

# ARTICLE XI

## Permits and Certificate of Occupancy

### 11.1 PERMIT PROCEDURE

11.11 Except as otherwise provided in this Article, building permits must be obtained from the Zoning Enforcing Officer prior to any construction. A building permit shall not be issued in Princeton Township (T16N-R9E) in areas having drainage and water problems as designated by the map in this Ordinance, unless the applicant first appears before the Bureau County Planning Commission.

### 11.12 Permit Applications

Applications for a permit shall be made to the Zoning Enforcing Officer on forms furnished by the Zoning Enforcing Officer and shall include the following where applicable:

Names and addresses of the applicant, owner of the site, architect, professional engineer, and contractor.

Description of the subject site by lot, block, and recorded subdivision; community and/or township and section number; type of structure, existing and proposed operation or use of the structure or site; and the zoning district within which the subject site lies.

Plat of survey prepared by a registered land surveyor showing the location, boundaries, dimensions, elevations, uses, and size of the following: subject site, existing and proposed structures, existing and proposed easements, streets, and other public ways; off-street parking, loading areas and driveways; existing highway access restrictions; existing and proposed street, side and rear yards. In addition, the plat of survey shall show the location, elevation, and use of any abutting lands and their structures within forty (40) feet of the subject site.

Proposed sewage disposal plan if municipal sewerage service is not available. This plan shall be approved by the Bureau County Health Department or the State of Illinois Department of Public Health.

Proposed water supply plan if municipal water service is not available. In all cases, the plan shall meet the approval and requirements of the Bureau County Health Department or the State of Illinois Department of Public Health.

- 11.13 Concrete, stone, wood, masonry, ornamental, or any other type fence in Business or Manufacturing districts shall require permits. The Zoning Enforcing Officer shall also require permits for any fences or other structures within the site triangle established at intersections in all zoning districts. (See Section 4.7 - Traffic Visibility).
- 11.14 Each permit issued for a main building also shall cover any necessary structures or buildings constructed at the same time on the same premises and such permit for which it is issued, until completion of construction or occupancy.
- 11.15 Any work or change in use authorized by permit but not substantially started within ninety (90) days shall require a new permit (issued at the current fee schedule). A permit shall be revoked by the Zoning Enforcing Officer when he shall find from personal inspection or from competent evidence, that the rules or regulations under which the permit has been issued are being violated or the building is not completed within two (2) years from the date the permit was issued or if no significant progress has been made towards the completion of the project.
- 11.16 All applications and a copy of all permits issued shall be systematically filed and kept by the Zoning Enforcing Officer in his office for ready reference.
- 11.17 No permit shall be required for:
- 11.17-1 Routine maintenance or repair of buildings, structures, or equipment, such as repainting or reroofing a building, or reballasting a railroad track;
  - 11.17-2 Alterations of existing buildings having a replacement value of less than three hundred dollars (\$300.00);
  - 11.17-3 Interior or exterior building alterations that do not change the outside dimensions of the original building;
  - 11.17-4 Construction of a service connection to a municipally-owned and operated utility; and
  - 11.17-5 Any agricultural use, except as required in Section 2.2, 2.21-1, and 3.41-2.
  - 11.17-6 Storage sheds or completely enclosed buildings used for storage and like purposes under one hundred forty-four (144) square feet.

- 11.17-7 Construction or alteration of a fence in a residential district, unless the fence is located in the site triangle (See Section 4.7, Traffic Visibility).
- 11.18 Application for Conditional Use permits under Section 3.41-4 shall be referred by the Zoning Enforcing Officer to the Planning Commission and Zoning Board of Appeals without delay.
- 11.19 A Certificate of Occupancy shall be issued for any of the following changes when applied for and processed by the Zoning Enforcing Office:
- 11.19-1 Occupancy and use of a building hereafter erected;
  - 11.19-2 Change in use of an existing building to a use of a different classification;
  - 11.19-3 Change in the use of land to a use of a different classification; and
  - 11.19-4 Any change in the use of a nonconforming use. No such occupancy, use, or change of use, shall take place until a Certificate of Occupancy has been issued by the Zoning Enforcing Officer.
- 11.20 Certificate of Occupancy for a Building
- Certificates of Occupancy for a new building shall be applied for coincident with the application for a building permit, and said Certificate shall be issued within a reasonable time after final inspection by the Zoning Enforcing Officer.
- 11.21 Certificates of Occupancy for Land
- Certificates of Occupancy for the change in the character of the use of land as herein provided shall be issued upon approval by the Planning Commission, the Zoning Board of Appeals, and the County Board, provided such use is in conformity with the provisions of this Ordinance.
- 11.22 Certificates of Occupancy shall be issued when the building, or proposed use of a building or land, complies with all the provisions of this Ordinance. A record of all Certificates of Occupancy shall be kept on file in the office of the Zoning Enforcing Officer, and shall be open to public inspection.

