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

***OWNER INFORMATION:***

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building permits for fence and decks are issued by the Village**

**IMPROVEMENT TYPE other than fence or deck**

\*\*\*Requires Building Permit from Sangamon County after Village approval

WINDOWS\_\_\_\_\_\_\_\_ SIDING \_\_\_\_\_\_\_ ROOM ADDITION \_\_\_\_\_\_\_\_\_ ROOFING\_\_\_\_\_\_\_\_ POOL \_\_\_\_\_\_\_\_

DRIVEWAY\_\_\_\_\_\_\_\_ GARAGE\_\_\_\_\_\_\_\_ STORAGE SHED\_\_\_\_\_\_\_\_\_ NEW CONSTRUCTION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INTERIOR REMODEL (STRUCTURAL)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ELECTRICAL\_\_\_\_\_\_\_\_\_\_\_\_\_ PLUMBING\_\_\_\_\_\_\_\_\_\_\_\_\_

OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The location of the proposed structure(s) with reference to lot lines of property to be occupied is shown by the scale map or sketch attached hereto and forming a part of this application.

Signature of owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Zoning Officer Approval on zoning and setbacks per Village Ordinances.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zoning Officer Signature Date

**Fee $\_\_\_\_\_\_\_\_\_\_ Paid\_\_\_\_\_\_\_\_ Check \_\_\_\_\_\_\_\_ or Cash\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Village Board Approval/Mayor signature Date

Once the Village Board has approved your building permit:

**\*\*If you are building a fence or deck complete the Village Building permit and a copy of the Certificate will be sent to you.**

**\*\*For all other building permits go to Sangamon County Building and Zoning website.**

[Department of Building and Zoning for Sangamon County | Springfield, Illinois](https://sangamonil.gov/departments/a-c/building-and-zoning)

On the left side you will notice Building in blue, click the down arrow and then click permits.

This will take you to all the permit applications and a little description of what each is.

Click the appropriate one, download it to your computer.

Fill it our and email back to [zoning@sangamonil.gov](mailto:zoning@sangamonil.gov)

The application will be reviewed and make sure everything is filled out correctly.

You will then be sent an email with a pay link to pay for the permit.

Usual turn around is fairly quick. If it needs expedited just let the Village know.