

Instructions for Plan Review & Building Permit Application

Village of Heyworth

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1. A "Permit Fee" in the amount of \$75 shall be assessed for processing of all applications except for fences and pergolas which are \$25.
2. A "Plan Review & Building Permit Application" shall be completed for any demolition or construction related activities including but not limited to:
 - A) New residential, commercial or residential construction,
 - B) Accessory structures (sheds, garages, gazebos, etc.),
 - C) Building additions (rooms, porches, decks, patios, etc.),
 - D) Remodeling (reconfiguring of spaces, adding/removing plumbing, electrical, windows or doors, etc.),
 - E) Major repairs (Roof replacement, installation of replacement windows, residing, etc.), and
 - F) Other (swimming pools, hot tubs, fences, signs, etc.)
3. All commercial or industrial projects including residential multi-family structures of three or more units shall have plans or plans and specifications prepared by an Illinois licensed Architect or Structural Engineer and submitted along with application. Plans shall include site plan and meet all other code requirements. A building code plan review fee and an engineering plan review fee, each based upon the square footage of improvements shall be assessed. Review fees are due when application and plans are submitted.
4. One and two-family residential projects shall have plans, including site plan drawn to scale and submitted along with application. A building code plan review fee shall be assessed and due when application and plans are submitted.
5. All other projects shall have a dimensioned site plan or sketch, including all pertinent details submitted along with application. No plan review fee will apply.
6. The Village will notify the Randolph Township Fire Protection District (RTFPD) of all applications.
 - A) Commercial, industrial and multi-family (3 or more unit) projects shall be required to submit additional plans and application to the RTFPD for fire and life safety review. Contact RTFPD for specific requirements and fees.
 - B) For residential projects (1 or 2 dwelling units) RTFPD does not require a plan review. However, RTFPD does require a pre-occupancy inspection for which a fee is required. Contact RTFPD for specific requirements and fees.
7. All demolition and construction related activities will be assessed a \$75.00 building permit fee and an inspection fee that are due upon approval of the application and plans. The inspection fees are based upon the square footage of improvements.
8. Checks for payment of Village fees should be made payable to "Village of Heyworth".

9. The Zoning and Building Code Compliance Officer, or in the event that office is vacant the Zoning Administrator, or official as duly appointed by the Village of Heyworth shall administer the review of the “Plan Review & Building Permit Application” and any accompanying plans, specifications and submittals. Review of the application and plans, specifications and submittals shall be completed within 14 calendar days of their receipt.
10. Approved permits shall be displayed in a location on the construction site that is visible from the street.
11. Building permits shall expire at the end of six months if work has not yet begun or six months from the time that work is suspended or abandoned. Otherwise, building permits shall expire at the end of one year or as noted on the permit. A six month extension of a permit may be granted for an additional fee of \$75.00.
12. If applicable, the Owner/Applicant must also submit an “Excavation, Utility and Curb Cut Permit Application” and receive permits before construction commences. Violation of this process may result in the Owner/Applicant being assessed a fine in the amount of \$50-\$750 per day.
13. It is the responsibility of the Owner/Applicant to satisfy any additional permitting requirements of the Village, the Fire District and of any other relevant permitting authorities and to pay all costs associated with obtaining the necessary approvals to construct the proposed improvements.
14. Inspections may be required at various stages of construction. Typically, these may include an excavation inspection, a sewer connection inspection, a water connection inspection, a framing inspection and a final inspection. The Village, the Fire District or other relevant permitting authorities may require additional inspections. It is the responsibility of the Owner/Applicant to provide adequate notice and to ensure compliance with all inspection requirements.
15. An “Occupancy Permit Application” must be submitted prior to occupancy or use of any kind of an improved structure. All of the requirements for each of the various kinds of Occupancy Permit must be met in order for the Village to issue such a permit. Occupancy or use of any structure (including additions, porches and accessory structures) within Village limits shall be prohibited unless a permit for occupancy has been issued by the Village of Heyworth.
16. Fee Structure: Fees assessed for building permits shall be contingent on (1) the square footage of the improvements, and (2) the applicability of plan review and inspections. If the valuation of the improvements is less than or equal to \$500.00, the fees for Plan Reviews and/or Inspections may be waived.

Sq. Ft. of Improvements	Bldg. Code Review Fee	Residential Eng. Review Fee	Commercial Eng. Review Fee	Permit Fee	Inspection Fee
Cost is \$500 or less	May be Waived	\$0	May be Waived	\$75	May be Waived
2499 or less	\$150	\$0	\$300	\$75	\$150
2500-2999	\$250	\$0	\$300	\$75	\$250
3000-3499	\$300	\$0	\$300	\$75	\$300
3500-3999	\$350	\$0	\$300	\$75	\$350
4000-4499	\$400	\$0	\$300	\$75	\$400
4500-4999	\$450	\$0	\$300	\$75	\$450
5000 or more	\$500	\$0	\$300	\$75	\$500