



Permit Number: _____
Issued Date: _____
Final Inspection Date: _____
JULIE Dig Number: _____

BUSINESS BUILDING PERMIT APPLICATION

ALL FEES ARE NON-REFUNDABLE

This application will not be accepted unless all required information is completed.

PROJECT LOCATION:

Address: _____

Tax Identification: _____ Present zoning of Property: _____
00-00-000-000

Own ☐ Rent ☐

If Applicant rents the location, Owner must authorize this application.

BUSINESS NAME

Full Name(s): _____

Phone Number: _____ Application Date: _____

BUSINESS OWNER'S NAME

Full Name(s): _____

Address: _____

Phone Number: _____ Other Phone: _____

GENERAL CONTRACTOR NAME

1. Full Name(s): _____

Address: _____

Phone Number: _____ Other Phone: _____ Fax: _____

2. Full Name(s): _____

Address: _____

Phone Number: _____ Other Phone: _____ Fax: _____

I PROPOSE TO BUILD:

Primary Structure ☐ Accessory Structure ☐ Carport ☐ Fence ☐ Other ☐

If Other Specify Type: _____

Purpose of the Building: _____

Electrical: Yes ☐ No ☐

Estimated starting date: _____ Project Cost: _____

Property Lot Size: _____ ft by _____ ft

Size of Primary Structure: _____ ft by _____ ft

Size of Accessory Structure #1: _____ ft by _____ ft

Size of Accessory Structure #2: _____ ft by _____ ft

Is this property a corner lot: Yes ☐ No ☐

Purpose of the building/addition: _____

Submit the following items with this application:

1. A plat of the property, if applicable.
2. A site plan of the property*.
3. The appropriate fee.
4. Building Plan must be to scale and must include the following for **West Peoria Fire Department review**:
 - a. Electrical distribution, sizing, and incoming to building
 - b. Gas – distribution and incoming to building
 - c. Door Swings
 - d. Door Size
 - e. Room measurements
 - f. Construction materials
 - g. Building doors meeting ADA codes (must meet ADA if it is a public building)
 - h. Purpose of building in writing.

*Site plan must include:

1. Location and dimensions of all buildings, including accessory structures such as detached garages/storage sheds and attachments such as porches, decks, and patios with pertinent setback lines.
2. Distance from property lines to existing property structures, including distance from the accessory structure and other structures.
3. Dimensions of property.

Are there other structures on premises? Yes ☐ No ☐

If yes, describe type and location: _____

Site Plan of property:

Note: Upon approval of permit:” JULIE” must be notified before any work can be done at 811

All permits expire Six (6) months from date/time permit is issued!

West Peoria Fire Department Must approve the building plan before starting any construction!

Note: Other permits may be required after first inspection.

You must call West Peoria Zoning Department for final inspection date.

I, undersign, hereby request the City Council of West Peoria grant a permit as provided by the Zoning Ordinance for the City of West Peoria, Illinois, as amended to date.

Homeowner: _____
Signature _____ Date _____

Print name: _____

Applicant: _____
Signature _____ Date _____

Print name: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE:

Received by: _____ Date: _____

Fee Collected: _____ Cash: _____ Check: _____ Check #: _____

Code Enforcement Officer: _____ Date: _____
Signature _____

West Peoria Fire Department: _____
Signature _____ Date _____

Zoning Department: _____
Signature _____ Date _____

PERMIT APPROVED: Yes ☐ No ☐ PERMIT NUMBER: _____

Comments: _____

Requirement and Procedures for Business Building

Application for a Permit

1. Completed Business Building Permit application
2. Permit Fee
3. Site Plan of the property
4. Building Plan must be to scale and include the following:
 - a. Electrical - distribution, sizing, and incoming to building
 - b. Gas - distribution and incoming to building
 - c. Door Swings
 - d. Door Size
 - e. Room measurements
 - f. Construction materials
 - g. Building doors meeting ADA codes
 - h. Purpose of building in writing
 - i. Sprinkler System ???(check requirements)
5. Flood Survey – if applicable with a copy of the approval
6. IDOT
 - a. Access to building/driveway Permit (if applicable)
7. Erosion Control (if more than 500sq ft is disturbed)
8. Plans for:
 - a. Buffer
 - b. Parking
9. Copy of Peoria County Health Department permit for closing a Septic and / or well

Application for Business and Liquor

All surveys are done at the property owners' expense!
