



## CITY OF NEWTON

208 N. Van Buren St., Room A  
Newton, IL 62448  
618-783-8451

### **BUILDING PERMIT APPLICATION INFORMATION**

A building permit is required for all new construction, additions, rehabilitations, renovations, demolitions and repairs that will alter the structure or the means of egress. This includes residential and commercial accessory structures such as garages, tool sheds and swimming pools. Permits are required for one and two family dwellings, multi-family residential, commercial and industrial buildings as well as signs.

The following information is required for all permits:

- Name, address and telephone number of property owner
- Physical address of property
- Legal description – including lot, block, subdivision or meets & bounds description
- Property Tax ID number, tax bill or abstract
- Complete name(s), address(es) and telephone number(s) of ALL contractors and sub-contractors

### **PERMITS WILL NOT BE ISSUED WITH INCOMPLETE INFORMATION**

All building, electrical, water and sewer permits are recorded by the City of Newton.

Please allow 5 – 7 business days for this application to be processed.

**NO WORK CAN BEGIN WITHOUT A PERMIT!**

Permits will be issued with paid permit fee only.

The permit must be displayed/kept in a prominent location on the job site.

### **REQUIRED INSPECTIONS FOR CONSTRUCTION PROJECTS**

Inspections to confirm code compliance at the following times:

- Footing inspection after digging but prior to concrete pour
- Framing inspection before drywall
- Rough-in plumbing inspection before drywall and insulation (State Plumbing Inspector will be contacted by plumbing contractor.)
- Rough-in HVAC inspection before drywall and insulation
- Rough-in Electrical inspection before drywall and insulation
- Tagging of gas meter installation by Gas Company
- Final Carpentry inspection
- Final Plumbing inspection (by State Plumbing Inspector)
- Final HVAC inspection
- Sewer and Water service inspection prior to backfill (If tapping into the main, tapping fees **will** apply)
- Site inspection
- Any other inspections deemed necessary by the code official
- Final occupancy inspection

Inspections require 24-hour notice and are the duty of the person doing the work. Do not request inspections if the work to be inspected will not be completed. A re-inspection fee may be assessed if another visit is necessary due to incomplete work.

### **GENERAL INFORMATION**

The City of Newton has adopted national recognized codes, State Law for Energy codes, Commercial Building codes and Energy codes to govern building construction. The codes are:

- 2015 International Residential Code
- Current National Electric Code for Residential and Commercial
- 2012 IECC RESCHECK for residential or COMCHECK for Commercial
- IBC 2006 Edition for Commercial
- Flood Plain
- Subdivision and Zoning Ordinances

### **FEES FOR PERMITS**

Permits will not be issued until all required information is filled out and fees are paid. There is \$100/day fine for commencement of work without a permit.

• One and Two Family Dwellings	\$25
• Commercial	\$25
• Multifamily	\$25
• Accessory Structure >100sq ft	\$25
• Accessory Structure <100sq ft	\$25
• Electric Service Upgrade	\$25
• Mechanical Service Upgrade	\$25
• Re-roofing (changing the structural integrity)	\$25
• Re-roofing (NOT changing the structural integrity)	\$0
• Carports	\$25
• Deck or Porch	\$25
• Driveways and Fences	\$25
• Ramps, Sidewalks, signs	\$0
• Demolition Permit	\$0

All required inspections are included for this fee. The Code Official must be contacted prior to and after any work is conducted.



**CITY OF NEWTON**  
**Application for Permit Under**  
**Building Regulations of the City**  
**108 N. Van Buren, Newton, IL 62448**  
**618-783-8451**

**PLEASE PRINT**

Building Permit # \_\_\_\_\_ Date \_\_\_\_\_ Fee \$ \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Applicant (if other than owner) \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

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If you do not have this information, bring a copy of your warranty deed to prove ownership.

Will you be tapping into the water or sewer main? Yes / No If so, fees **WILL** apply.

Present Use of Property \_\_\_\_\_

Description of proposed construction, placement, alteration, removal or demolition

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Plans and Drawings with measurements and/or distances showing the proposed construction, placement, alteration, removal, demolition, utilities and drainage in relation to the property lines and city streets, alleys, utilities and rights of way are attached. The property owner/applicant acknowledges full responsibility for ascertaining the existence and applicability of any restrictive covenants and other building limitations.

If boring under the street or cutting the street, a deposit and permit are required by the City. A copy of your insurance is also required.

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Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT FILL IN BOTTOM PORTION – FOR CITY USE ONLY**



For City Use Only:

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

Issued \_\_\_\_\_  
 Denied \_\_\_\_\_



## CITY OF NEWTON

This must be completed before a permit will be issued.

Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

General Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Framing Contractor \_\_\_\_\_

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

Phone: \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

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

Phone: \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

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

Phone: \_\_\_\_\_

Insulation Contractor \_\_\_\_\_

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

Phone: \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

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

Phone: \_\_\_\_\_

Estimated cost of completed project including labor:      \$ \_\_\_\_\_

# CITY OF NEWTON

- 1 ROOF PITCH \_\_\_\_\_ IN 12
- 2 ROOF SHEATHING MATERIAL \_\_\_\_\_
- 3 ROOF TRUSSES YES NO

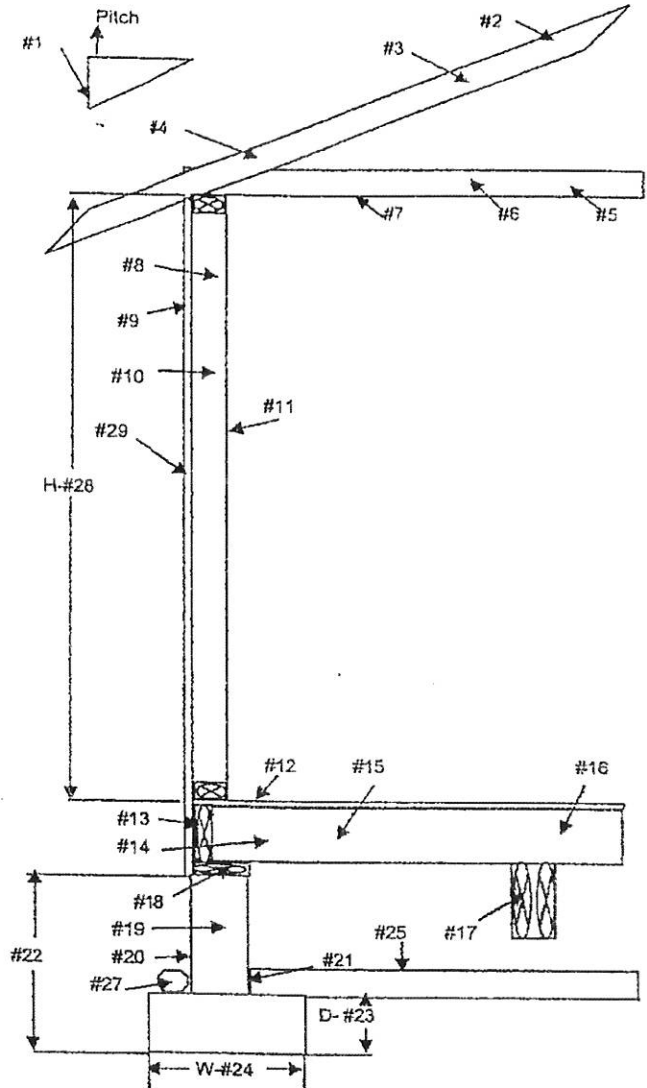
\* IMPORTANT: DESIGN AND LAYOUT MUST BE AVAILABLE ON SITE FOR INSPECTION.

- 4 ROOF RAFTERS 2 X \_\_\_\_\_ X \_\_\_\_\_ LENGTH  
SPACING 16"OC 24" OC
- 5 CEILING JOIST 2 X \_\_\_\_\_ X \_\_\_\_\_ LENGTH
- 6 ATTIC INSULATION R VALUE \_\_\_\_\_
- 7 VAPOR BARRIER YES NO
- 8 WALL FRAMING STUDS CEILING HEIGHT \_\_\_\_\_  
SIZE 2" X 4" 2" X 6"  
SPACING 16"OC 24" OC  
HEADER DETAIL SIZE \_\_\_\_\_ LENGTH \_\_\_\_\_

- 9 EXTERIOR SHEATHING MATERIAL \_\_\_\_\_
- 10 WALL INSULATION R VALUE \_\_\_\_\_
- 11 VAPOR BARRIER YES NO
- 12 SUBFLOOR MATERIAL \_\_\_\_\_
- 13 BOX SILL MATERIAL/SIZE \_\_\_\_\_
- 14 BOX SILL INSULATION R-VALUE \_\_\_\_\_
- 15 MANUFACTURED FLOOR TRUSSES OR I-JOISTS  
YES NO

\* IMPORTANT: DESIGN AND LAYOUT MUST BE AVAILABLE ON SITE FOR INSPECTION.

- 16 CONVENTIONAL FLOOR JOIST  
SIZE 2 X \_\_\_\_\_ X \_\_\_\_\_ LENGTH  
SPACING 16"OC 24" OC
- 17 SHOW THE SIZE & LENGTH OF BUILT-UP GIRDER OR BEAM  
(FOR FLOOR SYSTEM) ON DRAWINGS
- 18 SILL SEALER & TREATED SILL PLATE REQUIRED
- 19 FOUNDATION CONCRETE OTHER \_\_\_\_\_  
REINFORCEMENT SIZE OF BARS \_\_\_\_\_ SPACING \_\_\_\_\_  
VERTICAL \_\_\_\_\_ HORIZONTAL \_\_\_\_\_  
WALL THICKNESS \_\_\_\_\_" WALL HEIGHT \_\_\_\_\_ FT
- 20 FOUNDATION COATING \_\_\_\_\_
- 21 FOUNDATION INSULATION (R-10 CONTINUOUS OR R-13  
CAVITY REQUIRED R \_\_\_\_\_
- 22 DEPTH OF FOOTINGS (32" MINIMUM) \_\_\_\_\_
- 23 FOOTING THICKNESS \_\_\_\_\_"
- 24 FOOTING WIDTH \_\_\_\_\_" REINFORCEMENT SIZE OF BAR \_\_\_\_\_ SPACING \_\_\_\_\_
- 25 GROUND COVER UNDER SLAB-ON-GRADE OR BASEMENT FLOOR (AGGREGATE, VAPOR BARRIER) \_\_\_\_\_
- 26 SUMP PUMP TO BE INSTALLED? YES NO
- 27 DRAIN TILE LOCATION INSIDE \_\_\_\_\_ OUTSIDE \_\_\_\_\_
- 28 EXTERNAL WALL HEIGHT \_\_\_\_\_ FT
- 29 EXTERIOR FINISH BRICK E.I.F.S VINYL OTHER (specify) \_\_\_\_\_
- 30 BEDROOM WINDOW CLEAR OPENING DIMENSIONS (Window in fully opened position - list all) R310 \_\_\_\_\_



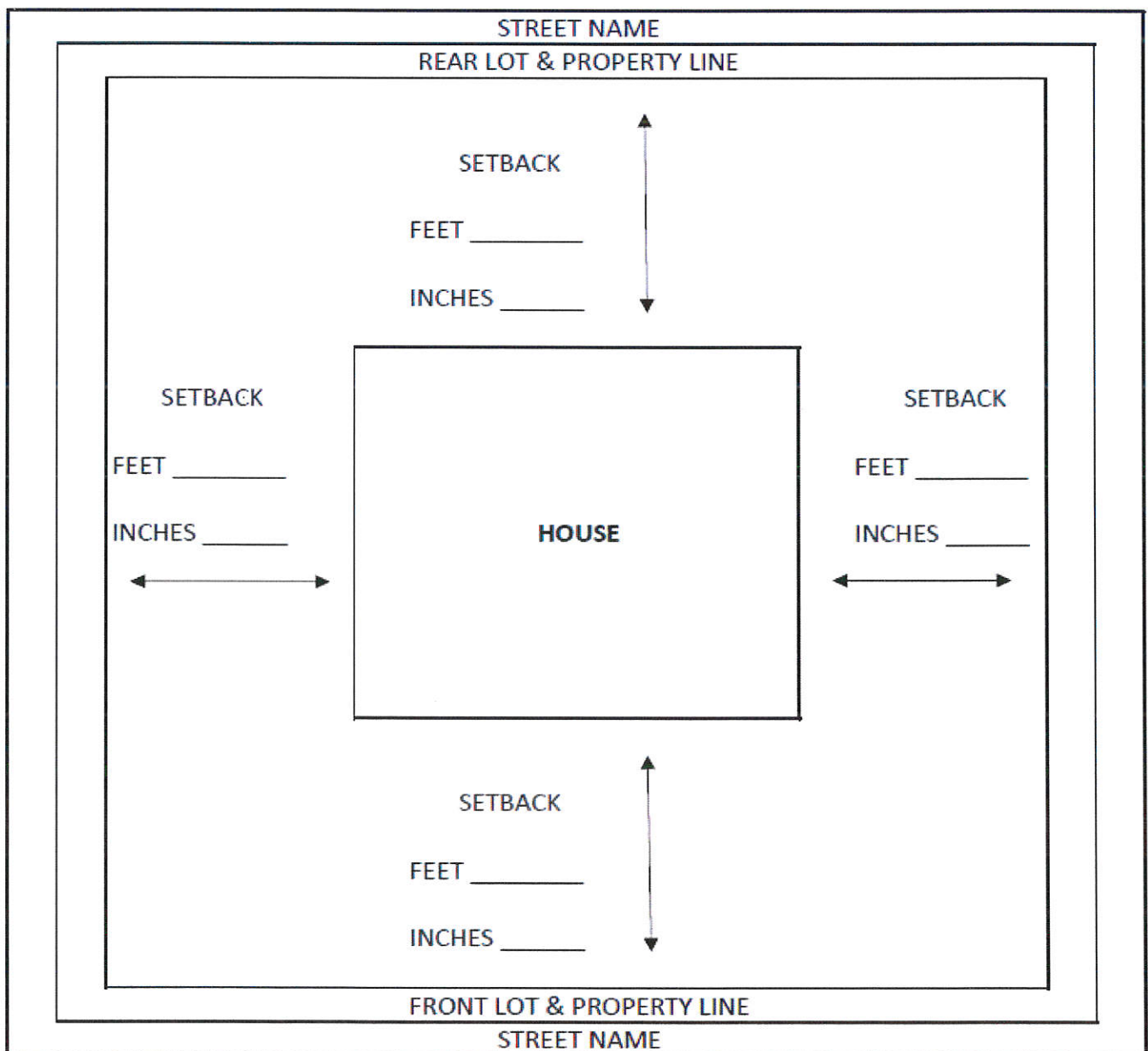
- 31 INTERCONNECTED SMOKE DETECTORS ARE REQUIRED IN EACH BEDROOM, WITHIN 15 FEET OUTSIDE ALL BEDROOMS, AND ON ALL LEVELS, CARBON MONOXIDE DETECTORS ARE REQUIRED WITHIN 15 FEET OF ALL BEDROOMS, NUMBER OF SMOKE DETECTORS \_\_\_\_\_
- 32 NUMBER OF EMERGENCY ESCAPE AND RESCUE OPENINGS IN BASEMENT \_\_\_\_\_ (All basements are required to have at least one EERO window. Every bedroom in a basement requires an EERO window.)



# CITY OF NEWTON SITE PLAN

## Instructions:

- 1 Show and label all streets, side streets and alleys.
- 2 Show distances between structures and property lines.
- 3 Show plan detail of fences as follows: X-----X-----X-----X
- 4 Describe fence, show dimensions, mark beginning, gates, runs and stopping points.
- 5 Show location of accessory buildings and distance from house and the lot lines.
- 6 Show location of all easements.
- 7 Show all setbacks in feet.





## CITY OF NEWTON

### FLOOR FRAMING

- 1 BRIDGING
- 2 DISTANCE BETWEEN PIERS \_\_\_\_\_ X \_\_\_\_\_
- 3 SPAN OF FLOOR JOISTS
- 4 FLOOR JOIST ON CENTER
- 5 SIZE OF FLOOR JOISTS
- 6 GIRDER SIZE \_\_\_\_\_ X \_\_\_\_\_

### FOUNDATION DETAILS

- 1 FOOTING WIDTH \_\_\_\_\_
- 2 FOOTING DEPTH \_\_\_\_\_
- 3 REBAR SIZE \_\_\_\_\_
- 4 REBAR SPACING \_\_\_\_\_
- 5 ANCHOR BOLT SIZE \_\_\_\_\_
- 6 ANCHOR BOLT SPACING \_\_\_\_\_
- 7 FOUNDATION BLOCK SIZE \_\_\_\_\_

SELECT ALL THAT APPLY:

- MONOLITHIC SLAB WITH INTEGRAL FOOTING
- GROUND SUPPORT SLAB WITH MASONRY WALL AND SPREAD FOOTING
- BASEMENT OR CRAWL SPACE WITH MASONRY WALL AND SPREAD FOOTING
- BASEMENT OR CRAWL SPACE WITH CONCRETE WALL AND SPREAD FOOTING
- BASEMENT OR CRAWL SPACE WITH FOUNDATION WALL BEARING DIRECTLY ON SOIL

FOR SI: 1 INCH = 25.44 mm; 1 foot = 304.8 mm