

APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE - BUILDING PERMIT

Zoning Office  
Shelby County, Illinois

Zoning Application No. \_\_\_\_\_  
Date: \_\_\_\_\_

(DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY)

Permanent Parcel No. \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_  
Zone District Classification \_\_\_\_\_ Date: \_\_\_\_\_  
Occupancy Inspection Date \_\_\_\_\_ Fee Paid: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Instructions to Applicants:** Before beginning any construction, a Certificate of Zoning Compliance and a Building Permit must be obtained from the Zoning Administrator. Application for permits must be made by the owner of the property on which the construction is to take place or his duly authorized agent. A legal description of the property and a site plan of the proposed construction must be included with this application. The attached sheet, which may be used for drawing the site plan, lists information which must be shown.

If the proposed construction meets the zoning requirements, a permit shall be issued. If the Zoning Administrator determines that it does not comply with requirements of the Zoning Ordinance, the applicant may request an interpretation of the regulations by the Zoning Board of Appeals (if he disagrees with the Zoning Administrator) or he may request a variance or zoning amendment.

All information requested below must be provided before any permits will be issued. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in completing this form.

1. Name of Applicant(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

2. Property interest of applicant:  
( ) Owner ( ) Lessee ( ) Contract Purchaser ( ) Other: \_\_\_\_\_

3. Name of Owner(s) (if other than applicant): \_\_\_\_\_  
Phone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Location of Proposed Construction:  
Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description: (Lot, block, and subdivision; or Metes and bounds; description and acreage.)

\_\_\_\_\_  
\_\_\_\_\_

5. Proposed improvement (check applicable items):
- ( ) New Building
  - ( ) Addition or alteration (EXPLAIN): \_\_\_\_\_
  - ( ) Mobile home on permanent foundation
  - ( ) Relocation of existing building
  - ( ) Other (Explain): \_\_\_\_\_

6. Is the proposed improvement located in a flood plain district?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

7. Proposed Structure:

No. of Rooms \_\_\_\_\_ Sq. Ft. of Structure \_\_\_\_\_  
 No. of Stories \_\_\_\_\_ Est. Cost of Structure \$ \_\_\_\_\_

8. Utilities: ( ) Public Water Service ( ) Public Sewer Service  
 ( ) Private Well ( ) Septic Tank Permit # \_\_\_\_\_  
 ( ) Other: \_\_\_\_\_ ( ) Other: \_\_\_\_\_  
 ( ) Municipal Electric  
 ( ) Other Electric: \_\_\_\_\_

9. Present use of property:  
 Residential:

- ( ) Single-family ( ) Vacant Lot
- ( ) 2 or 3-family ( ) Business (type) \_\_\_\_\_
- ( ) Multi-family ( ) Industrial (type) \_\_\_\_\_
- No. of units: \_\_\_\_\_ ( ) Other: \_\_\_\_\_

10. Proposed use of property:

- |                            |  |
|----------------------------|--|
| <b><u>Residential:</u></b> | <b><u>Accessory:</u></b>                 |
| ( ) Single-family          | ( ) Garage ( ) Business (type): _____    |
| ( ) 2 or 3 family          | ( ) Carport ( ) Industrial (type): _____ |
|                            | ( ) Storage Shed ( ) Other: _____        |
| ( ) Multi-family           | ( ) Other: _____                         |
| No. of Units: _____        |  |

11. Application is hereby made for a **Certificate** of Zoning Compliance - Building Permit, as required under the Zoning Ordinance for the erection, alteration, 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 description of the proposed new or altered uses and/or buildings. The applicant agrees that the 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 Zoning Ordinance, or by other ordinances, codes or Regulations of this County.

APPLICANT: \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF ZONING COMPLIANCE - BUILDING PERMIT**

The plans and specifications submitted with this application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate County officials. Failure to comply with the above shall constitute a violation of the provisions of the Zoning Ordinance. This permit shall be a final permit when signed by the Building Inspector or Zoning Administrator after a required final inspection.

Permit issued this \_\_\_ day of \_\_\_\_\_, \_\_\_\_.

DATE: \_\_\_\_\_, \_\_\_\_\_ ZONING ADMINISTRATOR: \_\_\_\_\_

**Certificate of Occupancy**

The final inspection of the premises having been made and compliance with the original building permit and other County Zoning regulations having been indicated, the premise is hereby approved for occupancy in accordance with the Zoning of Shelby County.

DATE: \_\_\_\_\_, \_\_\_\_\_ ZONING ADMINISTRATOR: \_\_\_\_\_

## SITE PLAN

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, building, driveways, and off-street parking spaces.
- B. Distance between: Buildings and front, side and rear lots lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: Signs, easements, underground utilities, septic Tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by Zoning Administrator and applicable sections of the Zoning Ordinance.

SCALE: 1" = \_\_\_\_\_