



**CITY OF COLUMBIA
RESIDENTIAL INTERIOR RENOVATION
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)
- Construction Documents**
- Record Deed**

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.**

IMPORTANT REMINDERS

Storm Water and Soil Erosion Control Regulations - According to the City of Columbia Ordinance No. 1320, the amount of soil erosion must be kept to a minimum. A detailed erosion control plan shall be submitted with the site/construction plans.

Burning Ordinance – According to the City of Columbia Ordinance No. 1775, the City prohibits the burning of building construction debris, materials, or other substances created by the construction of buildings or other structures. Failure to comply could result in the issuing of a “stop work” order and/or fines.

Water & Sewer Tap – In - Water & Sewer tap-ins must be inspected BEFORE closing excavations.

Information below for Residential Building Permits

***Subdivision Approvals** - City approval does not constitute subdivision approval.

The City recommends you contact trustees in your subdivision for any subdivision requirements.

Construction Materials - If using vinyl siding, minimum thickness of siding must be .046 inch. Roof sheeting must be minimum ½” 5-ply fir plywood with sheeting clips or 5/8” Zip roof sheeting. Must use approved truss connections.

Premise Identification - All premises are to have the proper street number identification, four (4) inches high, easily visible from the street.

Radon Resistant Construction - Radon resistant construction standards are required to be met on all new residential construction. See City of Columbia Ordinance No. 311 and the Illinois Administrative Code - Section 422.169 (Mitigation Standard for New Residential Construction).

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.**

NOTE: The number of inspections is to be determined upon review of application

Inspection Schedule			
	Type of Inspection	Contact	Phone #
1.	Footing – Inspection to be scheduled before footing for building is completed.	Building & Zoning Office	(618) 281-7144 x 105
2.	Foundation – Inspection to be scheduled when forms and steel are in place and before concrete pour.		
3.	Framing - Call for inspection when framing, boxing, and roofing are completed.		
4.	Plumbing (below and above ground) - Inspection on plumbing rough-in needed before covering.	Plumbing Inspector	(618) 410-4908
5.	* Electrical (rough-in and service entrance) – Inspection needed for rough-in of electrical wiring before inside walls are insulated/ covered.	Building & Zoning Office	(618) 281-7144 x 105
6.	Sidewalk Inspection – must be approved prior to pour.		
6.	Plumbing Final Inspection – must be approved before building can be occupied.	Plumbing Inspector	(618) 410-4908
	Electrical Final Inspection – must be approved before building can be occupied.	Building & Zoning Office	(618) 281-7144 x 105
7.	Final Building Inspection – must be approved before building can be occupied.		

* **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.
2. A sticker is placed on the front window advising the insulators and dry wallers to proceed.
Do not insulate or cover until an electrical rough-in is complete.

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
Plumbing Code	State of Illinois 2014 Columbia Municipal Code, Ch. 15.40
Street Graphics	Columbia Municipal Code, Ch. 15.44
Zoning Ordinance	Columbia Municipal Code, Title 17
Fire Prevention	2006 International Fire Code

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
Telephone Company	Harrisonville Telephone Company P.O. Box 149 213 S. Main Street Waterloo, IL 62298 (618) 939-6112
Water Company	City of Columbia (Water, Sewer & Trash) P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
	Illinois American Water Co. (618) 277-1151 (Country Crossings Subdivision Only)
Storm/Sanitary Sewer	City of Columbia P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
Underground Locator	JULIE (Utility Lines, etc.) 1 – (800) 892-0123
	Charter Communications Cable Television 1- (800) 231-2517

How do I get a Certificate of Occupancy?

Once it has been determined by the Building Official that all inspections have been approved, a Certificate of Occupancy will be approved and issued by the City of Columbia Building & Zoning Office.

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 BUILDING PERMIT APPLICATION

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

See Attached Guidelines & Instructions. Visit
www.columbiailinois.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

Name: _____

Address: _____

Email: _____ **Phone #:** _____

D. Type of Residence (✓ one)

One Family Dwelling Two Family Dwelling

I. Project Type & Description (✓ one)

New Residence	Structural Addition	Interior Alterations	Basement Finish	Accessory Structure	Other
If 'Other', please specify					

Briefly Describe the Type of Work to be Performed with Permit

F. 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.

G. Project Description / Details

Number of stories: _____ Total land area – square feet: _____

Total square feet of floor area, all floors, based on exterior dimensions (including garage and decks): _____

Number of bedrooms: _____

Number of bathrooms: Full - _____ Partial - _____

Number of Off-Street Parking Spaces: Enclosed (garage) - _____ Unenclosed (driveway) - _____

*Each dwelling unit requires 2 off-street parking spaces.
Each parking space must be a minimum of 10' x 18' area or 180 s.f.*

H. Subcontractor Information

Architect

Business Name: _____

License#: _____

Mailing Address: _____

Email: _____ Phone: _____

Engineer

Business Name: _____

License#: _____

Mailing Address: _____

Email: _____ Phone: _____

Roofing

Business Name: _____

License#: _____

Mailing Address: _____

Email: _____ Phone: _____

Plumbing

Business Name: _____

License#: _____

Mailing Address: _____

Email: _____ Phone: _____

Electric

Business Name: _____

License#: _____

Mailing Address: _____

Email: _____ Phone: _____

I. Type of Sewage Disposal

Public Private (septic tank, etc.)*

J. Type of Water Supply

Public Private (well or cistern)*

* Requires Monroe County Health Department Approval

K. Cost Estimate	
Cost of Project	\$
To be installed but not included in the above cost:	
1) Electrical	\$
2) Plumbing	\$
3) Heating, air conditioning	\$
4) Other (elevator, etc.)	\$
Total Cost of Project	\$

L. 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 Signature _____ **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.
Boiler				Water			
Excavation				Sewer			
Grading				Other			

Comments:

Approved Denied

_____ *Building Official* _____ *Date*