

**VILLAGE OF BETHALTO**  
**COMMERCIAL BUILDING PERMIT**  
**APPLICATION**



Village of Bethalto  
Building and Zoning Department  
213 N. Prairie Street  
Bethalto, IL 62010  
Office 618-377-7697 – Fax 618-377-5264  
e-mail: [zoning@bethalto.com](mailto:zoning@bethalto.com)

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## VILLAGE OF BETHALTO COMMERCIAL BUILDING PERMIT INFORMATION / REQUIREMENTS

### ***I. APPLICATION REQUIREMENTS***

#### **1. GENERAL APPLICATION REQUIREMENTS**

A building permit application must be completed by including information regarding the proposed project. Some of the information required includes the following: permanent parcel i.d. number; owners name, address and phone number; contractors name, address and phone number; license number for plumber, and roofing contractor; name of the utility company. Building Permits in the Village of Bethalto expire 18 months after they are issued.

#### **2. HOURS OF OPERATION**

Our office hours are from 8:00 a.m. to 5:00 p.m. building permit applications and zoning applications are accepted between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

#### **3. PLAN REVIEW**

Each set of commercial plans goes thru a plan review. Plans are checked for compliance with Village Ordinances, and then final approval goes to the Village Board of Trustees Building Committee for approval. This process takes approximately thirty day's from the time we receive the plans to approval.



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## **II. GENERAL BUILDING REQUIREMENTS**

### **1. BUILDING CODE**

Village of Bethalto has adopted the following codes for Residential Structures:

- *INTERNATIONAL BUILDING CODE 2006 EDITION*
- *INTERNATIONAL RESIDENTIAL BUILDING CODE 2006 EDITION*
- *INTERNATIONAL ENERGY CONSERVATION CODE 2009 EDITION*
- *INTERNATIONAL FIRE CODE 2006 EDITION*
- *INTERNATIONAL FUEL GAS CODE 2006 EDITION.*
- *INTERNATIONAL MECHANICAL CODE 2006 EDITION*
- *INTERNATIONAL PROPERTY MAINTENANCE CODE 2006 EDITION*
- *NFPA 101 LIFE SAFETY CODE 2000 EDITION*
- *NFPA 70 NATIONAL ELECTRICAL CODE 2002 EDITION*
- *ILLINOIS PLUMBING CODE 1998*
- *ILLINOIS ACCESSIBILITY CODE*
- *SOUND DEADENING WALL DETAIL AND OTHER REQUIREMENTS FOR ATTAINMENT OF SOUND TRANSMISSIONS CLASS (STC) RATING OF 57 OR GREATER*

The codes, as well as all of their referenced supplemental codes shall be utilized for all building in addition to the requirements set forth in this document.

### **2. PLUMBING CODE**

The 2002 edition of the Illinois State Plumbing Code, in its entirety, is the code that Village of Bethalto uses which sets forth the criteria for the installation of all plumbing. All plumbing must be installed by an Illinois licensed plumber, working under the supervision of an Illinois licensed plumbing contractor. All plumbing in residential and commercial/industrial construction must be inspected by the Village of Bethalto plumbing inspector. All Homes that equal or exceed 30 water supply fixtures for a supply system with flush tanks shall have a 1" water meter. See Load Value Chart for detailed information on fixtures. Sewer lines must have back flow prevention devices installed according to Illinois Plumbing Code.

### **3. ELECTRICAL CODES**

All wiring in the building must conform to the National Electrical Code.

All electrical in residential and commercial / industrial construction must be inspected by the Village of Bethalto electrical inspector. See electrical service chart for more information.

All wires must be in approved conduit the use of MC cable is not allowed.

### **4. ROOFING**

All roofing must be nailed or stapled as recommended in the manufacturer's specifications.

A licensed certified roofing contractor, licensed with the State of Illinois, will be required unless the owner will be installing the roof himself/herself.



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## **5. STAIRWELL, OPENINGS, PROTECTION DURING CONSTRUCTION**

All open stairwells or other openings where a safety hazard exists, must be protected during construction, i. e. handrails, etc.

## **6. LIFE SAFETY**

### **SMOKE DETECTORS**

A state law exists that requires smoke detectors be installed in all types of housing units. In addition, smoke detectors are now required in each bedroom, and one outside of every bedroom within 15' of the means of egress for residential dwellings. The detectors must be hard wired to a power source with a battery backup.

### **CARBON MONOXIDE DETECTORS**

The State of Illinois law requires carbon monoxide detectors in residential structures with natural gas service. The detectors are required within 15' of each area used for sleeping; these detectors may be combination detectors, as long as they emit a different alarm from the smoke detector. Carbon monoxide detectors must be installed within 15ft of all gas appliances. One carbon monoxide detector is required on each level of the structure.



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## **7. OTHER REQUIREMENTS**

Each commercial permit must include the following prior to having a permit issued:

- ✓ 2 Sets of engineered plans and specifications (signed)
  - Area plan showing the building setbacks and property lines to all adjacent properties
  - Electrical plans
  - Sprinkler / Fire Alarm plans
  - Plumbing plans
- ✓ Commercial Energy Conservation code (COMM Check) info can be found at <http://energycode.pnl.gov/COMcheckWeb/>
- ✓ Compliance with all the listed codes in section II (1) of the building permit application packet
- ✓ Sign permit (IF APPLICABLE)
- ✓ Elevator permit as required by the Office of the State Fire Marshall (IF APPLICABLE)
- ✓ Specification sheet on approved backflow prevention device on sewer line
- ✓ Soil and Erosion Control Plans

## **8. SIGN REQUIREMENTS**

Detailed sign plans including electrical detail, location on the property are required. Also the amount of street frontage and the total square foot of proposed square footage of all signs are required.

## **9. EROSION CONTROL**

The Village of Bethalto has adopted a storm water and erosion control ordinance. All applicants of a building permit must demonstrate that the regulations for erosion control are met.



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## 10. BUILDING PERMIT POSTING ON PREMESIS

Once the Village of Bethalto approves and issues the building permit, the permit will be issued to the Contractor / agent who filled out the permit. The permit contains permit number, location of project and it contains an inspector checklist. This permit card must be in a highly visible location and must be protected from the elements. During each inspection the inspector will sign off on the inspection. **All inspections must be completed prior to the Final Building inspection.** After the final inspection the building inspector will take the permit card with them, and then a certificate of occupancy will be issued.

## 11. WATER METERS

All water meter tap on fees and sanitary sewer tap on fees shall be paid in advance at the Bethalto Water Department at 101 South Prairie St. 618-377-8013

### *DETAILED ELECTRICAL INFORMATION*

1. Service entrance minimum of 100 amp
2. All lighting and appliance circuits shall be a minimum of #12 wire, except for 3 way switches and single lights which can be #14 gauge wire.
3. All junction boxes shall be located in an area where they are accessible for service (not in sealed walls)
4. No acid core solder may be used for joints
5. Maximum number of power consuming outlets per circuit must not exceed eight.
6. Electrical heating shall conform with I.P.C recommendations
7. Recommended circuit size

Range	#6 wire	50 amp breaker
Oven (built in)	#10 wire	30amp breaker
Range top	#10 wire	30amp breaker
Dishwasher	#12 wire	20amp breaker
Garbage Disposal	#12 wire	20 amp breaker
Clothes washer	#12 wire	20 amp breaker
Water heater	#12 wire	20 amp breaker
Furnace	#12 wire	20 amp breaker
Sump pump	#12 wire	20 amp breaker
8. All residential wire shall be romex, with ground unless approved by the Electrical Inspector
9. All splices to be soldered and taped or wire nuts.
10. Basement, garage, kitchen, and bath shall have ground fault receptacles
11. Conduit must be used in commercial buildings



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***DETAILED PLUMBING INFORMATION***

All homes that equal or exceed 30 water supply fixtures units for a supply system with flush tanks shall have a 1” water meter.

**LOAD VALUE ASSIGNED TO FIXTURES**

**LOAD VALUES IN WATER TYPE OF SUPPLY FIXTURE UNITS**

<b>FIXTURE</b>	<b>OCCUPANCY</b>	<b>SUPPLY CONTROL</b>	<b>COLD</b>	<b>HOT</b>	<b>TOTAL</b>
Water closet	PRIVATE	Flush Valve	6	0	6
Water closet	PRIVATE	Flush Tank	3	0	3
Lavatory	PRIVATE	Faucet	0.75	0.75	1
Bath tub	PRIVATE	Faucet	1.5	1.5	2
Shower stall	PRIVATE	Mixing valve	1.5	1.5	2
Kitchen sink	PRIVATE	Faucet	1.5	1.5	2
Landry trays 1-3	PRIVATE	Faucet	2.25	2.25	3
Combination fixture	PRIVATE	Automatic	2.25	2.25	3
Dishwashing machine	PRIVATE	Automatic	0	1	1
Laundry machine 8lb	PRIVATE	Automatic	1.5	1.5	1.5
Laundry machine 8lb	PUBLIC/GENERAL	Automatic	2.25	2.25	3
Laundry machine 16lb	PUBLIC /GENERAL	Automatic	3	3	4
Sill Cock	PUBLIC /GENERAL	Faucet	5	0	5

For fixtures not listed, loads shall be assumed by comparing the fixtures to one listed using water in similar quantities and at similar rates. The assigned loads for fixtures with both cold and hot water supplies are given for separate cold and hot water supplies are given for separate cold and hot loads and for total load.



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## CONSTRUCTION SCHEDULE

The building inspection code of Bethalto is enforced by complete inspection of buildings as work is performed. Builders are responsible for contacting the Inspectors at the times outlined below. Periodic inspections will be made at discretion of Inspector as work progresses. Builders are expected to comply with this procedure.

Building and Zoning Administrator Richard Mersinger, has approval over all permits. Should there be zoning questions, he should be contacted at 377-7697.

**BUILDING INSPECTOR:** Call Lee Friedel, at 977-4429 to notify him: **(24 Hour Notice)**

1. The day work is to start.
2. Before any footings are poured, then every pour thereafter.
3. Before any piers or pilings are poured.
4. Before any rock or sand-fill in a garage or basement floor.
5. Before any back-fill of rock or sand.
6. Framing Inspection
7. Drywall – plaster board inspection (before taping or 1<sup>st</sup> coat of drywall).
8. Final – do not occupy building before final inspection for occupancy permit.

**ELECTRICAL INSPECTOR:** Call Doug McCormick at 920-3515 for inspection. **(24 Hour Notice)**

Inspection shall be made in three steps:

1. Before drywall is applied.
2. After all joints are made up.
3. Upon completion of work.

**PLUMBING INSPECTOR:** Call Greg Fowler at 258-0099 for inspection **(24 Hour Notice)**

1. When rough plumbing is finished, before floor is poured.
2. Rough plumbing in walls before drywall.
3. When all fixtures are installed.

**MECHANICAL INSPECTOR:** Call Lee Friedel at 977-4429 **(24 Hour Notice)**

1. Before drywall is applied.
2. After all duct on forced air systems are complete. Before any heating, ventilation and air conditioning system is covered.
3. After furnace is complete and operable.

**FIRE SUPPRESSION SYSTEM:** Call 377-7697 **(24 Hour Notice)**

1. Rough wiring of system or plumbing of system
2. Final inspection of system

**NOTE: ALL CONSTRUCTION WASTE MUST BE REMOVED FROM JOB SITE, NO BURYING OR BURNING IS PERMITTED.**



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**DETAILED BUILDING INFORMATION**

Total building SQ FT : \_\_\_\_\_

Number of Stories: \_\_\_\_\_

First Story SQ FT: \_\_\_\_\_

Second Story SQ FT: \_\_\_\_\_

Basement SQ FT: \_\_\_\_\_

Other SQ FT (specify): \_\_\_\_\_

HEIGHT TO PEAK OF ROOF: \_\_\_\_\_

TOTAL NUMBER OF PLUMING FIXTURES: \_\_\_\_\_

TOTAL NUMBER OF ELECTRICAL AMPS: \_\_\_\_\_

USE GROUP CLASSIFICATION (IBC 2006)

<b>Assembly - A1</b>		<b>Assembly - A2</b>		<b>Assembly - A3</b>		<b>Assembly - A4</b>		<b>Business - B</b>	
<b>Education - E</b>		Factory - F1		Factory – F2		High Hazard – H		Institutional – I1	
<b>Institutional - I2</b>		Institutional – I3		Institutional – I4		Mercantile – M		Storage – S1	
<b>Storage S-2</b>		Utility - U							

TYPE OF CONSTRUCTION (IBC 2006)

<b>1A</b>	<b>1B</b>	<b>2A</b>	<b>2B</b>	<b>2C</b>
<b>3A</b>	<b>3B</b>	<b>4</b>	<b>5</b>	<b>5B</b>

(\* ) IF YOU INDICATE ON YOUR PLANS THAT YOU ARE INSTALLING AN OPENING FOR ACCESS TO A DECK, THE DECK WILL HAVE TO BE INDICATED ON THE PLANS AND CONSTRUCTED AS PART OF THIS PERMIT. THIS DEPARTMENT WILL NOT PERMIT AN OPENING WITH PLANS LATER FOR A DECK.  
 "THE APPLICANT HEREBY CERTIFIES THAT NO WORK HAS BEGUN UPON THE PROPERTY AND THAT NONE SHALL BEGIN PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. AS A MINIMUM, THE PROJECT MUST COMPLY WITH THE REQUIREMENTS OF THE INTERNATIONAL RESIDENTIAL CODE 2006 BUILDING CODE, THE BASIC FIRE PREVENTION CODE, THE ILLINOIS PLUMBING CODE, THE NATIONAL ELECTRIC CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE VILLAGE ZONING ORDINANCE." (2005-08, REVISED 05/05).

DISCLAIMER: ANY AND ALL OSHA VIOLATIONS OBSERVED BY THE ZONING ADMINISTRATOR AND/OR INSPECTION STAFF WILL IMMEDIATELY NOTIFY OSHA OF SAID VIOLATIONS.

\_\_\_\_\_  
 (APPLICANT'S INITIALS)

\_\_\_\_\_  
 SIGNATURE OF OWNER OR APPLICANT



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VILLAGE OF BETHALTO PERMIT APPLICATION FORM

PERMIT #: \_\_\_\_\_ DATE \_\_\_\_\_ ZONING: \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

911 ADDRESS \_\_\_\_\_ CONSTRUCTION COST \_\_\_\_\_

TYPE OF IMPROVEMENT \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

GEN.CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

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SEE BACK PAGE FOR ADDITIONAL CONTRACTOR INFORMATION

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SIGNATURE OF OWNER OR THE AUTHORIZED AGENT

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Building and Zoning Administrator



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MECHANICAL CONTRACTOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_

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

CITY / STATE / ZIP: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_

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

CITY / STATE / ZIP: \_\_\_\_\_

ROOFING CONTRACTOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_

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

CITY / STATE / ZIP: \_\_\_\_\_

SPRINKLER CONTRACTOR: \_\_\_\_\_ LICENSE # \_\_\_\_\_

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

CITY / STATE / ZIP: \_\_\_\_\_



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### SIGN INFORMATION

LOCATION OF ALL SIGN(S) ON BUILDING AND LOT:

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STREET FRONTAGE \_\_\_\_\_

TOTAL AREA OF EXISTING SIGNS \_\_\_\_\_ SIGN HEIGHT: \_\_\_\_\_

ELECTRICAL SERVICE: Y N

ATTACH DETAILED DRAWING OF SIGN AND ELECTRICAL INFORMATION

The Zoning Administrator shall not issue a permit for any street graphic which is so located that it might fall upon the public right-of-way until the applicant has obtained a liability insurance policy covering all damages or injuries which might be caused by such an event. The insurance policy shall have liability limits of not less than Three Hundred Thousand Dollars (\$300,000) for property damage and Five Hundred Thousand Dollars (\$500,000) for personal injuries. This municipality, its officers, agents, and employees shall be named as additional parties insured. The applicant shall be responsible for keeping said policy in force.



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**THE FOLLOWING EROSION AND SEDIMENT CONTROL MEASURES AND INSPECTION PROCEDURES MUST BE FOLLOWED FOR RESIDENTIAL PERMITS:**

**Erosion and Sediment Control Measures:**

1. Erosion and Sediment Control measures must be installed prior to the initial grading or clearing activity. All subsequent grading activities including rough and final grading also may not proceed unless erosion control measures have been installed.
2. All property lines adjacent to an improved tract of land, where water sheet flows off of the property, and all property lines adjacent to a street, must be seeded and mulched immediately after the initial grading or clearing. Temporary vegetation shall be established using the seeding rates in the attached brochure. The width of the seeding/mulching must be at least eight feet in width. Temporary vegetation must be established in these areas as soon as the seasonal weather permits. If cut and fill operations occur during a season not favorable for immediate establishment of permanent ground cover, a fast germinating annual such as rye grasses or sudan grasses shall be utilized to retard erosion. Where existing vegetation is not disturbed in sufficient width to prevent the release of sediment from the site, then temporary seeding and mulching will not be required in these locations. Siltation fences or straw bales must be properly installed in all areas where water sheet flows from the lot onto another piece of property or to a natural drainage way.
3. In areas where erosion siltation fencing or straw bales are not adequate due to the volume of rain water running through the location, other erosion control devices such as earth ridge diversion berms must be used.
4. Siltation and Erosion Control devices shall be installed following the attached diagrams
5. A temporary rocked driveway must be installed for vehicles entering and leaving the site. The rocked drive must be a minimum of 4 inches deep. All delivery and work vehicles must utilize the rocked area to avoid dirt and mud being tracked onto the street.
6. When dirt or mud has washed onto the street, it is the applicant's responsibility to immediately remove the dirt.
7. Erosion Control measures must be maintained. All building inspections will include an inspection of the erosion and sediment control measures. If the measures are not properly installed, or are not functioning, the building inspection will be denied. Continued failure to comply with these restrictions may result in a stop work order being placed on the construction activity.
8. When clearing and/or grading operations are completed or suspended for more than 30 days, all necessary precautions shall be taken to retain soil materials on site. Protective measures may be required by the Zoning Administrator such as permanent seeding, periodic wetting, mulching, or other suitable means.
9. Temporary siltation control measures (structural) shall not be removed until permanent final vegetation is established at a sufficient density to provide erosion control on the site.
10. Additional siltation control may be required as deemed necessary by the Village of Bethalto.



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VILLAGE OF BETHALTO BUILDING PERMIT SOIL AND EROSION PLAN

Description of proposed development: \_\_\_\_\_

Size of Site (Acres or S.F.): \_\_\_\_\_

Total Proposed Square Footage of Impervious Surface: \_\_\_\_\_

Total Proposed Square Footage of Land Disturbing Activity: \_\_\_\_\_

Is any portion of the land disturbing activity within 25 feet of a river, lake, pond, stream, sinkhole, or wetland? \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Brief Description of Proposed Sediment and Erosion Control System: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER OR THE AUTHORIZED AGENT

\_\_\_\_\_  
DATE