes dryers and refrigerators as provided in the Revised Municipal Code at 38-2-17 (K).
4. Unless otherwise specially provided, every backfill at building wall or other excavation near or under a gas service line (or Main) shall be done with compacted sand to a point at least 6" above the level of the gas service line (or Main). The lateral extent of the sand backfill on each side of the service line shall be equal to the depth of the excavation. That is, for an excavation 5 feet deep, the sand backfill must extend 5 feet on each side of the service.

Sand backfill is the preferred method unless special circumstances clearly dictate another means. If a request is made to use a special bracket support, manufactured for the purpose, it must be done in writing to the Superintendent of Utilities and subsequently approved by him in writing.



## APPLICATION FOR RESIDENTIAL ELECTRIC SERVICE

*The undersigned hereby requests that the City of Waterloo provide an electrical connection to the municipal electric system at the following described property to wit:*

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

Type of Connection:

Residential:    ( ) New Service    ( ) Expanded Service

**CONNECTION FEE:** Applicant tenders herewith the sum of \$\_\_\_\_\_ in payment of the electric connection fee. As an inducement of the City of Waterloo to accept this applicant, the applicant:

- 1) Agrees to pay for all electricity used on said premises at the rates provided by City Ordinance.
- 2) Agrees to abide by the rules and regulations of said City, and to further pay the minimum rate set by City Ordinance after electric service is available to said premises, but prior to usage by the applicant.
- 3) Agrees that the City assumes no responsibility for the interruption of service and the City shall have the right to discontinue service to said property for any of the following reasons:
  - a) When the safety of the general public is endangered or public convenience and necessity requires,
  - b) Defective wiring and equipment on said premises,
  - c) City maintenance and construction operations,
  - d) Violation of the City rules and regulations and/or failure to pay charges for service rendered.

All connections to the City Electric Utility Service shall be made by the City.

It is understood that there will be no additional charge for the installation of the service line (up to 200 feet). However, applicant will furnish the interior wiring, installed to meet the standard of the National Electric Code, most recent revision.

Connection charges must be paid in full to the City before the City commences work. In the event that additional charges become necessary because of unusual or unexpected circumstances, such charges must be paid in full to the City as soon as the work is completed. Under no circumstances will electric service be initiated until all connection charges are paid in full. Connection charges are non-refundable once work has commenced.



**CITY OFFICES**  
100 West Fourth Street  
Waterloo, Illinois 62298  
618.939.8600

Thomas G. Smith, Mayor

**EASEMENT:** Applicant by the execution hereof grants unto the City the right to install and maintain the electric service line on the property to be served by said line and the right to extend along and across such property for the making of other service connections from the same electric service line.

**LANDSCAPING:** The applicant hereby agrees to re-landscape, including seeding or sodding, any areas excavated and backfilled by the City and to hold the City harmless for subsidence or sinking of any excavated area on the property.

**PROPERTY OWNER LIABLE:** The owner(s) of any real estate or improvements thereon, or the owner of the beneficial interest of any trust holding title to land or improvements served hereunder shall be responsible for any delinquent charges for electric service to such real estate and/or improvements.

The applicant hereby agrees that the City is under no obligation, nor can it be held liable for any damages for not serving said premises, but it is understood and agreed that the above connection fee will be refunded upon applicant's request is electric service is not available within one (1) year from this date.

We, the undersigned, by execution of this agreement, hereby agree to be bound by all the terms and conditions set forth herein. The undersigned further agrees that the installation will not be placed in operation until proper inspection has been made by the Electric Inspector of the City of Waterloo; or his representative.

Dated at Waterloo, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Renter Phone #

\_\_\_\_\_  
Owner Phone #

\_\_\_\_\_  
Renter Phone #

\_\_\_\_\_  
Owner Phone #

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

Receipt of \$ \_\_\_\_\_ in payment for electrical connection hereby acknowledged.

\_\_\_\_\_  
Office Personnel

Account Number(s) \_\_\_\_\_

## WATER SERVICE INSTALLATION

### SINGLE METER PIT

QTY.	ITEM #	DESCRIPTION
1	H10810-09	20 X 11 SINGLE HOLE TOUCH READ LID ASSY. LARGE NUT (MUELLER)
1		20 X 36 MS (MID STATES) PLASTIC METER TILE
1	B2404 (1")	1" X 12" METER YOKE WITH BALL VALVE
2	H14222 (1")	1" TP & NUT

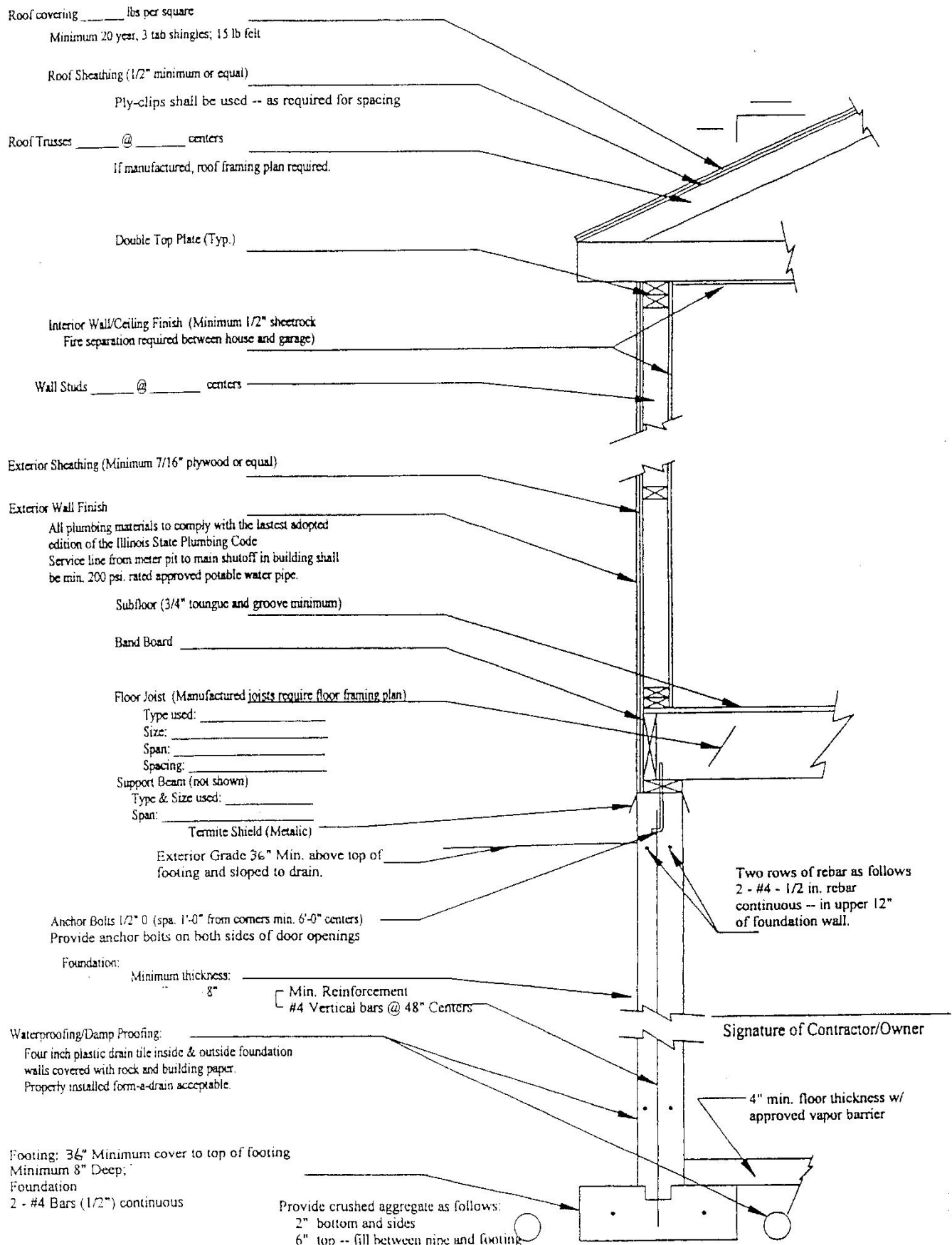
### DOUBLE METER PIT

QTY.	ITEM #	DESCRIPTION
1	H10810-10	20 X 11 DOUBLE HOLE TOUCH READ LID ASSY. LARGE NUT (MUELLER)
1		24 X 36 MS (MID STATES) PLASTIC METER TILE
1		24 X 20 ADAPTER RING
2	B2404 (1")	1" X 12" METER YOKE WITH BALL VALVE
4	H14222 (1")	1" TP & NUT

**NOTE:**

- The City of Waterloo requires the use of **MUELLER** products or as indicated above.
- $\frac{3}{4}$  " WATER METERS with Touch Read will be supplied after the meter pit is installed and inspected by the City of Waterloo.
- WATER METERS with Touch Read larger than  $\frac{3}{4}$ " shall be supplied by the builder or contractor at his expense.

**DETAIL FIGURE W-6**





**CITY OFFICES**

100 West Fourth Street  
Waterloo, Illinois 62298  
618.939.8600

Thomas G. Smith, Mayor

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.

Subdivision & Zoning Administrator  
Building Official