

VILLAGE OF BETHALTO
COMMERCIAL BUILDING PERMIT
APPLICATION



Village of Bethalto
Building and Zoning Department
101 S. Prairie Street

VILLAGE OF BETHALTO COMMERCIAL BUILDING PERMIT INFORMATION / REQUIREMENTS

I. APPLICATION REQUIREMENTS

1. GENERAL APPLICATION REQUIREMENTS

A building permit application must be completed by including information regarding the proposed project. Some of the information required includes the following: permanent parcel i.e. number; owners name, address and phone number; contractors name, address and phone number; license number for plumber, and roofing contractor; name of the utility company. Building Permits in the Village of Bethalto expire 18 months after they are issued.

2. HOURS OF OPERATION

Our office hours are from 9:00 a.m. to 4:30 p.m. building permit applications and zoning applications are accepted between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday.

3. PLAN REVIEW

Each set of commercial plans goes thru a plan review. Plans are checked for compliance with Village Ordinances, and then final approval goes to the Village Board of Trustees Building Committee for approval. This process takes approximately thirty days from the time we receive the plans to approval.



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II. GENERAL BUILDING REQUIREMENTS

1. BUILDING CODE

Village of Bethalto has adopted the following codes for Commercial Structures:

- *INTERNATIONAL BUILDING CODE 2015 EDITION*
- *INTERNATIONAL RESIDENTIAL BUILDING CODE 2015 EDITION*
- *INTERNATIONAL ENERGY CONSERVATION CODE 2015 EDITION*
- *INTERNATIONAL FIRE CODE 2015 EDITION*
- *INTERNATIONAL FUEL GAS CODE 2015 EDITION.*
- *INTERNATIONAL MECHANICAL CODE 2015 EDITION*
- *INTERNATIONAL PROPERTY MAINTENANCE CODE 2015 EDITION*
- *NFPA 101 LIFE SAFETY CODE 2015 EDITION*
- *NFPA 70 NATIONAL ELECTRICAL CODE 2014 EDITION*
- *ILLINOIS PLUMBING CODE 2014*
- *ILLINOIS ACCESSIBILITY CODE 1997*
- *SOUND DEADENING WALL DETAIL AND OTHER REQUIREMENTS FOR ATTAINMENT OF SOUND TRANSMISSIONS CLASS (STC) RATING OF 57 OR GREATER*

The codes, as well as all of their referenced supplemental codes shall be utilized for all building in addition to the requirements set forth in this document.

2. PLUMBING CODE

The 2014 edition of the Illinois State Plumbing Code, in its entirety, is the code that Village of Bethalto uses which sets forth the criteria for the installation of all plumbing. All plumbing must be installed by an Illinois licensed plumber, working under the supervision of an Illinois licensed plumbing contractor. All plumbing in residential and commercial/industrial construction must be inspected by the Village of Bethalto plumbing inspector. Sewer lines must have back flow prevention devices installed according to Illinois Plumbing Code.



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3. ELECTRICAL CODES

All wiring in the building must conform to the National Electrical Code and Village of Bethalto Electrical Requirements.

All electrical in commercial and industrial construction must be inspected by the Village of Bethalto electrical inspector.

All wires must be in approved conduit, the use of MC cable must have approval by the Village of Bethalto Electrical Inspector. Aluminum wire is not allowed.

- All work shall be done in accordance with the adopted version of the Village of Bethalto Electrical Code
- All work shall be done in a neat and workman like manner
- All electrical service shall be grounded by means of a copper ground rod min 8ft by 5/8th
- Grounding bridge is required
- No water pipe grounds are permitted to be used as a ground
- All electrical service must use galvanized rigid steel conduit
 - All underground services shall be rigid galvanized steel
 - PVC is allowed below grade
- All electrical circuits are to be a minimum of #12-gauge copper, and grounds are required
- **All new and service upgrades must have an outside disconnect**
- All exterior exposed conduit must be galvanized rigid steel
- #14 gauge is prohibited
- No MC Cable is permitted
- Aluminum wire is not allowed
- All commercial buildings must be encased in EMT conduit.

The Village of Bethalto requires inspections to be conducted during construction projects. The permit holder and or contractor is responsible for calling and scheduling inspections. The inspections identified below are the minimum inspections the Village requires for electrical work. The Building and Zoning Administrator and or the Electrical Inspector for the Village may require additional inspections depending on the project size and scope of work being conducted. This permit must be posted in a conspicuous location at the residence visible from the street.

4. ROOFING

All roofing must be nailed or stapled as recommended in the manufacturer's specifications.

Metal Roofs are allowed

A licensed certified roofing contractor, licensed with the State of Illinois, will be required for installation of any roof on a commercial building.



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5. STAIRWELL, OPENINGS, PROTECTION DURING CONSTRUCTION

All open stairwells or other openings where a safety hazard exists, must be protected during construction, i. e. handrails, etc.

6. LIFE SAFETY- SEE NFPA 101 LIFE SAFETY CODE 2015 EDITION

7. FIRE CODE-

Section 503.1.2 Additional access: as to where additional access is needed, any new building Commercial and or Multi-Family with 10,000 square feet or more, will have additional paved access roads to at least 3 sides of the building.

Additional Requirements- Where FDC are required and installed a visual strobe shall be installed for fire department notification

Any new or remodeled commercial building shall have a Knox Box installed for Fire Department access.

7. OTHER REQUIREMENTS

Each commercial permit must include the following prior to having a permit issued:

- ✓ 3 Sets of engineered plans and specifications (signed) ○ Area plan showing the building setbacks and property lines to all adjacent properties
 - Electrical plans ○ Sprinkler /
 - Fire Alarm plans ○ Plumbing
 - plans
- ✓ Commercial Energy Conservation code (COMM Check) info can be found at <http://energycode.pnl.gov/COMcheckWeb/>
- ✓ Compliance with all the listed codes in section II (1) of the building permit application packet
- ✓ Sign permit (IF APPLICABLE)
- ✓ Elevator permit as required by the Office of the State Fire Marshall (IF APPLICABLE)
- ✓ Specification sheet on approved backflow prevention device on sewer line
- ✓ Soil and Erosion Control Plans



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8. SIGN REQUIREMENTS

Detailed sign plans including electrical detail, location on the property are required. Also, the amount of street frontage and the total square foot of proposed square footage of all signs are required.

9. EROSION CONTROL

The Village of Bethalto has adopted a storm water and erosion control ordinance. All applicants of a building permit must demonstrate that the regulations for erosion control are met.

10. BUILDING PERMIT POSTING ON PREMESIS

Once the Village of Bethalto approves and issues the building permit, the permit will be issued to the Contractor / agent who filled out the permit. The permit contains permit number, location of project and it contains an inspector checklist. This permit card must be in a highly visible location and must be protected from the elements. During each inspection the inspector will sign off on the inspection. **All inspections must be completed prior to the Final Building inspection.** After the final inspection the building inspector will take the permit card with them, and then a certificate of occupancy will be issued.

11. WATER METERS

All water meter tap on fees and sanitary sewer tap on fees shall be paid in advance at the Bethalto Water Department at 101 South Prairie St. 618-377-8013.



Village of Bethalto
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101 S. Prairie Street
Bethalto, IL 62010
Office 618-377-7697 – Fax 618-377-5264
e-mail: zoning@bethalto.com

CONSTRUCTION SCHEDULE

The building inspection code of Bethalto is enforced by complete inspection of buildings as work is performed. Builders are responsible for contacting the Inspectors at the times outlined below. Periodic inspections will be made at discretion of Inspector as work progresses. Builders are expected to comply with this procedure.

Building and Zoning Administrator Tim Brown, has approval over all permits. Should there be zoning questions, he should be contacted at 377-7697.

BUILDING INSPECTOR: Call Lee Friedel, at 377-7697 to notify him: **(24 Hour Notice)**

ELECTRICAL INSPECTOR: Call Tim Henson at 377-7697 for inspection. **(24 Hour Notice)**

PLUMBING INSPECTOR: Call Greg Fowler at 377-7697 for inspection **(24 Hour Notice)**

MECHANICAL INSPECTOR: Call Lee Friedel at 377-7697 **(24 Hour Notice)**

FIRE SUPPRESSION SYSTEM: Call 377-7697 **(24 Hour Notice)**

1. Rough wiring of system or plumbing of system
2. Final inspection of system

NOTE: ALL CONSTRUCTION WASTE MUST BE REMOVED FROM JOB SITE, NO BURYING OR BURNING IS PERMITTED.



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DETAILED BUILDING INFORMATION

Total building SQ FT: _____

Number of Stories: _____

First Story SQ FT: _____

Second Story SQ FT: _____

Basement SQ FT: _____

Other SQ FT (specify): _____

HEIGHT TO PEAK OF ROOF: _____

TOTAL NUMBER OF PLUMING FIXTURES: _____

TOTAL NUMBER OF ELECTRICAL AMPS: _____

USE GROUP CLASSIFICATION (IBC 2006)

Assembly - A1		Assembly - A2		Assembly - A3		Assembly - A4		Business - B	
Education - E		Factory - F1		Factory – F2		High Hazard – H		Institutional – I1	
Institutional - I2		Institutional – I3		Institutional – I4		Mercantile – M		Storage – S1	
Storage S-2		Utility - U							

TYPE OF CONSTRUCTION (IBC 2006)

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

DISCLAIMER: ANY AND ALL OSHA VIOLATIONS OBSERVED BY THE ZONING ADMINISTRATOR AND/OR INSPECTION



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STAFF WILL IMMEDIATELY NOTIFY OSHA OF SAID VIOLATIONS.

(APPLICANT'S INITIALS)

SIGNATURE OF OWNER OR APPLICANT

VILLAGE OF BETHALTO PERMIT APPLICATION FORM

PERMIT #: _____ DATE _____ ZONING: _____

PARCEL NO. _____

911 ADDRESS _____ CONSTRUCTION COST _____

TYPE OF IMPROVEMENT _____

OWNER _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____

GEN.CONTRACTOR _____

ADDRESS _____

CITY/STATE/ ZIP _____

PHONE _____

SEE BACK PAGE FOR ADDITIONAL CONTRACTOR INFORMATION

SIGNATURE OF OWNER OR THE AUTHORIZED AGENT

Building and Zoning Administrator
Office 618-377-7697 – Fax 618-377-5264
e-mail: zoning@bethalto.com

MECHANICAL CONTRACTOR: _____ LICENSE # _____



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Office 618-377-7697 – Fax 618-377-5264
e-mail: zoning@bethalto.com

ADDRESS: _____ PHONE: _____

CITY / STATE / ZIP: _____

PLUMBING CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____ PHONE: _____

CITY / STATE / ZIP: _____

ROOFING CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____ PHONE: _____

CITY / STATE / ZIP: _____

SPRINKLER CONTRACTOR: _____ LICENSE # _____

ADDRESS: _____ PHONE: _____

CITY / STATE / ZIP: _____



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SIGN INFORMATION

LOCATION OF ALL SIGN(S) ON BUILDING AND LOT:

STREET FRONTAGE _____

TOTAL AREA OF EXISTING SIGNS _____ SIGN HEIGHT: _____

ELECTRICAL SERVICE: Y N

ATTACH DETAILED DRAWING OF SIGN AND ELECTRICAL INFORMATION

The Zoning Administrator shall not issue a permit for any street graphic which is so located that it might fall upon the public right-of-way until the applicant has obtained a liability insurance policy covering all damages or injuries which might be caused by such an event. The insurance policy shall have liability limits of not less than Three Hundred Thousand Dollars (\$300,000) for property damage and Five Hundred Thousand Dollars (\$500,000) for personal injuries. This municipality, its officers, agents, and employees shall be named as additional parties insured. The applicant shall be responsible for keeping said policy in force.



THE FOLLOWING EROSION AND SEDIMENT CONTROL MEASURES AND INSPECTION PROCEDURES MUST BE FOLLOWED FOR RESIDENTIAL PERMITS:

Erosion and Sediment Control Measures:

1. Erosion and Sediment Control measures must be installed prior to the initial grading or clearing activity. All subsequent grading activities including rough and final grading also may not proceed unless erosion control measures have been installed.
2. All property lines adjacent to an improved tract of land, where water sheet flows off of the property, and all property lines adjacent to a street, must be seeded and mulched immediately after the initial grading or clearing. Temporary vegetation shall be established using the seeding rates in the attached brochure. The width of the seeding/mulching must be at least eight feet in width. Temporary vegetation must be established in these areas as soon as the seasonal weather permits. If cut and fill operations occur during a season not favorable for immediate establishment of permanent ground cover, a fast germinating annual such as rye grasses or sudan grasses shall be utilized to retard erosion. Where existing vegetation is not disturbed in sufficient width to prevent the release of sediment from the site, then temporary seeding and mulching will not be required in these locations. Siltation fences or straw bales must be properly installed in all areas where water sheet flows from the lot onto another piece of property or to a natural drainage way.
3. In areas where erosion siltation fencing or straw bales are not adequate due to the volume of rain water running through the location, other erosion control devices such as earth ridge diversion berms must be used.
4. Siltation and Erosion Control devices shall be installed following the attached diagrams
5. A temporary rocked driveway must be installed for vehicles entering and leaving the site. The rocked drive must be a minimum of 4 inches deep. All delivery and work vehicles must utilize the rocked area to avoid dirt and mud being tracked onto the street.
6. When dirt or mud has washed onto the street, it is the applicant's responsibility to immediately remove the dirt.
7. Erosion Control measures must be maintained. All building inspections will include an inspection of the erosion and sediment control measures. If the measures are not properly installed, or are not functioning, the building inspection will be denied. Continued failure to comply with these restrictions may result in a stop work order being placed on the construction activity.
8. When clearing and/or grading operations are completed or suspended for more than 30 days, all necessary precautions shall be taken to retain soil materials on site. Protective measures may be required by the Zoning Administrator such as permanent seeding, periodic wetting, mulching, or other suitable means.
9. Temporary siltation control measures (structural) shall not be removed until permanent final vegetation is established at a sufficient density to provide erosion control on the site.
10. Additional siltation control may be required as deemed necessary by the Village of Bethalto.



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Description of proposed development: _____

Size of Site (Acres or S.F.): _____

Total Proposed Square Footage of Impervious Surface: _____

Total Proposed Square Footage of Land Disturbing Activity: _____

Is any portion of the land disturbing activity within 25 feet of a river, lake, pond, stream, sinkhole, or wetland? _____

Zoning Classification: _____

Brief Description of Proposed Sediment and Erosion Control System: _____

SIGNATURE OF OWNER OR THE AUTHORIZED AGENT

DATE