



## City of Rockford, Illinois

Community & Economic Development  
Department  
Construction and Development Services  
425 East State Street, Rockford, IL 61104  
Phone: (779) 348-7158 Fax: (815) 967-4243  
Web: [www.rockfordil.gov](http://www.rockfordil.gov)

## RESIDENTIAL BUILDING PERMIT INSTRUCTIONS

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 onefamily 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. 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) to 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.
5. 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.
6. For new homes and additions, the Energy Code Checklist for Residential Construction must be completed. Any other documentation required by the form must be submitted as well. The 2012 International Energy Conservation Code (IECC) Took Effect in Illinois on January 1, 2013 including amendments. Visit our website for more information @ [www.rockfordil.gov](http://www.rockfordil.gov). You may also visit the State's website @ [www.ildceo.net/energycode](http://www.ildceo.net/energycode)

Questions regarding the building permit may be directed to the Construction & development Services at 779-348-7158.

Questions regarding zoning, proper location on the lot or use of the property may be directed to Planning and Zoning at 779-348-7163

Questions regarding the drainage, driveway and water service requirements may be directed to the Public Works Department at 779-348-7174

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.

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Application is to be filled out thoroughly, failure to do so will result in delays. Your application will not be accepted or processed until you provide us with adequate information.

**RESIDENTIAL BUILDING PERMIT APPLICATION**

One and Two Family Dwellings and their Accessory Structures

**1. PROJECT & OWNER INFORMATION**

Project Address		Zip
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Owner's Name	Phone	Email
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Owner's Address	City	State and Zip
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**2. CONSTRUCTION INFORMATION****A. Occupancy**      **B. Type of Improvement (check all that apply)**

<input type="checkbox"/> One Family	<input type="checkbox"/> New Building	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Interior Demo.
<input type="checkbox"/> Two Family	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Remodel/ Alteration	<input type="checkbox"/> Change of Use	

**Detailed description of Work being performed:**

**C. Building Height & Floor Areas      \*\*ONLY IF APPLICABLE\*\***

	EXISTING	REMODEL/ ALTERATION	NEW/ ADDITION	TOTAL SQ FT
____ Finished Basement				
____ Unfinished Basement				
First Floor				
Second Floor				
Third Floor				
<b>TOTAL LIVING AREA</b>				
<b>Garage:</b> <input type="checkbox"/> Attached <input type="checkbox"/> Detached <input type="checkbox"/> Carport				
<b>Detached Accessory Structure:</b> <input type="checkbox"/> Shed <input type="checkbox"/> Pool				
<b>Deck:</b> <input type="checkbox"/> Attached <input type="checkbox"/> Detached				
<b>Grade at Entrance to Top of Highest Roof:</b> FT	<b>Attributes:</b>	# Bedrooms:	# Bathrooms:	Full:      Partial:

**3. CONSTRUCTION VALUATION**

Total Cost (ALL Trades)  
 (Labor, Materials, Overhead & profit) **\$**

**4. CONTRACTORS****A. General Contractor**

Contact Person	Company		
Address	City	State	Zip
Phone	Email		

<b>B. Architect/ Engineer (if applicable)</b>			
Contact Person		Company	
Phone	Email		
<b>C. Roofing Contractor (State License Required)</b>			
		Phone#	Lic #
D. Which sub-contractors are you paying for? <input type="checkbox"/> Not paying for sub-contractors			
<input type="checkbox"/> ELECTRICAL (City of Rockford Issued license)	<input type="checkbox"/> PLUMBING (State Issued license)	<input type="checkbox"/> MECHANICAL (GAS PIPING) (City of Rockford Issued license)	<input type="checkbox"/> MECHANICAL (HVAC) (City of Rockford Issued license)
<input type="checkbox"/> MECHANICAL FIREPLACE (City of Rockford Issued license)			
<p><b>Please note that although you are paying for their permit(s), THESE PERMITS ARE NOT YET ISSUED.</b> In order for them to be issued, your sub-contractor(s) needs to fill out the appropriate application with their license number, valuation of the work being completed by them &amp; a full detailed scope of work. Thank you.</p>			
<b>5. APPLICANT'S CERTIFICATE</b>			
As Owner or the Owner's authorized agent of the property for which this application is being filed, I hereby certify:			
<ol style="list-style-type: none"> <li>1. The description of use and information contained on this application is correct and;</li> <li>2. The structure will not be occupied or used until a Certificate of Occupancy (if required) is issued by the Building Department and;</li> <li>3. The project will comply with all conditions of approval requirement of applicable City Ordinances and pay all fees required by such ordinances and;</li> <li>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.</li> <li>5. The City of Rockford has notified me of Part 61 of Title 40 of the Code of Federal Regulations (NESHAP) and I agree as a condition of this permit to file any required NESHAP notification from with the Illinois Environmental Agency, as required by Section 61.145(b). (Asbestos Regulations)</li> <li>6. 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.</li> </ol>			
<b>Applicant is other than owner</b>			
<input type="checkbox"/> Contractor	<input type="checkbox"/> Architect/Engineer	<input type="checkbox"/> Contract Buyer	<input type="checkbox"/> Other:
<b>Provide legal address, phone and signature of applicant to affirm the above statements</b>			
Applicant		Title	
Company		Phone	Email
Address		City	State
<b>Signature</b> By entering my name below, I acknowledge and represent that I have reviewed and understand The Applicant's Certificate and that all of the information provided is true and accurate.			<b>Date</b>
<b>X</b>			