



City of Collinsville
COMMERCIAL BUILDING PERMIT APPLICATION
 Department of Community Development
 Building Division (618) 346-5200 Ext. 1126
 Type 'B'

PERMIT NO.:

FOR NEW CONSTRUCTION, TENANT FINISH, RENOVATION, OR ADDITION

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:

GENERAL EMAIL ADDRESS:		
ELECTRICIAN: Must be Qualified		<input type="checkbox"/> Qualified
PLUMBER: Must be Licensed		License No.:
ROOFER: Must be Licensed		License No.:
HVAC:		

CERTIFICATION: By signing below, applicant certifies the following:

- APPLICANT SHEALL 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>
- 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 LOCATION 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)

