### COMMERCIAL BUILDING PERMIT APPLICATION

**Department of Community Development**  
**Building Division (618) 346-5200 Ext. 1126**  
**Type ‘B’**

**FOR NEW CONSTRUCTION, TENANT FINISH, RENOVATION, OR ADDITION**

**PERMIT NO.:**

---

**TYPE OF WORK**

---

**PROJECT NAME & LOCATION OF CONSTRUCTION (Street Address or PIN)**

---

**APPLICANT/TENANT**  
**MAILING ADDRESS**  
**PHONE**

---

**OWNER (if other than applicant)**  
**MAILING ADDRESS**  
**PHONE**

---

**EMAIL ADDRESS**

---

**NAME, ADDRESS, & PHONE OF CONTRACTORS:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Email Address</th>
<th>Qualified</th>
<th>License No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td></td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>Plumber</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HVAC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**CERTIFICATION:** By signing below, applicant certifies the following:

- ☑ Applicant shall comply with all applicable codes adopted by the City of Collinsville:
  - ● for a list of municipal codes, please visit the City’s website at: [https://library.municode.com/il/collinsville/codes/codeofordinances](https://library.municode.com/il/collinsville/codes/codeofordinances)

- ☑ Three full sets of building plans are required (Unless waived by Building Director). All plans must be submitted in electronic form in addition to hard copy.

- ☐ You are required to notify Building Department for inspections as improvements progress, and once work is completed.

- ☐ Is the property located or partially located within a flood plain or area with known flooding? ________________

- ☐ The subject property is not located within the Uptown Collinsville zoning district, or historic district, and is not a designated historic landmark
  - ☐ The subject property is located within the UCD; I have received the requirements applicable to this district.
  - ☐ The subject property is located within the Historic District or is a Historic Landmark; I have received an application for Certificate of Appropriateness and understand a copy of this application for building permit will be forwarded to the Historic Preservation Commission for review, and that the permit will not be issued until approved.
NEW CONSTRUCTION:

NUMBER OF FLOORS: ___________________________ SQUARE FEET 1ST FLOOR: ___________________________

TOTAL SQUARE FEET: ___________________________ COST ESTIMATE: ___________________________

USE GROUP CLASSIFICATION PER INTERNATIONAL BUILDING CODE:

☐ A1 – Assembly  ☐ E – Educational  ☐ F1 – Factory  ☐ R1 – Residential  ☐ Business

☐ A2 – Assembly  ☐ I1 – Institutional  ☐ F2 – Factory  ☐ R2 – Residential  ☐ Other

☐ A3 – Assembly  ☐ I2 – Institutional  ☐ M – Mercantile  ☐ S1 – Storage

☐ A4 – Assembly  ☐ I3 – Institutional  ☐ H – High Hazard  ☐ S2 – Storage

TYPE OF CONSTRUCTION PER INTERNATIONAL BUILDING CODE:

☐ 1A  ☐ 1B  ☐ 2A  ☐ 2B  ☐ 2C  ☐ 3A  ☐ 3B  ☐ 4  ☐ 5A  ☐ 5B

☐ REMODEL/REHAB– description of work to be done:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Total Cost of Proposed Work ___________________________

Please Note- If the Fire Sprinkler Systems, Fire Alarms or Commercial Kitchen Hood System, drawings are NOT included in this Building Permit Application. You will need to obtain a separate Mechanical Permit, from the Building Department.

A copy of the Building Department’s Construction Inspection Procedures is provided below. This inspection checklist must be followed: inspections must be scheduled as required, if any inspection fails, CORRECTIONS MUST BE ADDRESSED WITHIN 7 DAYS when corrections have been made you must call for a re-inspection.

Building Inspections must be coordinated with the Building Department by contacting Amy Boeving at 618-346-5200 ext. 1126

Installation of water lines must be coordinated with the Water Department by contacting Mike Jeffries at 618-975-8011.

Installation of sewer lines must be coordinated with the Wastewater Department by contacting Eric Nagel at 618-792-4580.

Installation of sidewalks and driveways on City right-of-way must be coordinated with the Street Department by contacting Mike Doi at 618-971-1943

FAILURE TO COORDINATE WITH THE ABOVE INDIVIDUALS MAY RESULT IN REMOVAL AND REPLACEMENT OF ANY UNAPPROVED WORK AT THE EXPENSE OF THE CONTRACTOR OR DEVELOPER
INSPECTION PROCEDURES FOR CONSTRUCTION
WITHIN THE CITY OF COLLINSVILLE

1. EROSION CONTROL
   - The disturbance of any soil requires proper erosion control.

2. FOUNDATION INSPECTION
   - Footing inspection prior to concrete pour
   - Inspection of foundation prior to concrete pour

3. FRAMING INSPECTION
   - After all framing, roof, fire stops, and bracing are in place

4. PLUMBING, MECHANICAL AND ELECTRICAL
   - Rough inspection prior to concealment and fixtures are set
   - Final inspection prior to services being turned on

5. DRYWALL INSPECTION
   - After drywall is in place, but before taping and finish is applied

6. FIRE DEPARTMENT INSPECTION
   - As deemed necessary upon review

FINAL INSPECTION
   - After building is complete and prior to occupancy (includes landscaping and clean up)
   - Sidewalk construction

NOTICE: STREET AREA MUST BE CLEANED DAILY THROUGHOUT CONSTRUCTION

Inspections are performed Monday through Friday, excluding holidays. Request for inspections must be called in for at least one day prior to the inspection.

☐ By signing this application, I acknowledge the code requirements related to this project;
   - I acknowledge that the information I have provided is complete and accurate to the best of my knowledge.
   - I acknowledge that it is the responsibility of the applicant to contact the Community Development Department if work needs to be performed beyond the scope of work listed on this building permit.

SIGNATURE    ☐ Owner ☐ Representative  PRINTED NAME (if not listed above)
For Office Use Only

<table>
<thead>
<tr>
<th>Department of Community Development</th>
<th>Water / Sewer Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Approved</td>
<td></td>
</tr>
<tr>
<td>Cost of Construction (per International Valuation Data):</td>
<td>Commercial Water Tap $</td>
</tr>
<tr>
<td>Building Permit Fee (attach permit calculation form): $</td>
<td>Water Deposit (Plus Turn on Fee) $</td>
</tr>
<tr>
<td>Occupancy Permit Fee $</td>
<td>Irrigation Tap $</td>
</tr>
<tr>
<td></td>
<td>Commercial Sewer Tap $</td>
</tr>
<tr>
<td></td>
<td>Sewer Inspection $</td>
</tr>
<tr>
<td></td>
<td>Deposit &amp; Turn-on Fee for Irrigation $</td>
</tr>
<tr>
<td></td>
<td>Credit for Existing Water Service</td>
</tr>
<tr>
<td><strong>AMOUNT DUE:</strong> $</td>
<td><strong>AMOUNT DUE:</strong> $</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT DUE:** __________________________

________________________
APPROVED BY BUILDING OFFICIAL

DATE

Attached to this application is a copy of the Plan Review Comments from:  
☐-Building Official  ☐-Plumber  ☐-Fire Department
☐-City Engineer  ☐-Water /Sewer Dept.  ☐-Other________________________

Copy to:  
☐ Public Works  ☐ City Engineer  ☐ Fire  ☐ Police (new construction only)