

Village of Morton Zoning & Code Enforcement Department

120 N. Main St., Morton, IL 61550

Phone: (309)266-5361 Fax: (309)266-5508 Email: bmarks@morton-il.gov

SUBMITTAL REQUIREMENTS & INFORMATION FOR A COMMERCIAL/RESIDENTIAL R3 & R4 NEW CONSTRUCTION BUILDING PERMIT (1 of 4)

The building permit authorizes construction in accordance with applicable requirements of the Morton Municipal Code. The following is a checklist to guide the owner/developer, architect, engineer, and contractor in complying with the applicable code requirements for commercial B-1, B-2 & B-3, industrial I-1 and I-2, and residential R-3 and R-4 development.

It is recommended that all proposed projects start with an informal meeting with appropriate staff to discuss the requirements of the potential project including the appropriate zoning for the project's intended use and whether a special use would be required within the applicable zoning district. If you have any questions throughout the building permit process, please contact the Zoning and Code Enforcement Officer, Brad Marks, and/or the Director of Public Works, Craig Loudermilk, at (309)266-5361. For additional information, please review the Morton Municipal Code which is located under the Government tab at www.morton-il.gov.

- A completed Commercial/Residential R3 and R4 New Construction Building Permit Form

- Site plans (3 sets), signed and sealed by a Licensed Professional Engineer (IL), shall be submitted for review along with a digital media copy in an ESRI Shapefile. The site plans shall acknowledge and include all requirements of Site Plan Review in sections 10-4-6 and 10-4-7 of the Morton Municipal Code, including the following:
 - Existing and proposed structures, drives and parking areas on the subject property
 - Right-of-way width and street width of abutting streets and alleys
 - Existing storm water drainage patterns on the subject property and within 100' of the property line
 - Existing and proposed utilities and connections to Village utilities
 - Size of private water service to supply building for both domestic and fire protection system including gpm requirement for water meter sizing
 - Storm water detention plans and calculations, grading/drainage plan with elevations and contours
 - Dimensioned off-street parking and loading plan meeting VOM requirements including ADA parking space requirements
 - Erosion control plan
 - Proposed site lighting with photometric analysis as required
 - Sign locations and details
 - Landscape plan that meets section 10-4-6(B)5 of the Morton Municipal Code

- EPA water, sewer and NPDES permit applications as required

Signature of Applicant: _____

Date: _____

By my signature, I acknowledge I have read the requirements listed above, have completed all pages of this permit application, and have provided any additional documentation and fees required.

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SUBMITTAL REQUIREMENTS & INFORMATION FOR A COMMERCIAL/RESIDENTIAL R3 & R4 NEW CONSTRUCTION BUILDING PERMIT (2 of 4)

- Architectural plans (2 sets), signed and sealed by a Licensed Architect (IL), shall be submitted for review along with a .pdf copy and shall include the following:
 - Building code requirements to be shown on the cover sheet or on a separate sheet within the drawings:
 - Egress requirements
 - Occupancy type / mixed occupancy types
 - Construction type
 - Allowable building area / actual building area
 - Fire separations / fire areas required
 - Dimensioned floor plans of all levels
 - Building elevation views that illustrate decorative masonry requirements and building height for compliance with Village Ordinances
 - Project manual if one is provided for the project

- A completed Natural Gas Service Application (if applicable)

- 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.

- Electrical and plumbing permits shall be obtained in conjunction with the Commercial/Residential R-3 and R-4 building permit.

- It is the responsibility of the permit applicant to request all inspections. All inspections shall be requested by notifying the appropriate inspector with no less than 48 hours advanced notice. A list of required inspections and the inspectors contact information will be provided.

- All work is to be done in compliance with the 2015 International Residential Code, 2015 Mechanical Code, 2018 International Energy Conservation Code, 2014 National Electrical Code, 2015 International Fire Code, current edition of the Illinois Plumbing Code, and the Morton Subdivision Construction Details and Standard

Signature of Applicant: _____

Date: _____

By my signature, I acknowledge I have read the requirements listed above, have completed all pages of this permit application, and have provided any additional documentation and fees required.

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COMMERCIAL/RESIDENTIAL R3 & R4 NEW CONSTRUCTION BUILDING PERMIT FORM (3 of 4)

Note: If the property owner and applicant are different, please provide the following information for both parties

PROPERTY OWNER/APPLICANT: _____ Email: _____
Address: _____ Phone: _____

GENERAL CONTRACTOR: _____ Email: _____
(IF OWNER MARK "SELF")
Address: _____ Phone: _____

ELECTRICAL CONTRACTOR: _____ Email: _____
Address: _____ Phone: _____

PLUMBING CONTRACTOR: _____ Email: _____
Address: _____ Phone: _____
State Plumbing License #: _____ Contractor License #: _____

HVAC CONTRACTOR: _____ Email: _____
Address: _____ Phone: _____

EXCAVATOR: _____ Email: _____
Address: _____ Phone: _____

CONCRETE CONTRACTOR: _____ Email: _____
Address: _____ Phone: _____

ROOFING CONTRACTOR: _____ Email: _____
Address: _____ Phone: _____
State License #: _____

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COMMERCIAL/RESIDENTIAL R3 & R4 NEW CONSTRUCTION BUILDING PERMIT FORM (4 of 4)

SITE & PROJECT INFORMATION

NOTE: Meeting the correct setbacks from the property line is the responsibility of the owner/applicant

Subdivision _____ Lot Number and/or Site Address _____

Building Setback from Front Property Line _____ Pavement Setback from Front Property Line _____

Building Setback from Rear Property Line _____ Pavement Setback from Rear Property Line _____

Building Setback from Side Property Lines _____ & _____

Pavement Setback from Side Property Lines _____ & _____

Project Description (be specific) _____

Estimated Cost of Construction: \$ _____

DETAILS OF PROPOSED CONSTRUCTION

Type of Frame:

- Masonry
- Structural Steel
- Wood
- Reinforced Concrete
- Other

Basement:

- Yes
- No

Patio:

- Yes Size: _____ x _____
- No

Deck:

- Yes Size: _____ x _____
- No

Type of Heating Fuel:

- Gas
- Electricity
- Other _____
(Specify)

Type of Sewage Disposal:

- Public Sewer
- Private System

Type of Water Supply:

- Public
- Private

Gallon Per Minute Usage:

- Domestic _____
- Fire Sprinkler _____
- Lawn Sprinkler _____

RPZ:

- Yes (Qty. _____)
- No

Exterior Walls:

- Brick Veneer
- Stone Veneer
- Wood Siding
- Aluminum Siding
- Vinyl Siding
- Concrete Block
- Stucco
- Metal
- Other _____
(Specify)

Shape of Roof:

- Gable
- Hip
- Flat

Kind of Roof:

- Asphalt Shingles
- Wood Shingles
- Metal
- Built-up

Finished Square Footage: _____

Basement Square Footage: _____

Garage Square Footage: _____

Total Square Footage: _____

Number of Stories (include basement):

Building Size:

Width _____

Depth _____

Building Height: _____

Number of Bathrooms: _____

Number of Off-Street Parking Spaces:

Enclosed _____

Outdoors _____

Standards for Gas Meter Installation and Customer Piping Requirements

Morton Municipal Gas -- Morton, Illinois

(Revised March - 2014)

Following are requirements for the installation of gas meters for residential, commercial and industrial applications. Some requirements are specific to residential meters only and are identified as such. Every specific requirement may not be addresses in these standards, however the Village of Morton retains the right to require changes in installation as required by code or other safety related conditions.

Gas Meter Location

- 1) Residential gas meters may be only installed within 15 feet of either front outside or inside corners of the house unless otherwise approved by the Superintendent of Gas Distribution. This will assure a safe approach to the gas meter and eliminate most conflicts with fences, decks, patios, etc. **(See Figure A)**
- 2) Any Potential Ignition Sources such as: electric meters, air conditioners, etc., **may not** be located within **3 feet** in all directions of any regulator or relief vents regardless of meter set type and design. **(See Figure B)**
- 3) All gas meters must be located in a readily accessible location and in an area that protects the gas meter from damage such as: Vehicles, water, ice, falling objects, etc.
(Note: Gas Meters will not be allowed to be installed behind any fenced area, under decks or surrounded by any structure or enclosure that may prohibit 24 hour access.)
- 4) Meter sets will **not be allowed** to be installed in the following locations:
 - Under or in front of operable windows used for egress or any other building openings and doors.
 - Under or in front of building and appliance vents or other air intakes.
- 5) The Village of Morton shall have the right to refuse installation of Gas Meter/Service if the desired location does not meet approval of the Superintendent of Gas Distribution.

Typical Residential Meter Set Standard *(See Figure B)*

- 1) Typical residential meters are as follows:
 - a. Normal residential meter capacity is: **500 scfh** (standard cubic feet per hour- based upon 2"wc differential across the meter).
 - b. Normal delivery pressure to the customer is: **7" w.c.** (water column) or **1/4 psi**.
 - c. Other customer requirements for capacity and/or pressure must be requested at the time of completing an "Application for Gas Service". (Meter, service and other appurtenances may require upgrading in order to meet customer load demand.)
- 2) The gas service, meter, regulator, meter valve, and fabricated meter set shall be installed by the Village of Morton Gas Distribution Department, and shall remain property of the Village of Morton.
- 3) Distance from centerline of the service riser to the outlet union (customer connection point), is **20 inches** for a residential meter set.
- 4) Normal gas service piping from the main to the residential customer meter set is typically 1/2 inch or 3/4 inch Polyethylene *(see 1a. above)*. A #12 coated copper wire is buried along with the plastic service terminating at the riser allowing electrical locating of the service line.

Commercial / Industrial Meter Sets

Commercial / Industrial meters sets may vary in design and configuration because of increased flow and pressure requirements. Flow requirements may vary from 600 scfh to over 100,000 scfh. Customer requirements for delivery pressure may vary from 7" w.c. (.25 psi) to distribution pressure (40-60 psi).

- Typically, large capacity commercial / industrial sets will be fabricated using welded and flanged fittings. Meters may be large diaphragm (600-1000 class), rotary or turbine meters (with or without electronic instruments).
- It is critical that the customer engineer or architect provide specific pressure and flow requirements in order to design and build the correct gas meter set.

Customer Piping Requirements

- 1) *Customer-owned Piping*: Is all piping, either above or below, ground that is located after the outlet connection of the meter; or in the case of fabricated meter sets, the first connection point (which may be a union, flange or coupling) that is located after the fabricated section of the meter setting.
- 2) The Village of Morton **does not** provide maintenance on Customer-owned gas piping; which includes: repairs on piping and appliances (if needed), locating for excavation and periodic inspection for leaks and corrosion.
- 3) The final tie-in of the gas line to the outlet (customer) side of the meter is the responsibility of the property owner and must be made by a qualified installer who shall adhere to the guidelines set forth in the latest edition of the American National Standard "National Fuel Gas Code", also identified by National Fire Protection Association #54 and ANSI Z223.1. [Ref. VOM Ord. 8-2-10 (B)]
- 4) Customer piping connected to the meter set **must be** black iron. Corrugated Stainless Steel Tubing (CSST) is **not allowed** for use as a piping system. CSST may only be used in a fireplace application, provided it is properly bonded, grounded, meets manufacturer's installation specifications and is not longer than 6 foot in length. If used in a fireplace application, a shut off valve must be installed upstream of the CSST and be readily accessible and permanently identified as per ANSI Z223.1-71.
- 5) Customer piping that will be operated at a pressure of 10 psi or more, **must be** welded.
- 6) Installation will not be considered complete until a pressure test of all piping and appurtenances conducted in the presence of Village employees. (labor, materials, and equipment to be furnished by the contractor) [Ref. VOM Ord. 8-2-10 (E)] (See: Pressure Testing of Customer Piping)
- 7) The Village shall have the right and option to demand changes, removal, or replacement of any pipe, fixture, or apparatus which is considered to be faulty, inadequate, or hazardous, provided, however, that this provision shall not obligate the Village in any way or manner. The Village shall have the right to refuse or discontinue gas service without notice to its customers if the Village finds any apparatus or appliance in operation which would be detrimental or hazardous to the efficient operation of the existing facilities. [Ref. VOM Ord. 8-2-10 (G)]
- 8) Temporary service (e.g. for construction) is **not permitted** in residential construction. All piping, appliance valves and vent piping must be in place before a final pressure test will be allowed and final connection to the meter set is made.
- 9) Customer-owned yard lines (e.g.: yard lights, gas grills, pool heaters, etc.); Shall be installed by use of standard installation procedures as outlined in the "National Fuel Gas Code", also identified by National Fire Protection Association #54 and ANSI Z223.1.
- 10) If Polyethylene gas pipe is used:
 - a. It must be only used in a below-ground application (installed with #12 copper trace wire).
 - b. All connections must be made below-ground, PE pipe cannot terminate aboveground.
 - c. Polyethylene pipe must meet the ASTM D 2513 standard.

Pressure Testing Of Customer Piping

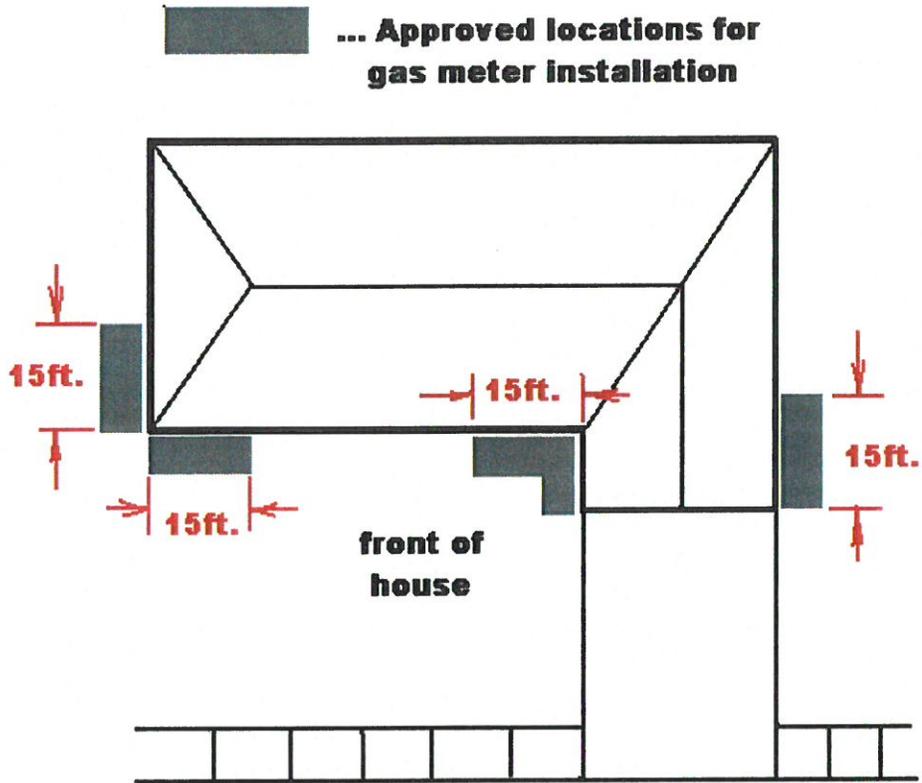
Pressure Testing Details:

- 1) System will be pressurized to two and one-half (2 1/2) times the customer operating pressure or to five (5) psi, whichever is greater.
- 2) Said pressurization shall be held for ten (10) minutes, with no drop in pressure. The Village may require a longer test period if the size of customer system is extensive.
- 3) The gauge being used shall measure in increments of one-half (1/2) psi. The gauge shall not be greater than 30 psi.
- 4) The Village shall be given notice of the test no less than four (4) hours prior to the proposed test time, and during normal working hours (7:30am to 4:00pm).
- 5) If the initial pressure test fails, it will be rescheduled. The Village may charge actual costs for time involved in re-testing.
- 6) The installer must be present at the time of the test.
- 7) Service will not be turned on until a successful pressure test is completed.
- 8) It is a violation of [VOM Ordinance 8-2-22] to tamper with the meter, regulator or any parts of the gas system belonging to the Village of Morton.

Other Guidelines:

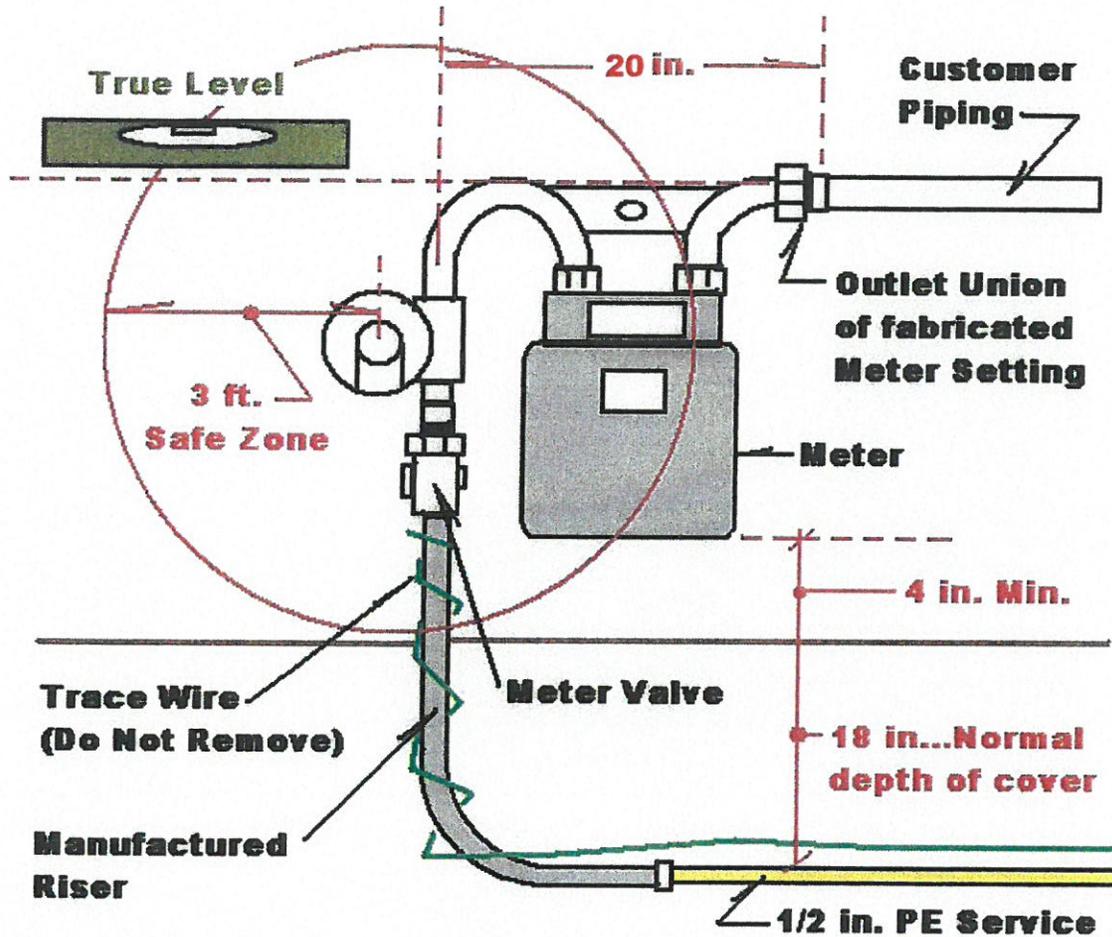
- 1) Test may be easily performed by using an air line connector attached to a valve, tee with gauge, and test medium such as portable air tank, air compressor, or hand pump. Test medium may be air or inert gas, such as Nitrogen (N₂) or Carbon Dioxide (CO₂).
- 2) **Do Not** connect customer piping to the outlet connection of the meter set during the test. The service regulator contains an over-pressure relief device that will discharge excess gas pressure resulting in a failed pressure test or damage to the regulator.
- 3) Cap all appliance piping before the appliance regulator, if any, and after appliance valves (which must be in place). Appliance regulators may not withstand the higher test pressure.
- 4) A pretest performed by the installer before arrival of the Village employee is advisable. Any leaks can be found with a soapy solution brushed or sprayed on all fittings and joints.

**Approved Location of Residential Meter Set
(Figure A)**



(Figure B)

RESIDENTIAL GAS METER STANDARD
Morton Municipal Gas ... Morton, Illinois



3 ft. "SAFE ZONE"

All ignition sources such as: electric meters, air conditioners, etc. **MUST NOT** be located within 3 ft. in all directions from the center of the regulator vent on the meter setting.

Keep meter sets a safe distance from windows, doors, air intakes or other vents.

NEVER install a meter set directly below any window that may be opened and used for egress.

NATURAL GAS SERVICE APPLICATION
Morton Municipal Gas -- Morton, Illinois
(Revised 01/23/2020)

Name: _____ Date: _____

Address: _____ Lot #: _____ Appl. No.: _____
(For Village Use)

EQUIPMENT: Please list **ALL** equipment and appliances at this location being operated with natural gas:

_____	rated at _____	BTU/Hour (Input Rating)
_____	rated at _____	BTU/Hour (Input Rating)
_____	rated at _____	BTU/Hour (Input Rating)
_____	rated at _____	BTU/Hour (Input Rating)
_____	rated at _____	BTU/Hour (Input Rating)

TOTAL: _____ **BTU/Hour (Input Rating)**

Desired Pressure (if other than normal 7" w.c. (1/4 psi): _____ **PSI** in. w.c.

Note: Service size, meter/regulator equipment and any Time/Material estimates are designed and based on the above information. Village shall not be liable for improper design or added costs if above information is not accurate. Applicant agrees to make a new application for any additional equipment or appliances to be added to his gas service after this application. The addition of equipment or appliances with total BTU input greater than that shown herein, without the filing and approval of the new application, shall constitute cause for total discontinuance of natural gas service by the Village.

APPLICATION / CONNECTION FEES: A fee of **\$1160.00** shall accompany each application for natural gas service for residential customers. Said fee shall include the installation cost of the service line (up to 60 feet), meter set (up to 500 scfh), as well as filing fees and any applicable utility taxes. Service line installation cost shall include an additional \$1.00 per foot in **excess of 60 feet** and/or any addition costs required because of addition customer load in **excess of 500 scfh** or desired pressure in **excess of 7" w.c.**

The fee for larger, commercial and industrial gas service shall be computed on a "Time and Material" basis. In addition, a charge of **\$5.00** per front foot of property for the right to tap-in to the gas main shall be due and payable before any connection is made. This charge, however, shall not apply to any gas main where the cost of same has been paid by the sub divider or owner.

INSTALLATION OF SERVICE: A gas service may only be installed by employees or agents of the Village of Morton. Scheduling of new gas service installation will be based upon a "first come-first served" basis considering the site and location is in a satisfactory condition for the work to be performed. The site must be rough graded to the final elevation and free of materials, vehicles, equipment and debris. The Village of Morton retains the right to suspend gas service installation during times when weather factors may prohibit safe installation practices (e.g. extreme cold conditions, frost, snow, ice, etc.) Temporary gas service **is not** available and contractors requiring heat during construction should seek other alternative sources.

LANDSCAPING: The applicant hereby agrees to re-landscape, including seeding or sodding, any areas excavated and backfilled by the Village, and to hold the Village harmless for any subsidence and/or sinking of any excavated area on his property.

EASEMENTS: The applicant, by the execution hereof, grants unto the Village the right to install and maintain the gas service line on the property to be served by said line and the right to extend along such property for the extension of mains and the making of other service connections from the same gas service line.

Appl. No. _____

DIAGRAM: Applicant should submit, in the space provided or additional attached drawing, a dimensioned diagram of the premises for which the natural gas service is being requested. Indicate the preferred location for the gas meter, as well as any underground structures, such as sump pump lines, buried down spouts, etc.

[The Village assumes no responsibility for damage done to unmarked underground obstacles.]

Note: All gas meter locations subject to approval by the Superintendent of Gas Distribution. Refer to "Standards for Gas Meter Installation and Customer Piping Requirements".

RULES AND REGULATIONS; PART OF CONTRACT: All of the rules and regulations concerning the Village's natural gas system in Section 8 - 2 of the Village Municipal Code, are incorporated and made a part hereof, and shall be binding on every gas customer and landlord.

_____ I have received a copy of "Standards for Gas Meter Installation and Customer Piping Requirements".
(Initial)

I hereby agree to all conditions, rules, and regulations concerning this application for natural gas service.

Signed: (Owner) _____ Date: _____

(Tenant) _____ Date: _____

Connection Fee Collected: \$ _____ Additional Meter: \$ _____
Main Tap-in Fee Collected: \$ _____ Other: () \$ _____

Application approval given this _____ day of _____, 20__.

By: _____
(Village Agent)