



Mascoutah  
ILLINOIS

3 West Main St, Mascoutah, IL 62258  
(618) 566-2964 ext. 140

# 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 \_\_\_\_\_  
Preferred Method of Contact ( ) Phone ( ) Email  
Name of Owner \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address of  
Instillation \_\_\_\_\_  
Email Address \_\_\_\_\_  
Preferred Method of Contact ( ) Phone ( ) Email

## 2. LOCATION OF PROPOSED CONSTRUCTION

Address of Proposed Construction \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
Zoning District. \_\_\_\_\_ Lot # \_\_\_\_\_

## 3. PROPOSED CONSTRUCTION

( ) Single Family Residence ( ) Duplex ( ) Apartments ( ) Garage ( ) Carport  
( ) Commercial ( ) Alterations or Additions to Existing Buildings ( ) Swimming Pool - underground  
( ) 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. \_\_\_\_\_

## 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: \_\_\_\_\_



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**6. CONTRACTOR INFORMATION**

General Contractor _____	Phone No. _____	
Address _____	Email Address _____	
Electrical Contractor _____	Phone No. _____	
Address _____	Email Address _____	
Plumbing Contractor _____	Phone No. _____	License # _____
Address _____	Email Address _____	
Roofing Contractor _____	Phone No. _____	License # _____
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: \_\_\_\_\_

City of Mascoutah  
3 West Main Street  
Mascoutah, Illinois 62258  
(618) 566-2964 x 140

**Hours 8:00 a.m. – 5:00 p.m.**

## **BUILDING INFORMATION SHEET**

All structures and improvements in the City of Mascoutah are required to first receive appropriate building permits before construction can occur. This handout is intended to provide basic information regarding these activities. If there are any questions about the applicability of the City's various codes please feel free to call Jesse Carlton, Public Works Director at (618) 566-2964 x 140.

All ground disturbing activities in the unincorporated area of St. Clair County **MUST FIRST FILE A SEDIMENTATION AND EROSION CONTROL PLAN** with the St. Clair County Soil and Water Conservation District prior to a building permit being issued. Soil and Water Conservation office is located at 2031 Mascoutah Road, Belleville, Illinois; phone number is (618) 233-5577.

Property must have an **assigned address** from the 9-1-1 Coordinating office prior to a building permit being issued. The 9-1-1 Coordinating office is located at 101 First St., Belleville, Illinois, (618) 277-7316.

If this is an application for a **commercial/industrial structure**, (2) two sets of plans and specifications designed by the architect that is licensed and registered in the State of Illinois must accompany this application. The seal must appear on all sheets of the plans and specifications. You must also have a **letter from the architect** indicating that the plans are for the construction as being submitted.

## **Code Regulations**

The City of Mascoutah has adopted the following codes:

- International Building Code 2003
- International Residential Code 2003
- International Mechanical Code 2003
- International Fuel Gas Code 2003
- International Energy Conservation Code 2018
- 2005 National Electrical Code
- Illinois Plumbing Code 2004
- Illinois Roofing Industry Act

# INSPECTIONS

TO SCHEDULE ALL INSPECTIONS CALL SCOTT MEINHARDT (618) 779-7457

**APPROVAL REQUIRED:** Work shall not be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the inspector. Such written approval shall be given only after an inspection shall have been made of each successive step in the construction as indicated by each of the inspections required below. Please have the lot, subdivision, and street address available when requesting any inspection. **Permit holders must call to schedule all required inspections.**

## FOUNDATION & FRAMING INSPECTIONS

1. **FOOTING INSPECTIONS:** Commonly made before poles or piers are set, or after trenches or basement areas are excavated and forms erected and any required reinforcing steel is in place, and prior to the placing of concrete.
2. **FOUNDATION OR BASEMENT WALL INSPECTION:** Made after footing and drain tile system (when required) are in place and when foundation or basement walls are at least two (2) feet high, but before backfilling the wall and before proceeding with superstructure.
3. **FRAMING & MASONRY INSPECTION:** Made after the roof, masonry, all framing, firestopping, and bracing are in place and all electrical, plumbing, heat ducts, vents, chimneys, and other equipment are installed, complete or roughed in, and prior to concealment.
4. **PLUMBING, ELECTRICAL & MECHANICAL INSPECTIONS:**
  - a. **ROUGH-IN INSPECTIONS:** Usually made at the same stage of construction completion as for the **Framing & Masonry** inspection, made prior to concealment of the electrical, plumbing, ducts, vents, chimneys, and other equipment, and before the fixtures are set.
5. **LATH OR WALLBOARD INSPECTION:** Made after all lathing or wallboarding of the interior is in place, but before any plastering is applied or before the wallboard joints and fasteners are taped and finished.

## FINAL INSPECTION (Occupancy)

- **FINAL INSPECTION:** Made after the building is completed and ready for occupancy, but before occupancy. **House numbers and sidewalk must be in place prior to occupancy.**

**OTHER INSPECTIONS:** In addition to the called inspections listed above, the Building Official may make or require any other inspections to determine compliance with the City's building, plumbing, electrical, and zoning codes and other laws enforced by the City.

## POOLS

- Excavation inspections for above ground pools not required.
- All excavation work for any type of in-ground pool must be inspected before placement of concrete.
- Rough Electric: before placement of any concrete.
- Final Inspection for electrical and structural including all barriers and door alarms.

## DECKS

- Pier holes – minimum of 30" below finished grade.
- Call **before** concrete is poured.
- Rough Electrical inspection (if any).
- Final Structural (and electrical, if any) Inspection.

## SIGNS

- Footing of pier hole(s) inspection.
- Final Electric.
- Final Sign Structure.