

Application Fee: \_\_\_\_\_  
Date Paid: \_\_\_\_\_



Permit No.: \_\_\_\_\_  
Final Inspection Date: \_\_\_\_\_  
JULIE Call #811: \_\_\_\_\_

**BUSINESS PERMIT APPLICATION**

*This is a one-time-only permit and expires six (6) months from the date of issuance.*

**ALL FEES ARE NON-REFUNDABLE**

**PROJECT TYPE:** BUILDING  HARD SURFACE  FENCE  SIGN   
New  Repair/Replacement  Addition/Alteration  Accessory Structure  Other

**LOCATION**

Address: \_\_\_\_\_  
Tax Identification: \_\_\_\_\_ Present zoning of Property: \_\_\_\_\_  
00-00-000-000  
Own  Rent  *If the Applicant rents the location, the Owner must authorize this application.*

**APPLICANT'S INFORMATION**

Full Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNER'S INFORMATION (If different from above)**

Full Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Description of project: \_\_\_\_\_  
\_\_\_\_\_

Estimated starting date: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Size of New Structure: \_\_\_\_\_ ft X \_\_\_\_\_ ft Property Lot Size: \_\_\_\_\_ ft X \_\_\_\_\_ ft

**PROJECT INFORMATION** *continued*

**BUILDING PERMIT:** Are there other structures on premises (i.e. garage, shed)? Yes  No   
If yes, please list \_\_\_\_\_

**For new construction or substantially improved commercial buildings**

In accordance of 20 ILCS3 105/1 indicate the inspector's name who meets the qualifications established by CDB: \_\_\_\_\_

The qualified inspector **must** file a certification of inspection indicating that the building complies with all the following:

- The International Building Code including Appendix G (current of most preceding edition)
- The National Electric Code published by National Fire Protection Association

Either:

- The IL Energy Efficient Building Code adopted under Section 15 of the Energy Building Act or,  
 The IL Stretch Energy Code adopted under Section 55 of the Energy Efficient Building Act.
- The Illinois Accessibility Code adopted under Section 4 of the Environmental Barriers Act.
- The Illinois Plumbing Code adopted under Section 35 of the Illinois Plumbing License Law.
- The rules are adopted in accordance with Section 9 of the Fire Investigation Act.

Submit the following items with this application:

1. A plat of the property, if applicable.
2. A Site Plan\* of the property **must be provided with this application.**
3. The appropriate fee.
4. NEW CONSTRUCTION – building plan to scale, which must include the following for **West Peoria Fire Department** review:
  - a. Electrical distribution, sizing, and incoming to building
  - b. Gas distribution and incoming to building
  - c. Door swings
  - d. Door size/s (must meet ADA codes if public building)
  - e. Room measurements
  - f. Construction materials
  - g. Fire protection
  - h. Purpose of the building stated in writing

\*Site Plan for a NEW building or addition must include:

1. Location and dimensions of all buildings, including accessory structures such as detached garages/storage sheds and attachments such as porches, decks, and patios with pertinent setback lines.
2. Distance from property lines to existing property structures, including distance from the accessory structure and other structures.

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 **HARD SURFACE PERMIT:** If Driveway, please indicate: Front Entrance  Rear Entrance

**TYPE:** Concrete  Blacktop/Asphalt  Gravel  Other  \_\_\_\_\_

Are there other hard surfaces on premises (i.e., sidewalks, driveway, patio)? Yes  No

If yes, please list \_\_\_\_\_

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**SIGN PERMIT:** Type: Ground  Pole  Roof  Projecting  Billboard

Electrical: Yes  No  Lighting: Internal  External

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**FENCE PERMIT:** Is this property a corner lot: Yes  No  Fence Height \_\_\_\_\_ ft.

**TYPE:** Wood  Vinyl  Chain Link\*  Other  \_\_\_\_\_

**NOTE\*:** Chain link and privacy fences are NOT allowed in front yards or front and side of corner lots and no more than 3 – 4 ft in height

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I/We, the undersigned, hereby request the City of West Peoria grant a permit as provided by the Zoning Ordinance for the City of West Peoria, Illinois, as amended to date.

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

Print name: \_\_\_\_\_ Date \_\_\_\_\_

OWNER: \_\_\_\_\_  
Signature

Print name: \_\_\_\_\_ Date \_\_\_\_\_

**Please provide a Site Plan for the project!**  
**You must notify West Peoria City Hall for final inspection**

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Collected: \$ \_\_\_\_\_ Cash:  Check:  Credit:  PERMIT APPROVED: Yes  No

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Code Officer Signature

Comments: \_\_\_\_\_

**Copy Date:** \_\_\_\_\_ New Build/Addition – WP Fire Marshall with plans \_\_\_\_\_ Driveway – Public Works Manager