

Building Permit – Accessory Structures

Village of Sherman Building Permit

Owner:	
Address:	
Phone:	Email:
Date:	

Proposed Use of New Structure (check box & complete):

Accessory Structure (check all that apply)		Estimated Cost
Pool	Ttl Sq Ft.	\$
Fence	Ttl Linear Ft.	\$
Shed, Gazebo or Garage	Ttl Sq Ft.	\$
Deck, Patio		\$
Additions: (sunroom, build out)		\$
Solar, Driveway, other:		\$

Basic Information (all information shall be filled out)

Project Address:		
Subdivision & Lot Number:		
Property Tax ID Number (PIN):		
Township (circle one):	Fancy Creek	or Williams
Emergency Contact & Phone:		
Contractor (if diy write Self):		
Contractor Address:		
Contractor Telephone:		Email:

FOR VILLAGE USE ONLY

Building Permit Number

**DO NOT BEGIN YOUR PROJECT WITHOUT A BUILDING PERMIT
NO PERMIT = FINES AND PENALTIES TO BOTH THE BUILDER AND OWNER**

Building Permit Procedures.

1. Builder/Owner obtains permit application from website or Village Office.
2. Builder/Owner submits application with appropriate fee to Village Office.
 - A. Application must be completed and signed by Owner and Builder (if applicable).
 - B. Application must have signature of Officer of Homewners Association or Developer. We cannot process application without proper signatures. If NO HOA or Developer then note on application.
 - C. Fees. 2022 Fees are \$50/\$75 per property/request respectively. May include more than one accessory structure at time of application under same permit fee.
 - D. Additional Costs/Recovery Costs. Applicant will be charged additional fees above the application fees for any and all work required to be performed by Village Engineer and/or Legal Counsel per Village Ordinance 1-9-1 et seq. A building permit will not be issued until all fees have been paid.
3. Builder/Owner required to locate and flag property line pins prior inspection and stake out the are of their project. The Village of Sherman takes no responsibility for location or verification of property pins. Responsibility lies exclusivly with the owner and contractor.
4. Village Zoning Enforcement Officer will perform inspection once notified by Builder/Owner that property is ready for inspection per 3., above.
5. At time of inspection, if property pins not identified or area not staked for the project area, the Zoning Enforcement Officer may leave the site, notify the owner that property was not ready per request and permit will be delayed. An additional fee will be charged of \$25 for each additional visit, payable before the issuing of the permit.
6. If there are issues relating to the project, the Zoning Enforcement Officer will contact the Builder/ Owner note the defencies/issues and try to come up with a resolution. If resolved, the building permit will be issued. If not resolved, the building permit will not be issued and the fees for inspection will be forfeited. If additional fees were accumulate the Village will pursue recovery of those costs.
7. If no issues, the Zoning Officer will issue Building Permit, contact Builder/Owner and will hold at Village Administrative Offices to be picked up or mail to address requested.
8. Builidng Permit is required to be posted in the window of the residence where work is being performed at all times during construction.
9. Final Inspection/Occupancy Permit. Upon completion of project, Builder/Owner must contact the Village Zoning Enforcement Officer to perform final inspection. Occupancy prior final approval will result in substantial daily fines for each day of non compliance.

- a. If satisfactory inspection and all fees have been paid for permit, including any additional fees, an Occupancy Permit will be issued by the Village.
- b. If issues arise, the Zoning Enforcement Officer will identify issues with Builder/Owner with the hopes a mutual resolution is reached or the Village may require modification of project to place it in compliance. Any additional site visits and/or cost to hire engineers/legal counsel by the Village will be a recoverable expense under ordinance 1-9-1 et seq.

ALL FEES MUST BE PAID TO THE VILLAGE PRIOR ISSUANCE OF OCCUPANCY PERMIT.

FAILURE TO RECEIVE A PROPERLY EXECUTED OCCUPANCY PERMIT WILL SUBJECT THE BUILDER AND OWNER TO DAILY FINES UNTIL COMPLETED IN ACCORDANCE WITH VILLAGE ORDINANCE 2013-8, VILLAGE CODE AT TITLE 9-1-D-2 ET AL.

BUILDING PERMIT FEES:

- ADDITIONS: (sunroom, build out, detached garage): Minim. \$75 per permit or \$20 per 100 square feet up to 2,000 sq feet plus \$5 per 100 square feet over 2,000, whichever is higher.
- Sump Pump (retrofit add-on) = \$25
- Pool, Fence, Shed, Deck, Garage, Driveway, Other \$50.00
- Solar Rooftop \$75.00

Additional Fees (Recoverable Costs)

- Additional Inspections \$25.00 Per Inspection (above * below)
- Engineering Fees \$actual costs of charged to Village.
- Legal Fees \$actual costs of charged to Village.
- Other: \$actual costs of charged to Village.

*Fee covers processing of application, initial inspection and final inspection.

VILLAGE OF SHERMAN OFFICE USE ONLY	
Building Permit Number:	
Date Permit Issued:	
Check Number, Receipt #, Amount & Payment Received By:	

Home Owners Association (HOA) Statement

The proposed structure or improvement (check one): is or is not located within a neighborhood with covenant restrictions and the proposed structure or improvement does or does not conform to covenant restrictions.

x _____
 Homeowners Association Official Date

No active HOA on file with the Village. x _____
Official Signature/Villag Official Date

**APPLICATION WILL NOT BE PROCESSED FURTHER WITHOUT
 THIS SECTION BEING COMPLETED AND SIGNED AS APPROPRIATE.**

NOTE: Subdivision Covenants. The Village of Sherman, Illinois does not enforce subdivision covenants and restrictions. However, covenants and restrictions may apply to your property which is more restrictive than the Village of Sherman Zoning and Subdivision Ordinances. It is your responsibility to comply with these restrictions.

Project Plan Drawing (or attach specs)



A large, empty rectangular box with a dark blue border, intended for a project plan drawing or specifications.

A series of horizontal blue lines for writing notes or additional information.

AFFIDAVIT

I hereby certify that I have read and examined this application and my answers to the questions are true and complete. I agree to perform said work and/or construct said building/structure as described in the foregoing application and in accordance with the plan and specifications submitted. It is understood that the permit does not provide for the erection or installation of anything extending below, into or above any public thoroughfare.

I further certify that no work or installation has been or will be performed prior to the issuance of said permit and that all work will be performed to comply with all federal, state, and village laws, rules, regulations and ordinances and subdivision covenants whether specified in this application and accompanying plans and specifications or not and that no violations now exist on this property.

By signing (owner and/or contractor) this permit application, you are indicating all "pins" or property markers have been identified and all building/structure marker stakes are located and clearly identified where applicable. If the Village Official deems such markings are inadequate another inspection visit may be required. Any subsequent inspections or visits will incur additional costs to cover the expense of the additional inspection services. The Village holds no responsibility for location of property pins and any assertions made verifying the same. The responsibility lies solely with the owner and the builder.

By signing this section, I agree with all administrative rules, village code, village ordinance and instructions as published by the Village. I further acknowledge that these rules are always available in digital format via the Village Website www.shermanil.org. The Village will not be held responsible for misinterpretations of Village Code or Ordinance.

I understand that the Building Permit, herein applied for, becomes null and void if work or construction is not commenced within 90 days after the date of issuance, or if construction or work is suspended or abandoned for a period exceeding 90 days at any time after work has begun, unless a variance has been granted by the Village Administrative Office.

Signature of Owner: x _____ Date: _____

Address of Applicant: _____

Contractor Signature: x _____ Date: _____

Name Printed: _____

For Official Village Use The permit application meets the requirements for a Building Permit:

Village Engineer: _____ Date: _____

Village Zoning Officer: _____ Date: _____

Village Clerk: _____ Date: _____