

# 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 RESIDENTIAL R1 and R2 NEW CONSTRUCTION BUILDING PERMIT

- A completed Residential R1 and R2 New Construction Building Permit Form
- A completed Natural Gas Service Application (if applicable)
- One full set of scaled construction plans. Minimum size – 11"x17" (1/4" = 1' min scale). The plans should include the following:
  - **Foundation Plan** – Include beams & columns with sizes and locations, egress windows, and stair location & sizes
  - **Detailed Floor Plans** – The Village understands field modifications may be made, but accurate review requires as much detail as possible
  - **Exterior Elevation Views** – All four (4) sides (include window size, roof venting, decks & guardrail, roof & siding materials)
  - **Detailed Wall Sections** – Include all construction components notes from roof to footings
- A site plan illustrating house, driveway, sidewalk, patios, decks, gas meter location (see standards for gas meter install for allowable location), A/C unit location (location not to be any closer than 12' to side property line). Show all dimensions of all structures with setback dimensions to the front, rear, and side property lines.
- 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 elevation benchmark can be provided upon request.
- 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 Residential R-1 and R-2 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 Electric Code, current edition of the Illinois Plumbing Code, and the Morton Subdivision Construction Details and Standards

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

PROPERTY OWNER: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## 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 \_\_\_\_\_

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Setback from Front Property Line \_\_\_\_\_ Setback from Rear Property Line \_\_\_\_\_

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/Deck:

- Yes  
Size \_\_\_\_\_ x \_\_\_\_\_
- No

### Type of Heating Fuel:

- Gas
- Electricity
- Other \_\_\_\_\_  
(Specify)

### Type of Sewage Disposal:

- Public Sewer
- Private System  
Permit No. \_\_\_\_\_

### Type of Water Supply:

- Public
- Private  
Permit No. \_\_\_\_\_

### Type of Residential Use:

- One-Family
- Two-Family

### 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: \_\_\_\_\_  
(do not include basement even if finished)

Basement Square Footage: \_\_\_\_\_

Garage Square Footage: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_  
(Finished + Basement + Garage)

Number of Stories (include basement): \_\_\_\_\_  
\_\_\_\_\_  
(ex. a ranch home w/ a basement = 2 stories)

Building Size:  
Width \_\_\_\_\_

Depth \_\_\_\_\_

Building Height: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_

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

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

# **Standards for Gas Meter Installation and Customer Piping Requirements**

*Morton Natural Gas -- Morton, Illinois*

*(Revised December - 2022)*

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 above a pressure of 5 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**

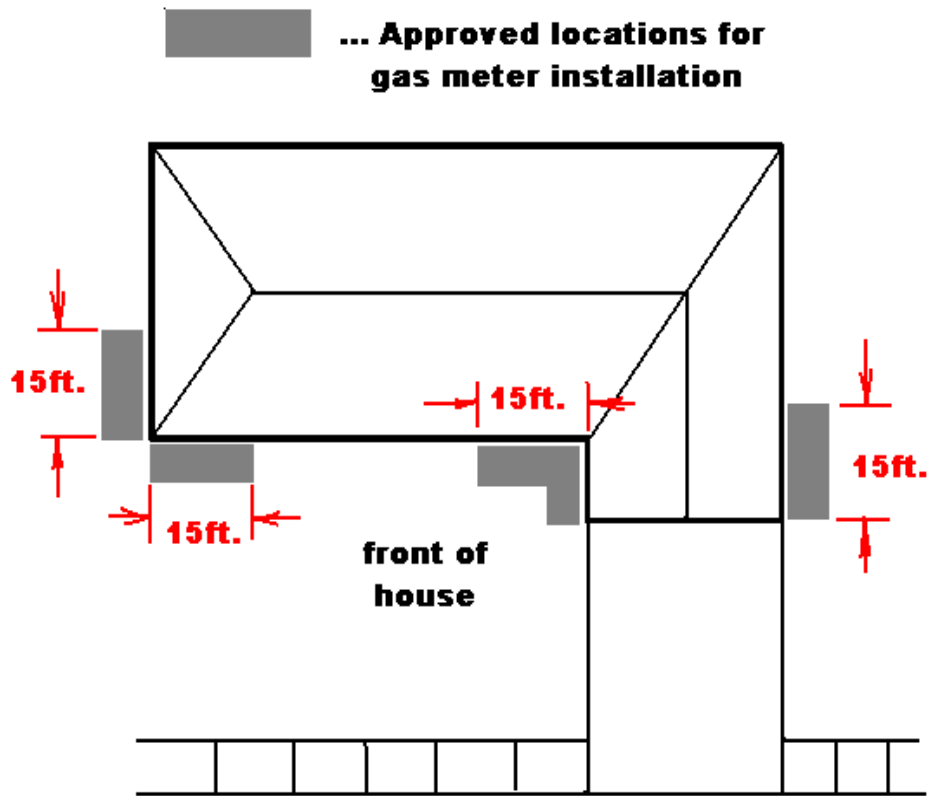
### ***Pressure Testing Details:***

- 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 (N<sub>2</sub>) or Carbon Dioxide (CO<sub>2</sub>).
- 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)**

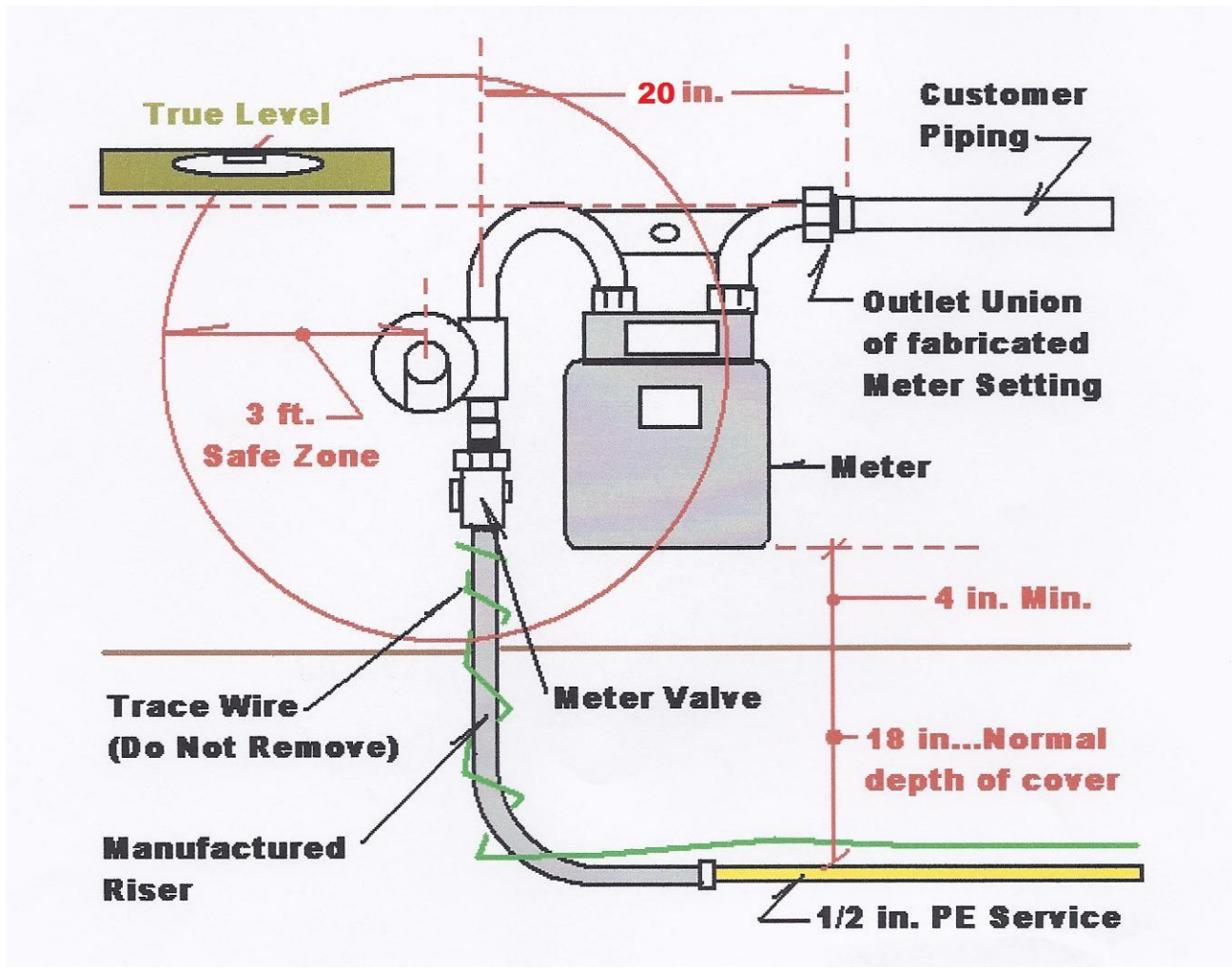




**(Figure B)**

**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 **\$1500.00** 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)