



CITY OF COLUMBIA SOLAR PERMIT APPLICATION GUIDELINES & INSTRUCTIONS

What are the Building Permit Application Requirements?

The applicant must submit a completed Building Permit Application, site/construction plans, record deed, as well as the utility applications included in the information package to the Building & Zoning office.

Building Permit Application Requirements Check List

Applications will not be accepted unless all of the following have been submitted.

▶ **Submit the following completed applications/forms & site plans to the Building & Zoning Office:**

Building Permit Application (MUST include roofing, plumbing & electrical contractor information)

Site Plans (ONLY NEEDED FOR GROUND MOUNTED SOLAR PANELS)

Go to www.columbiaininois.com – Building Permit to view Section 15.04.032 Site Plan Requirements

Sealed Construction Documents

Electrical Diagram

Record of Deed

HOA Approval *

I have submitted **ALL** of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via mail at the address provided.

Sign and return this page with your application	
Permit Holder – Contractor Signature	Date

Review Process

- ▶ **After submitting all completed forms and required documents, the proposed project is:**
 - Reviewed by the building official for zoning compliance so that the location of the structure is within the setback regulations for your property;
 - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ If all requirements are met, permit is approved.
- ▶ Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk’s Office.
- ▶ Construction may begin.

How much is the Building Permit fee?

The fee amount is determined by the square footage of project, water & sewer connection costs, etc. (A current fee schedule can be found on the City’s website under Government - Departments & Services – Building & Zoning – Building Permits.) Once the Building Permit has been approved, City staff will call to let you know the Permit is ready to be picked up and will also inform you of the total fee amount due.

What inspections are required, once the building process begins?

Below is the inspection schedule required by the City of Columbia during the building process. Please call the phone numbers listed to schedule the inspections. **Project Manager and/or Building Permit Holder will be required to be at every inspection listed below.**

Inspection Schedule			
	Type of Inspection	Contact	Phone #
1.	* Electrical (rough-in) – Inspection needed for rough-in of electrical wiring.	Building & Zoning Office	(618) 281-7144 x 105
2	Ground mounted layout inspection (ground mounted only)	Building & Zoning Office	(618) 281-7144 x 105
3.	Electrical Final Inspection – must be approved before building can be occupied.	Building & Zoning Office	(618) 281-7144 x 105
	Final Building Inspection – must be approved before building can be occupied.	Building & Zoning Office	(618) 281-7144 x 105

* **Electrical** – Ameren IP and Monroe County Electric Co-Operative will not approve until a rough-in electrical inspection is completed. Upon completion of the rough-in inspection:

1. Sticker will be placed on the meter base advising the power company to inspect the service entrance and to install the meter.

What building codes are enforced in Columbia?

The codes governing construction within the city limits of Columbia, Illinois are as follows:

Building Codes	2006 International Building Code 2006 International Existing Building Code 2006 International Property Maintenance Code 2006 International Fuel Gas Code 2006 International Mechanical Code
Electric Code	National Electric Code 2005 Columbia Municipal Code, Ch. 15.32

List of Local Utilities	
Power Company (Electric and Gas)	Ameren IP 1 - (800) 755-5000
	Monroe County Electric Co-Operative 907 N. Illinois Route 3 Waterloo, IL 62298 (618) 939-7171

This is a general guide for the Building Permit Application within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the BUILDING & ZONING OFFICE AT (618) 281-7144 ext. 105.



RESIDENTIAL SOLAR PERMIT APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

See Attached Guidelines & Instructions. Visit www.columbiaillinois.com – Building Permits for more details.

THIS BOX STAFF USE

Application #		Building Permit #			
Fee Amount:	Credit Card	Check #		Cash	

A. Location of Residence

Address: _____

Subdivision: _____

Zoning District: _____ Lot #: _____ Lot Size: _____

County: Monroe St. Clair

B. Permit Holder – Contractor

The Project Manager listed below will be the contact for all issues related to this permit and will be required to schedule and attend every inspection.

Company & Permit Holder Name: _____

Address: _____

Email: _____ Cell Phone #: _____

Project Manager: _____

Email: _____ Cell Phone #: _____

C. Property Owner / Authorized Owner Agent Information

Name: _____

Address: _____

Email: _____ Phone #: _____

D. Briefly Describe the Work to be Performed with Permit

E. Historical Site Information – Is site currently registered with historical registry?

Yes No If yes, plans will need to be reviewed and approved by the Historical Preservation Committee before construction can begin. No permit fee will be charged.

F. Ameren Contact Information

Name: _____

Phone: _____

G. Subcontractor Information

Architect

Business Name: _____
 License#: _____
 Mailing Address: _____
 Email: _____ Phone: _____

Engineer

Business Name: _____
 License#: _____
 Mailing Address: _____
 Email: _____ Phone: _____

Electrician - (must be registered with the City of Columbia, IL)

Business Name: _____
 License#: _____
 Mailing Address: _____
 Email: _____ Phone: _____

H. Cost Estimate

Total Cost of Project	\$ _____
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I. Disclosure & Signatures

The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

_____	_____
Permit Holder – Contractor Signature	Date
_____	_____
Property Owner	Date

Staff Use Below

ADDITIONAL PERMITS REQUIRED FOR OTHER JURISDICTION APPROVAL

Permit or Approval	Check	Date Obtained	No.	Permit or Approval	Check	Date Obtained	No.
Excavation	<input type="checkbox"/>			Other	<input type="checkbox"/>		
Grading	<input type="checkbox"/>				<input type="checkbox"/>		

Comments:

Approved Denied _____
Building Official *Date*

Section 15.04.032 Site Plan Requirements



A. Statement of Purpose. It is the purpose of this section to regulate the safe, orderly and attractive development, including but not limited to all residential, commercial, and industrial land uses within the city; to preserve and enhance property values, to preserve adequate space for pedestrian, bicycle, and vehicular traffic, including transportation facilities usually associated with such uses; to provide for effective transportation without congestion or hazards; and to provide for effective storm water management and control. It is also the purpose of this section to assure that public utilities and services are provided in a safe and healthful manner and are consistent with any and all applicable regulations and standards. It is the further purpose of the section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage creative economic development, certain modifications to these requirements may be permitted the City Council, after seeking the recommendation of the City's Plan Commission and/or Zoning Board of Appeals.

B. Applicability. Any person, corporation, firm or other organization or association making application for a permit issued by the Building Official or designee, shall submit to the Office of the City Clerk, who will distribute to appropriate departments for review and approval, a site plan prepared by a registered architect, registered professional engineer or a licensed land surveyor licensed in the state to practice as such. The City may accept a preliminary plat as a substitute for the site plan required hereunder.

C. Submittals. Site plans shall be drawn on a sheet or sheets not to exceed 24 x 36 inches. Said site plan shall also be provided electronically in a format deemed to be acceptable by the City (.pdf file extension preferred). In addition to all requirements contained herein, if the site plan is required to be drawn by a licensed professional engineer, architect, or surveyor, the plans must include the name, firm name, address, and seal of said professional

D. Minor Changes. Minor changes to a site plan shall be permitted only after approval of such changes by the Building Official or designee. Request for approval of minor changes shall be made in writing. A new site plan reflecting said changes may be required at the discretion of the Building Official or designee. The Building Official or designee shall approve all minor changes within a reasonable time frame not to exceed 10 business days. Minor changes shall be limited to building footprint or height changes that vary by no more than ten percent (10%) in any one direction.

E. Major Changes. Major changes to a site plan shall be permitted only upon submittal of a new site plan. If site plan consists of multiple pages, all pages affected by the major changes must be revised and submitted. If said site plan required a public hearing prior to approval, a public hearing shall be required prior to approval of any major changes. After fifteen (15) days notice is given, a public hearing shall be held before the plan commission and forwarded to the City Council for their approval. Major changes shall include: new buildings, omission of buildings, or reorganization of buildings on the site.

F. Accessory Structures.

1. The following information shall be shown on the site plan:
 - (a) Location map, north arrow, graphic plan scale.
 - (b) Zoning district, subdivision name, lot number, and parcel number.
 - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
 - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
 - (e) Location and identification of all existing and proposed easements.
 - (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
 - (g) Proposed building line and setback requirements for the district in which the property is located.
 - (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
 - (i) Location of existing and proposed utilities, including service lines and connections.
2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.

G. Single-Family Dwellings.

1. The following information shall be shown on the site plan:
 - (a) All information listed in Section 15.04.32.F.1.
 - (b) Existing and proposed contour lines or elevations based on mean sea level datum at vertical intervals of not more than two (2) feet, including established street grades at the foundation walls of all new structures shall be required if any portion of the subject property is identified as being in a floodplain, floodway, or wetland.
 - (c) Elevation of top of foundation of primary structure, finish floor of garage, finish floor of basement and lowest foundation opening where applicable.
 - (d) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
 - (e) Location of existing and proposed sidewalks.
 - (f) Driveway location, width, and proposed grade (if more than 12% slope).
 - (g) Professional seals affixed to every sheet in a set of documents in accordance with the standards of the Illinois.
2. A professional engineer or surveyor shall perform field layouts for all single-family residential structures.
3. The Building Official or designee may require additional soil testing and documentation if it is determined that the foundation is not placed on virgin soil.
4. The applicant shall provide a slope stability analysis conducted by a professional engineer upon request of the Building Official or designee if the subject property has excessive slope (generally greater than 3 to 1).
5. The Building Official or designee may impose equivalent requirements for additions to single-family dwellings if:
 - (a) The City has no site plan on file for the subject property; or
 - (b) Substantial site modifications or environmental changes have rendered the original site plan obsolete.

H. Multi-Family Dwellings, Non-Residential Buildings, Planned Developments, and other Development

1. The following information shall be shown on the site plan:
 - (a) All information listed in Section 15.04.32.G.1.
 - (b) Off-street parking spaces, required and proposed, including the number, size, and location of those designated as accessible spaces, width of all interior drive aisles, and degree of angle for individual spaces, if applicable.
 - (c) Location of refuse disposal areas, including dumpster enclosures and grease traps.
 - (d) Location of existing and proposed utilities, including service lines and connections, as well as mains and distribution lines.
 - (e) Location and size of existing and proposed freestanding signs.
 - (f) Site lighting plan which clearly shows no spillover onto adjacent properties or right-of-way.
 - (g) Site landscaping plan, including name and size of existing and proposed plant material.
 - (h) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, and wetlands.
 - (i) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
2. The Building Official or designee may request additional information to be placed on the site plan beyond the requirements listed above or may request preparation of a complete set of improvement plans. Improvement plans shall conform to the City of Columbia's standards regarding the preparation of improvement plans found in the City Subdivision Code.

I. Waiver of Site Plan Requirements. The Building Official or designee may waive in writing any site plan requirement contained herein determined unnecessary for review and approval of a specific building permit application.