



Mascoutah  
ILLINOIS

3 West Main St, Mascoutah, IL 62258  
(618) 566-2964 ext. 107

[permits@mascoutah.com](mailto:permits@mascoutah.com)

## COMMERCIAL BUILDING PERMIT APPLICATION

\*\*\*Office Use Only\*\*\*

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Permanent Parcel

No. \_\_\_\_\_

Building Permit Application

No. \_\_\_\_\_

Date: \_\_\_\_\_

Fee Received: \$ \_\_\_\_\_

### 1. APPLICANT AND OWNER

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of

Construction \_\_\_\_\_

Email Address \_\_\_\_\_

### 2. LOCATION OF PROPOSED CONSTRUCTION

Address of Proposed Construction \_\_\_\_\_

Parcel No. \_\_\_\_\_ Subdivision Name \_\_\_\_\_

Zoning District \_\_\_\_\_ Lot No. \_\_\_\_\_

### 3. PROPOSED CONSTRUCTION

( ) Commercial-NEW ( ) Alterations or Additions to Existing Buildings ( ) Other

### 4. PLANS AND SPECIFICATIONS

A. Site Plan. Draw a site plan of the property to scale that shows the following:

1. The names and locations of all adjoining streets
2. The location and dimensions of all lot lines
3. The distance between all lot lines and every building or structure and between buildings
4. The location and dimensions of all existing and proposed buildings, driveways, and parking areas

B. Detailed drawings or plans for all proposed structures

C. Specifications. For each building, structure, or use (existing and proposed identification on the plat, give the following information, if applicable:

Structure	Height in Feet	Number of stories	Number of Employees	Number of Parking Spaces
EXISTING				
PROPOSED				

Estimate of cost \_\_\_\_\_ Building sq ft. \_\_\_\_\_ Lot sq ft. \_\_\_\_\_

First Floor sq ft. \_\_\_\_\_ Second Floor sq ft. \_\_\_\_\_ Garage sq ft. \_\_\_\_\_

Basement sq ft. (Finished) \_\_\_\_\_ Basement sq ft. (Unfinished) \_\_\_\_\_ Front Porch sq ft.

Covered Patio sq ft. \_\_\_\_\_ Accessory sq ft. \_\_\_\_\_

Type of material: \_\_\_\_\_

### 5. SPECIAL REQUIREMENTS, IF ANY

A. Is written approval of the Board of Zoning Appeals required? \_\_\_\_\_

If "yes" explain: \_\_\_\_\_

B. Is variation or special exception to any provision of the Zoning Ordinance requested?

\_\_\_\_\_ If "yes" explain: \_\_\_\_\_

**6. CONTACTOR INFORMATION**

General Contractor _____	Phone No. _____
Address _____	Email Address _____
Electrical Contractor _____	Phone No. _____
Address _____	Email Address _____
Plumbing Contractor _____	Phone No. _____ License No. _____
Address _____	Email Address _____
Roofing Contractor _____	Phone No. _____ License No. _____
Address _____	Email Address _____

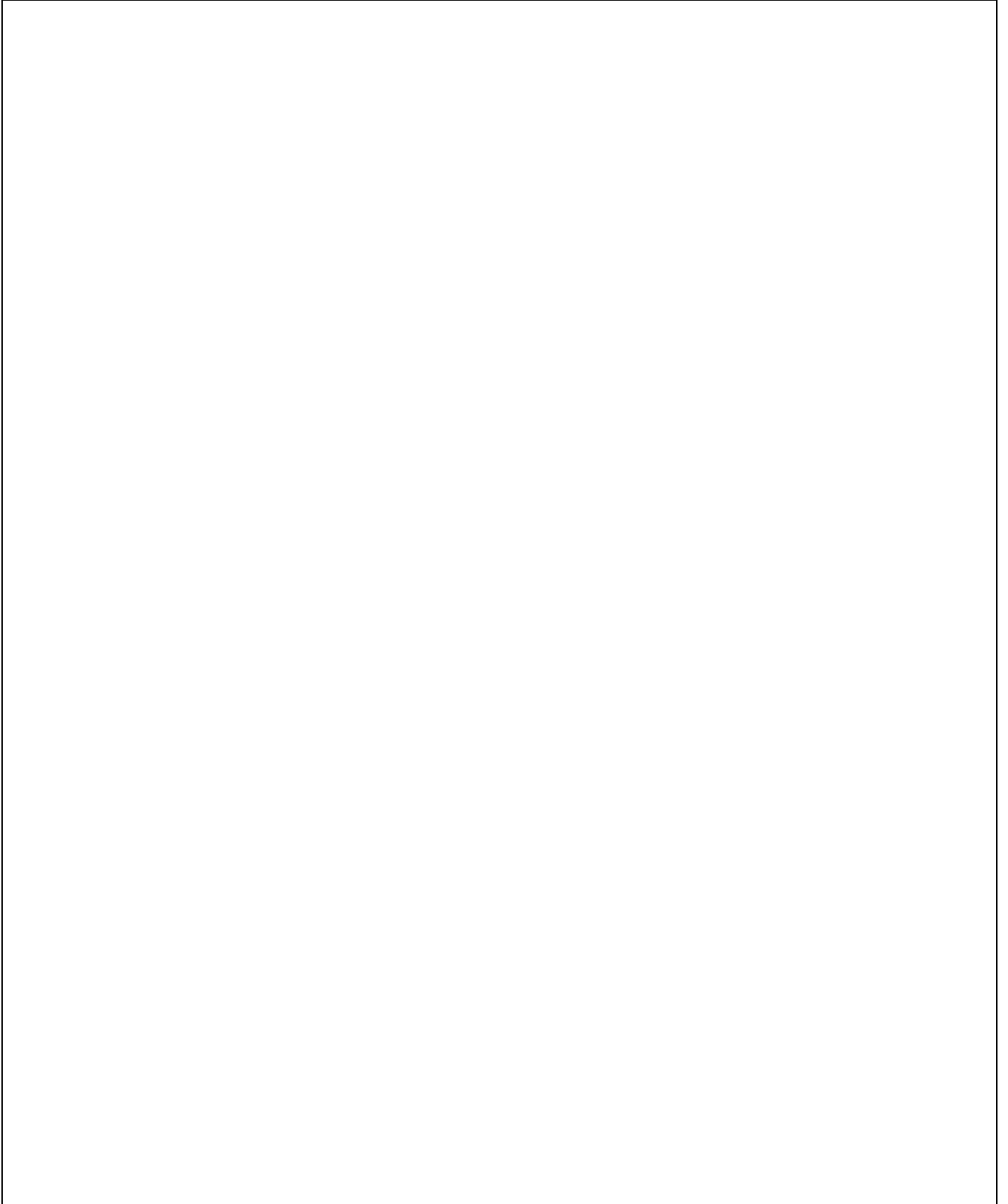
It is understood that any Permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by other ordinances, codes, or regulations of the City of Mascoutah. The applicant further agrees to notify the Enforcing Officer at the stages of construction stated on the Permit, if granted. It is further understood that if construction is not started within six (6) months of the date of issuance of this Permit, the Permit shall become null and void.

\_\_\_\_\_  
APPLICANT SIGNATURE

DATE: \_\_\_\_\_

**Please allow 5 business days for permit processing.**

# SITE PLAN





<b>COMMENTS</b>	Stage of construction: _____ Closest Pole or Pad mounted Transformer #: _____ Directions: _____ _____ <b>Submitted By (Required):</b> _____
<b>CITY USE ONLY</b>	<b>Work Request #</b> _____ Total Fee: _____ Having received the above fee from _____ on _____, this application is hereby granted.