



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 _____

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

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.

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 _____

