

# Village of Morton Zoning & Code Enforcement Department

120 N. Main St., Morton, IL 61550

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

## **SUBMITTAL REQUIREMENTS & INFORMATION FOR A COMMERCIAL/RESIDENTIAL R3 & R4 NEW CONSTRUCTION BUILDING PERMIT**

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, Zack Davis, 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](http://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
- 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:
  - All MEP's (Mechanical, Electrical, Plumbing, Structural)
  - 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

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- 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, 2021 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

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

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<b>HVAC CONTRACTOR:</b> _____	Email: _____
Address: _____	Phone: _____

<b>EXCAVATOR:</b> _____	Email: _____
Address: _____	Phone: _____

<b>CONCRETE CONTRACTOR:</b> _____	Email: _____
Address: _____	Phone: _____

<b>ROOFING CONTRACTOR:</b> _____	Email: _____
Address: _____	Phone: _____
State License #: _____	

## 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

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**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** \_\_\_\_\_

It is hereby certified that the above use as shown on the plats and plans submitted with the application conforms with all applicable provisions of the Village of Morton Zoning Ordinance. The issuance of this Permit does not allow the violation of Village of Morton Zoning Ordinances or other governing Regulations.

Any changes or alteration in the accompanying submittal subsequent to the issuance of this permit without approval from the Zoning and Code Enforcement Officer shall constitute sufficient grounds for revocation of such permit.

Applicant understands and agrees with the terms of the permit.

**Printed Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Signed by the:**

Contractor

Agent

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

Owner

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## COMMERCIAL & INDUSTRIAL NATURAL GAS SERVICE APPLICATION

### *Morton Municipal Gas – Morton, Illinois*

Please provide the equipment and appliances that will be operated with natural gas. This information will be used to determine the service size and the cost for the Village to install the requested natural gas service.

Service size, meter/regulator equipment and any Time/Material estimates are designed and based on the information provided. The Village shall not be liable for improper design or added costs if provided information is not accurate. Applicant agrees to make a new application for any additional equipment or appliances to be added to the 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.

_____	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)
_____	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.

**Site Plan:** Applicant should submit a site plan that includes, 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".**

All the rules and regulations concerning the Village's natural gas system are located in the Village of Morton Municipal Code Title 8, section 2.

I hereby agree to all conditions, rules, and regulations of The Morton Municipal Code Title 8, chapter 2. I have also received a copy of "Standards for Gas Meter Installation and Customer Piping Requirements.

**Printed Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

Signed by the:

Contractor

Agent

Owner

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

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## REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

Property Owner: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Building Permit #: \_\_\_\_\_

### R-1, R-1, R-S

- \_\_\_\_\_ 1. Water meter installed correctly
- \_\_\_\_\_ 2. All exterior work completed including site grading
- \_\_\_\_\_ 3. Gas meter and service (service riser should not be enclosed by pavement)
- \_\_\_\_\_ 4. Final building, plumbing and electrical inspections completed

### All Projects Requiring Site Plan Review

- \_\_\_\_\_ 1. Water meter with by-pass installed (if required) and all RPZ's in place and tested
- \_\_\_\_\_ 2. Sanitary lateral and sample manhole (if required) installed and all inspections and supporting documentation submitted
- \_\_\_\_\_ 3. Storm water detention site work done as per approved plan as well as any erosion control devices in place
- \_\_\_\_\_ 4. Landscaping completed as shown on approved plan
- \_\_\_\_\_ 5. Parking lot paved and striping finished
- \_\_\_\_\_ 6. Concrete work done (walks, approach)
- \_\_\_\_\_ 7. Final walk through completed by the Fire Chief or his designated agent
- \_\_\_\_\_ 8. Final building, plumbing and electrical inspections completed

I acknowledge that I have received a "Required Inspections Checklist" and that I am responsible for ensuring all applicable inspections are completed. **All applicable inspections and the items above must be completed before occupancy is granted.** Any violation may be subject to a fine of up to \$750.00 per day for each violation that exists.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name