



*Jon Hollander, PE
City Engineer
Public Works Department*

Notice to Home-Builders/Developers

May 24, 2006

Effective immediately, it will be necessary to provide proof of water service availability prior to obtaining a building permit for new residential construction. In order to accomplish this, applicants will be required to establish a water account prior to the issuance of a building permit. Water service information can be obtained by contacting the Water Permit Engineer on 6th Floor of City Hall. The water account will be established at the Payment Center in City Hall upon payment of the applicable connection fees, meter fees and account establishment fees. Please note the connection fee for a 1" domestic water service is \$1200. A copy of the information required to establish a water account is attached for your use. If you have any questions regarding this procedure, please call John Martin at 961-3766.

In order to expedite the review of new, One and Two-Family permit applications, the applicant will be required to provide a copy of the recorded plat of subdivision with the application. In addition, the applicant will be required to provide a site plan drawn to scale, indicating location of existing and proposed structures, decks, patios, stoops and porches, lot lines, required front, side and rear yard setbacks, existing easements and the location and dimensions of the proposed driveway and public walks. The site plan must also indicate the minimum height of the lowest opening in the foundation above the curb. This minimum shall be at least 1 foot. If the lowest opening is less than 1 foot above the curb or is below the curb, then the site plan must demonstrate that the yard can be graded to drain away from the opening and that such grading will not be detrimental to the neighboring property. If you have any questions regarding this matter, please call Marcy Leach at 987-5570.

Enclosures:

- Residential Building Permit with Instructions
- Example of a Plot Plan
- Verification of Fees Paid Form



Please review the following before applying for a residential building permit:

1. The **One- and Two-Family Dwellings and Their Accessory Structures** application is limited to use for detached one-family dwellings, or detached two-family dwellings (2 units together in a duplex building).
2. Structures to be constructed, altered, moved or enlarged which use this application shall meet the provisions of the currently adopted Residential Code for One and Two-Family Dwellings and the Illinois Plumbing Code.
3. Structures shall not be more than three stories in height.
4. *All applications for new structures and additions shall include a copy of the recorded plat of the subdivision, a site plan drawn to scale or a plat of survey indicating location of existing and proposed structures, decks, patios, stoops and porches, lot lines, required front, side and rear yard setbacks, any existing easements and the location and dimensions of the proposed driveway and public sidewalk.*
5. If the application is for two-family dwellings of other than wood frame construction or more than two stories plus a basement in height, then State law requires construction documents prepared by an Illinois Licensed Design Professional (Architect or Structural and Professional Engineer) be submitted with this application. All structures containing 3 or more dwellings are required to be submitted using the commercial/industrial/multi-family permit application.
6. *Prior to submitting the Building Permit application, Public Works clearance and verification that a water service account is established and a driveway permit must be obtained. The following are instructions for establishing a water account and obtaining the driveway permit:*
 - *Obtain Verification of Fees Paid form on the 6th floor of City Hall.*
 - *Obtain driveway permit from the 6th floor of City Hall. A site plan is required showing the location and dimensions of the proposed driveway.*
 - *Obtain a cost estimate for the Water Service Account on the 6th floor of City Hall*
 - *Pay driveway permit fee and the Water Account Establishment fees at the Payment Center in the 1st floor of City Hall. If you are not already within the City of Rockford then annexation to the City of Rockford is required.*
 - *Attach a copy of the Verification of Fees Paid form to the Building Permit Application to obtain the Building Permit.*

Questions regarding the building permit may be directed to the Building Department at (815)987-5550.

Questions regarding zoning, proper location on the lot or use of the property may be directed to Planning and Zoning at (815)987-5585.

Questions regarding the drainage, driveway and water service requirements may be directed to the Public Works Department at (815)987-5570.

If your construction project does not meet the guidelines for the **One- and Two-Family Dwellings and Their Accessory Structures Permit**, you may need to use the **Commercial/Industrial/Multifamily Permit Application** and complete the process for applying for a commercial building permit. Building Staff can help with determining which form you need to use.

BUILDING HEIGHT: (grade to highest roof surface): _____ Stories above grade: _____

FOOTPRINT OF BUILDING: Width of _____ feet x Length _____

ATTRIBUTES PER DWELLING: Bedrooms: _____

Bathrooms: Full: _____ Partial: _____

**FOR
OFFICE
USE ONLY**



Floor Areas (as applicable) Square foot (sf)	Existing	Remodel	New	Demolish
<input type="checkbox"/> Finished Basement	sf	sf	sf	sf
<input type="checkbox"/> Unfinished Basement				
First Floor	sf	sf	sf	sf
Second Floor	sf	sf	sf	sf
Third Floor	sf	sf	sf	sf
Total Living Area SF	sf			
<input type="checkbox"/> Attached Garage <input type="checkbox"/> Carport	sf	sf	sf	sf
Grand Total Building SF	sf			
Detached Accessory Structure: <input type="checkbox"/> Garage <input type="checkbox"/> Shed <input type="checkbox"/> Pool	sf	sf	sf	sf
Decks: <input type="checkbox"/> Attached <input type="checkbox"/> Detached	sf	sf	sf	sf

APPLICANT'S CERTIFICATE:

As Owner or the Owner's authorized agent of the property for which this application is being filed, I hereby certify:

1. The description of use and information contained on this application is correct and;
2. The structure will not be occupied or used until a Certificate of Occupancy is issued by the Building Department and;
3. The project will comply with all conditions of approval requirements of applicable City Ordinances and pay all fees required by such ordinances and;
4. No error or omission in either documents or application, whether said documents or application have been approved by the Code Official or not, shall permit or relieve the applicant from constructing the work in any manner other than provided for in the Ordinances of this City relating thereto.
5. If other than the owner, I am certifying that the proposed work has been authorized by the owner of record and that I have been authorized by the owner to complete this application on his/her behalf. I will be acting on behalf of the owner as his/her agent.

Provide legal address, phone and signature of applicant to affirm the above statements:

Name _____ Title _____

Company _____ Phone _____

Street/Suite/Apt. (No PO Boxes) _____

City _____ State _____ Zip _____

Signature **X** _____ Date: _____

Applicant is the: OWNER CONTRACTOR ARCHITECT/ENGINEER

CONTRACT BUYER AUTHORIZED AGENT/OTHER _____

Residential Building Permit Clearance Form: One- and Two- Family Dwellings and Their Accessory Structures
▼ FOR OFFICE USE ONLY ▼

A **ZONING CLEARANCE** is required for all building permit applications. Planning Staff to complete the following:

Address: _____ **Property Code No.** _____ **Zoning District:** _____

Is a **Special Use Permit** required/granted? [] YES [] NO Are **Variations** required or granted? [] YES [] NO

ZBA No.: _____ **Date Approved:** _____

Required Setbacks: North: _____ East: _____ South: _____ West: _____

Proposed Setbacks: North: _____ East: _____ South: _____ West: _____

Building Height _____ Is the Height under allowable? [] YES [] NO: _____

(Planning Building Height is grade at front door to highest point of roof or mechanical equipment or architectural appurtenance.)

Are **public sidewalks** required? [] YES [] NO [] Existing Is **Landscaping** required? [] YES [] NO [] Existing

Number of off street parking required: _____ **Number of off street parking provided:** _____

DO THE FOLLOWING APPLY?

Is the property in an **Enterprise Zone**? [] YES [] NO Is this a **Community Development Project**? [] YES [] NO

Does **Flood Hazard Ordinance** Apply? [] YES [] NO Does **Historic Preservation Ordinance** apply? [] YES [] NO

Is **Drainage** approval required from City Engineer? [] YES [] NO [] Existing

Is **Access Permit** required from City Traffic Engineer? [] YES [] NO [] Existing

Zoning Comments: _____

Zoning Clearance By: _____ **Clearance No.:** _____ **Date:** _____

Is a Public Works Clearance Required? (Curb Cut / Driveway / Floodway / Drainage / Other)

[] NO, not required. [] YES. See attached signed Public Works clearance form.

Is a Water Fee Paid?

[] NO, not required.

[] aYES. Verification of paid fees has been provided.

Water Reference No.: _____

[] bYES. Fees are charged with this permit.

Public Works Clearance By: _____ **Clearance No.:** _____ **Date:** _____

BUILDING DEPARTMENT Staff to complete this section. Permit is subject to the following comments and conditions:

Building Permit Number: _____ Building Permit Fee \$ _____

Processing Fee \$ _____

Other Permit (if separate): _____ Public Works (from above) \$ _____

Water Fees (from above) \$ _____

Approved By: _____ Other Fees \$ _____

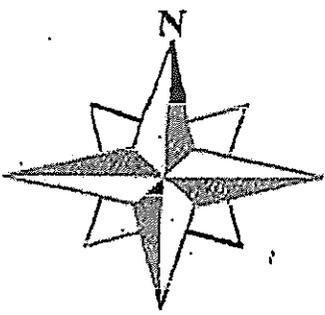
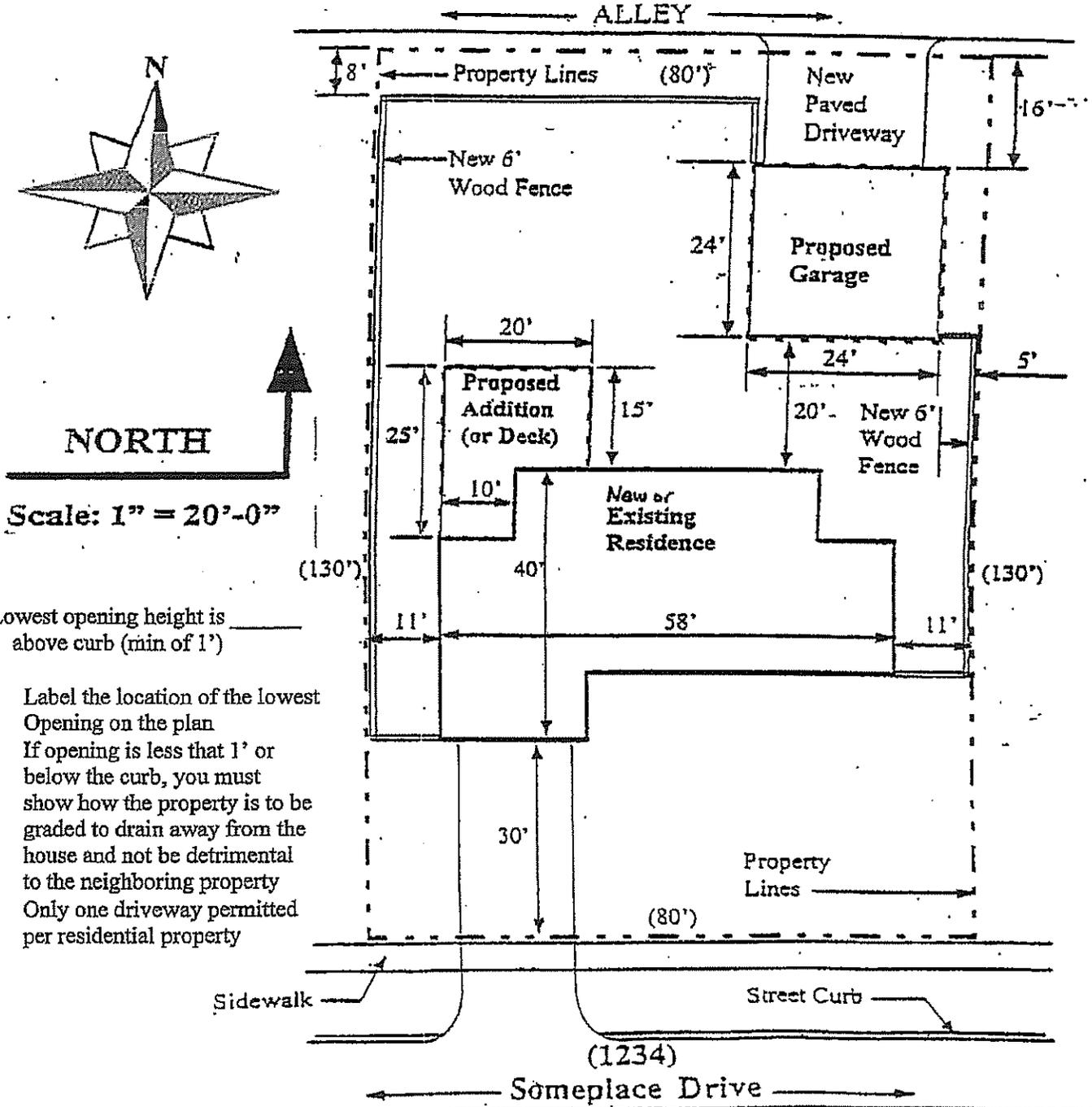
Date: _____ **TOTAL FEES:** \$ _____

CITY OF ROCKFORD
 Community Development Department
 PLANNING DIVISION / ZONING OFFICE

425 East State Street, Rockford, Illinois 61104

Phone: (815) 987-5585

EXAMPLE OF A PLOT PLAN



NORTH

Scale: 1" = 20'-0"

Lowest opening height is _____ above curb (min of 1')

- Label the location of the lowest opening on the plan
- If opening is less than 1' or below the curb, you must show how the property is to be graded to drain away from the house and not be detrimental to the neighboring property
- Only one driveway permitted per residential property



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WATER SERVICE APPLICATION / VERIFICATION OF FEES PAID FORM

Service Address: _____ Property ID #: _____
 City _____ County _____ Residential _____ # of Units _____ Commercial _____ # of Units _____
 Buying _____ Renting _____ Water Account # _____
 Owner/Applicant Name: _____ Date of Application: _____
 Billing Address: _____
 Street _____ City/State/Zip _____
 Applicant Phone #: _____ Email Address: _____ Tax ID: _____
 Plumber's Name: _____ Phone # _____ Tax ID: _____
 Owner/Applicant: _____
 Signature _____ Date _____

CONNECTION COSTS AND SERVICES (to be completed by the Public Works Department)

ROW Ft.	= _____	\$ _____	Main Connection Fee (75001000-61459)
½ ROW Ft.	= _____	\$ _____	Service Fee _____ Size (75001060-25303)
Per Ft. Cost	= _____	\$ _____	Meter Fee _____ Size (75001060-25302)
Sub Total	= _____	\$ _____	Domestic Application Fee (75001000-61463)
Base Cost	= _____	\$ _____	Fire Service _____ Size (75001060-25303)
Service Total	= _____	\$ _____	Fire Application Fee (7500100-61463)
<input type="checkbox"/> GREEN CARD		\$ _____	Sub Total
<input type="checkbox"/> BLUE CARD		\$ _____	5% Utility Tax (10101000-60240)
<input type="checkbox"/> RED CARD		\$ _____	Grand Total

APPROX. DATE TO INSTALL METER _____

PUBLIC WORKS DEPARTMENT APPROVALS

Driveway permit required? yes no If yes, has the permit been approved? yes no
 Driveway permit fee of \$20 paid separately or to be paid with building permit (Acct #1010-61407)

PLANNING DEPARTMENT APPROVALS

I certify that this property has been annexed or is in the process of annexation and is eligible to have City of Rockford water service.

Planning Official Signature _____ Date: _____

I certify that this property is outside the City limits, but due to a pre-annexation agreement is eligible to have City of Rockford water service at double the normal rate per cubic foot charged to City residents.

Planning Official Signature _____ Date: _____

REVENUE DEPARTMENT

New Meter Installation Work Order # _____ Date Scheduled _____

Amount Paid _____ Receipt # _____ Date _____

AMOUNT TO BE PAID WITH BUILDING PERMIT \$ _____



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DRIVEWAY/CURB CUT/SIDEWALK PERMIT APPLICATION
(This Public Works permit is for construction within City Road Rights-of-Way)

(DATE OF APPLICATION) PERMIT # _____

(APPLICANT NAME) (PLEASE PRINT) (IF BUILT BY A CONTRACTOR-GIVE NAME)

HOMEOWNER OR CONTRACTOR
(IS APPLICANT) (CHECK ONE BOX) (ADDRESS)

(APPLICANT ADDRESS) (PLEASE PRINT) (PHONE) (FAX)

(PHONE) RESIDENTIAL OR COMMERCIAL OR INDUSTRIAL
(CHECK ONE BOX)

(APPLICANT SIGNATURE)
The above applicant hereby agrees to perform the work in accordance with the provisions and as set forth in Chapter 26 as revised, of The City of Rockford, Code of Ordinance. Traffic control will be in accordance with Chap. F of the Illinois Highway Standards Manual. No Cones are allowed.

(LOCATION OF WORK) LOT # _____ SUBDIVISION _____ (DESCRIPTION OF WORK)

EXISTING DRIVEWAY OR NEW DRIVEWAY

	_____ (WIDTH OF EXISTING DRIVEWAY, (MEASURED AT RIGHT-OF-WAY)	_____ (TOTAL WIDTH OF NEW DRIVEWAY, (MEASURED AT RIGHT-OF-WAY)
# OF CURB CUTS)	(LENGTH OF CURB BEING CUT)	<input type="checkbox"/> YES OR <input type="checkbox"/> NO (IS SIDEWALK BEING INSTALLED)
		<input type="checkbox"/> NEW OR <input type="checkbox"/> EXISTING (IS SIDEWALK)

NOTE: ALL CURBS MUST BE SAW CUT. ABSOLUTELY NO BROKEN CURBS ARE ALLOWED! IF UPON INSPECTION THE CURB IS FOUND TO HAVE BEEN BROKEN, REMOVAL OF APPROACH, PROPER CURB CUT AND REINSTALLATION OF APPROACH WILL BE MADE BY THE CONTRACTOR OR PROPERTY OWNER AT NO COST TO THE CITY. ALL SIDEWALKS TO BE 5 FEET WIDE OR MATCH EXITING, CONTINUE THRU DRIVEWAYS AND HAVE A SLOPE OF ¼ INCH PER FOOT, WITH EXPANSION JOINTS. IF THE DRIVEWAY IS BUILT WITHOUT CONCRETE SIDEWALK THE BUILDER AND OR PROPERTY OWNER WILL BE REQUIRED TO REMOVE THE DRIVE AND REBUILD TO SPECIFICATIONS.
PLEASE USE THE DRAWING ON THE BACK OF THIS FORM TO SHOW YOUR WORK.
THE MAXIMUM DRIVEWAY WIDTHS FOR RESIDENTIAL LOTS ARE 24' (MEASURED AT THE PROPERTY LINE); AND FOR COMMERCIAL LOTS ARE 35' (MEASURED AT THE PROPERTY LINE). THE APPROACH MUST BE MADE OF 6 INCHES OF CONCRETE OR 3 INCHES OF ASPHALT WITH 8 INCHES OF BASE.

PROOF OF INSURANCE AND BOND WITH CITY REQUIRED

ONE & TWO FAMILY CONSTRUCTION: \$ 20
MULTI-FAMILY (BEYOND 1 & 2 FAMILY): \$ 20 + \$ 3.00 PER FOOT OF CURB CUT
COMMERCIAL & INDUSTRIAL: \$ 20 + \$ 3.00 PER FOOT OF CURB CUT

(APPROVED BY) (PUBLIC WORKS DEPT.) (DATE OF APPROVAL) \$ _____ (INTERNAL PAY CODE 1010 61407)
(FEE)

(SPECIAL CONDITIONS)
CONTACT THE PUBLIC WORKS ENGINEERING DEPARTMENT FOR A FINAL INSPECTION AT 987-5570.