



**APPLICATION FOR BUILDING PERMIT**

To: Zoning Officer  
City Hall  
201 S. Michigan Ave. | PO Box 298  
Marshall, IL 62441  
(217)826-8087

Building Permit Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_  
**FOR CITY USE ONLY**

Date Submitted: \_\_\_\_\_

Type of improvement:

- New Home or Primary Structure  Addition Repair / Alteration
- Accessory Building (Detached Garage, Carport, Shed etc...)  Fence
- Outdoor Furnace (Article I, Sec 8-1 to 8-7)  Solar

Other (describe) \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT.** All information required by this application must be completed and submitted. Any application that is incomplete will be rejected. Applicants are encouraged to visit the Zoning Officer at the Zoning Officer's Office for any assistance needed in completing this form.

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  2. Name of Owner(s) of Real Estate (If different than the Applicant's): \_\_\_\_\_  
\_\_\_\_\_
  3. Common address of building site (lot number and street or road name): \_\_\_\_\_  
\_\_\_\_\_
  4. Name of Contractor (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  5. Name of Roofing Contractor (if applicable): \_\_\_\_\_  
IL State Roofing License Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  6. Name of Roll Off Contractor (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  7. **Date of proposed construction:** \_\_\_\_\_
  8. Zoning for proposed site (check one)  
\_\_\_\_\_ Single Family Residential  
\_\_\_\_\_ Two Family Residential  
\_\_\_\_\_ Multiple Family Residential\*  
\_\_\_\_\_ Business or Industrial\*
- \*Site Plan requirements applicable to all multi-family residential and non-residential uses.
9. Legal description of property as indicated on deed (Lot, Block, and Subdivision):
  10. Permanent Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

11. Type of proposed use (check one)
- \_\_\_\_\_ Primary Residence      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Addition                      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Residential Garage      Attached      Detached      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Residential Carport      Attached      Detached      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Residential Accessory Building      Portable      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Non-Residential Building      Attached      Detached      Size: \_\_\_\_\_ x \_\_\_\_\_
- \_\_\_\_\_ Fence      Linear Feet      Height      Type
- \_\_\_\_\_ Outdoor Furnace      Stack Height

12. Dimensions
- \_\_\_\_\_ Number of Stories
- \_\_\_\_\_ Total square feet of floor area (all floors, based on exterior dimensions)
- \_\_\_\_\_ Total land area, square feet

13. Off Street Parking (If Applicable)
- \_\_\_\_\_ Number of off street parking places

14. **Estimated Cost of Project:** \_\_\_\_\_

15. Attach a copy of a sketch or plat (drawn to approximate scale) showing the following:  
(Please use graph grid paper):

- a) Dimensions of lot;
- b) Dimensions and use of all buildings currently on lot;
- c) Distance of each building from lot lines;
- d) Distance of principle buildings from principal buildings on adjacent lot(s);
- e) Distance between principle buildings and accessory buildings;
- f) Location (with dimensions of driveways and off-street parking spaces);
- g) Location of all easements;
- h) Location and dimensions of proposed project for which this application is for  
(Please identify as proposed project)

Owner/Contractor is responsible for FULLY COMPLETING THE BUILDING PERMIT APPLICATION AND DRAWINGS; Stakeouts; J.U.L.I.E. Locate Requests; Erosion Control; Dirt on Roadway; Damage to Roadway; Curbs/Gutters, Illinois licensed roofing contractor.

All proposed construction must be staked out prior to permit approval. All stakeouts must have the building corners staked and lot lines stringed.

Application is hereby made for a building permit as required under the City of Marshall Municipal Code. In making this application, the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed lot and project. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation.

It is understood that any permit issued on this application will not grant the right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the City of Marshall Municipal Code or by any other ordinances, codes or regulations of the City.

It is understood that no land shall be occupied or used and no building hereafter erected, altered or extended shall be used or changed in use until the Address is Posted; Final Grading is Done; and a Certificate of Occupancy issued by the Zoning Enforcing Officer (Building Inspector).

The undersigned Applicant (s) hereby affirms under penalty of perjury that the information provided in this application is true and correct.

Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## BUILDING PERMIT SITE DRAWING

**Sketch or Drawing Instructions:**

Show on the map: 1) Dimensions of lot, 2) Dimensions and Use of all buildings currently on lot, 3) Distance of each building from lot lines, 4) Distance of principle buildings from principal buildings on adjacent lot(s), 5) Distance from principle buildings and accessory buildings, 6) Location (with dimensions) of driveways and off-street parking spaces, 7) Location (with dimensions) of all easements, 8) Location and dimensions of proposed project for which this application is for (Please identify as proposed project).

Additionally map must contain: 1) North Arrow showing direction of North, 2) Label all streets, 3) Scale of drawing.

**SETBACKS**

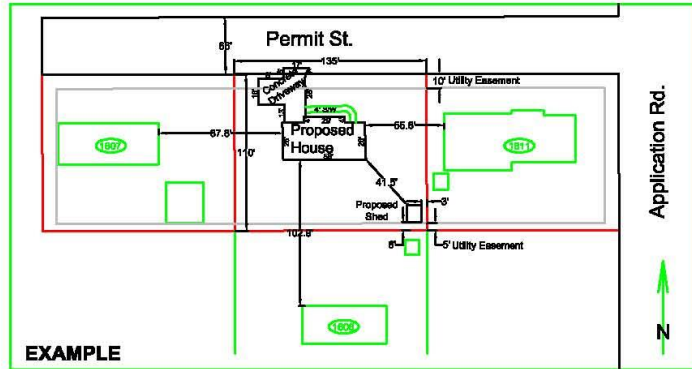
Front Yard \_\_\_\_\_ Ft.  
 Side Yard \_\_\_\_\_ Ft.  
 Side Yard \_\_\_\_\_ Ft.  
 Rear Yard \_\_\_\_\_ Ft.

**BUILDING LOT COVERAGE**

Primary Building \_\_\_\_\_ S.F.  
 Accessory Building \_\_\_\_\_ S.F.  
 Total Buildings on Lot \_\_\_\_\_ S.F.  
 Lot Area \_\_\_\_\_ S.F.  
 % Lot Coverage \_\_\_\_\_ S.F.

**ZONING CLASSIFICATION**

Proposed Lot \_\_\_\_\_  
 Adjacent to North \_\_\_\_\_  
 Adjacent to East \_\_\_\_\_  
 Adjacent to South \_\_\_\_\_  
 Adjacent to West \_\_\_\_\_



Scale of Drawing: 1 Block = \_\_\_\_\_ Feet

