

VILLAGE OF BETHALTO  
SIGN PERMIT



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

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## VILLAGE OF BETHALTO RESIDENTIAL BUILDING PERMIT INFORMATION / REQUIRMENTS

### ***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.

If in a subdivision with subdivision restrictions, a copy must accompany the application.

A plot plan must be provided indicating the precise dimensions of the property and the approximate location of existing structures and proposed structures. It is the owner's responsibility to verify exact property lines during construction to assure that set back requirements are met. The drawing must be made to scale.

#### **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.

### ***II. GENERAL BUILDING REQUIREMENTS***

#### **1. BUILDING CODE**

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

- *INTERNATINOAL BUIDLING 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 MAINTNEANCE CODE 2003 EDITION*
- *NFPA 101 LIFE SAFETY CODE 2000 EDITION*
- *NFPA 70 NATIONAL ELECTRICAL CODE 2005 EDITION*
- *ILLINOIS PLUMBING CODE 1998*
- *INLLINOIS ACESSIBILITY CODE*
- *SOUND DEADENING WALL DETAIL AND OTHER REQUIREMENTS FOR ATTAINMENT OF SOUND TRANSMISSIONS CLASS (STC) RATING OF 57 OR GRATER*



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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. 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.

## 3. 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.

## 4. 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.

## 5. ZONING REQUIREMENTS

Village of Bethalto Ordinance Chapter 35 contains all the specifications and regulations for street graphics.

## 6. INSURANCE REQUIREMENTS

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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## 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.

ZONING ADMINISTRATOR, Richard Mersinger, has approval over all permits. Should there be zoning questions, he should be contacted at 377-7697 or 978-7697.

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. Final

Periodic inspections will be made at discretion of Inspector as work progresses. Builders are expected to comply with this procedure.

ELECTRICAL INSPECTOR: Call Doug McCormick 618-920-3515 for inspection. (24 Hour Notice)

Inspection shall be made in three steps:

1. Upon completion of work.

Ordinance No. 2002-03, February of 2002.

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



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SITE SKETCH OF LOCATION OF SIGN ON PROPERTY

“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 CODE 2003 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 \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

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

APPLIANCT PHONE \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_

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LOCATION AND BUILDING AND LOT: \_\_\_\_\_

STREET FRONTAGE \_\_\_\_\_ USE GROUP \_\_\_\_\_

TOTAL AREA OF EXISTING SIGNS \_\_\_\_\_

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

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**PERMIT FEES**

BLGD. FEES \_\_\_\_\_ ADDITION FEE \_\_\_\_\_

ELECTRICAL FEE \_\_\_\_\_

REPAIR AND ALT. FEE \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_

\_\_\_\_\_  
ZONING ADMINISTRATOR



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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:

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\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

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