

## Checklist for Residential R-1 and R-2 Building Permits

The building permit authorizes construction in accordance with applicable requirements of the Morton Municipal Code. The following is a checklist to guide the homeowner/contractor in complying with the applicable code requirements for residential R-1 and R-2 development.

If you have any questions throughout the building permit process, please contact the Zoning and Code Enforcement Officer, Brad Marks, at (309) 266-5361 Ext. 252. For additional information, please review the Morton Municipal Code which is located under the government tab at [www.morton-il.gov](http://www.morton-il.gov).

### **The following items are required in order to obtain a building permit**

- Complete set of house plans.
- Site plan illustrating house, driveway, sidewalk, patios, etc. and setback dimensions to the front, rear and side property lines. Also included shall be size and location of all decks and patios to be constructed.
- Grading plan illustrating top of foundation, exterior earth, and top of concrete elevations. Also included shall be drainage patterns of the proposed lot, existing drainage patterns adjacent to the lot and erosion control features illustrating silt fence and the stabilized construction entrance. An example grading plan is available when requested.
- BTU load of the natural gas equipment to be installed. The gas meter shall be included on the site plan.
- REScheck for energy code requirements based on the plans submitted. Please note that a blower door test shall be performed prior to issuance of the final certificate of occupancy.
- List of contractors including but not limited to the general, electrical, plumbing, HVAC, concrete and excavating contractors.
- Electrical and plumbing permits shall be obtained separately and prior to issuance of the building permit.
- State license numbers for the roofing and plumbing contractors.

### **The following items are required prior to any construction on the site**

- Building permit shall be posted on the jobsite where it is visible from the street.
- Stake out inspection and overall inspection of the existing site shall be made prior to any earth work.
- Erosion control items shall be installed per the plan.