



**CITY OF COLUMBIA  
RESIDENTIAL INTERIOR RENOVATION  
PERMIT APPLICATION  
GUIDELINES & INSTRUCTIONS**

**What are the Building Permit Application Requirements?**

The applicant must submit a completed Building Permit Application, site/construction plans, record deed, as well as the utility applications included in the information package to the Building & Zoning office.

<b>Building Permit Application Requirements Check List</b>
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**Applications will not be accepted unless all of the following have been submitted.**

▶ **Submit the following completed applications/forms & site plans to the Building & Zoning Office:**

- Building Permit Application** (MUST include roofing, plumbing & electrical contractor information)
- Construction Documents**
- Record Deed**

**I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via mail at the address provided.**

<b>Sign and return this page with your application</b>
<b>Permit Holder – Contractor Signature</b> _____ <b>Date</b> _____

## Review Process

- ▶ **After submitting all completed forms and required documents, the proposed project is:**
  - Reviewed by the building official for zoning compliance so that the location of the structure is within the setback regulations for your property;
  - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ **If all requirements are met, permit is approved.**
- ▶ **Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk's Office.**
- ▶ **Construction may begin.**

## IMPORTANT REMINDERS

**Storm Water and Soil Erosion Control Regulations** - According to the City of Columbia Ordinance No. 1320, the amount of soil erosion must be kept to a minimum. A detailed erosion control plan shall be submitted with the site/construction plans.

**Burning Ordinance** – According to the City of Columbia Ordinance No. 1775, the City prohibits the burning of building construction debris, materials, or other substances created by the construction of buildings or other structures. Failure to comply could result in the issuing of a “stop work” order and/or fines.

**Water & Sewer Tap – In** - Water & Sewer tap-ins must be inspected BEFORE closing excavations.

### Information below for Residential Building Permits

**\*Subdivision Approvals** - City approval does not constitute subdivision approval.

The City recommends you contact trustees in your subdivision for any subdivision requirements.

**Construction Materials** - If using vinyl siding, minimum thickness of siding must be .046 inch. Roof sheeting must be minimum ½” 5-ply fir plywood with sheeting clips or 5/8” Zip roof sheeting. Must use approved truss connections.

**Premise Identification** - All premises are to have the proper street number identification, four (4) inches high, easily visible from the street.

**Radon Resistant Construction** - Radon resistant construction standards are required to be met on all new residential construction. See City of Columbia Ordinance No. 311 and the Illinois Administrative Code - Section 422.169 (Mitigation Standard for New Residential Construction).

### How much is the Building Permit fee?

The fee amount is determined by the square footage of project, water & sewer connection costs, etc. (A current fee schedule can be found on the City's website under Government - Departments & Services – Building & Zoning – Building Permits.) Once the Building Permit has been approved, City staff will call to let you know the Permit is ready to be picked up and will also inform you of the total fee amount due.

**What inspections are required, once the building process begins?**

Below is the inspection schedule required by the City of Columbia during the building process. Please call the phone numbers listed to schedule the inspections. **Project Manager and/or Building Permit Holder will be required to be at every inspection listed below.**

**NOTE: The number of inspections is to be determined upon review of application**

Inspection Schedule			
	Type of Inspection	Contact	Phone #
1.	<b>Footing</b> – Inspection to be scheduled before footing for building is completed.	Building & Zoning Office	(618) 281-7144 x 105
2.	<b>Foundation</b> – Inspection to be scheduled when forms and steel are in place and before concrete pour.		
3.	<b>Framing</b> - Call for inspection when framing, boxing, and roofing are completed.		
4.	<b>Plumbing (below and above ground)</b> - Inspection on plumbing rough-in needed before covering.	Plumbing Inspector	(618) 410-4908
5.	* <b>Electrical (rough-in and service entrance)</b> – Inspection needed for rough-in of electrical wiring before inside walls are insulated/ covered.	Building & Zoning Office	(618) 281-7144 x 105
6.	<b>Sidewalk Inspection</b> – must be approved prior to pour.		
6.	<b>Plumbing Final Inspection</b> – must be approved before building can be occupied.	Plumbing Inspector	(618) 410-4908
	<b>Electrical Final Inspection</b> – must be approved before building can be occupied.	Building & Zoning Office	(618) 281-7144 x 105
7.	<b>Final Building Inspection</b> – must be approved before building can be occupied.		

\* **Electrical** – Ameren IP and Monroe County Electric Co-Operative will not approve until a rough-in electrical inspection is completed. Upon completion of the rough-in inspection:

1. Sticker will be placed on the meter base advising the power company to inspect the service entrance and to install the meter.
2. A sticker is placed on the front window advising the insulators and dry wallers to proceed.  
**Do not insulate or cover until an electrical rough-in is complete.**

**What building codes are enforced in Columbia?**

The codes governing construction within the city limits of Columbia, Illinois are as follows:

<b>Building Codes</b>	2006 International Building Code 2006 International Existing Building Code 2006 International Property Maintenance Code 2006 International Fuel Gas Code 2006 International Mechanical Code
<b>Electric Code</b>	National Electric Code 2005 Columbia Municipal Code, Ch. 15.32
<b>Plumbing Code</b>	State of Illinois 2014 Columbia Municipal Code, Ch. 15.40
<b>Street Graphics</b>	Columbia Municipal Code, Ch. 15.44
<b>Zoning Ordinance</b>	Columbia Municipal Code, Title 17
<b>Fire Prevention</b>	2006 International Fire Code

<b>List of Local Utilities</b>	
<b>Power Company (Electric and Gas)</b>	Ameren IP 1 - (800) 755-5000
	Monroe County Electric Co-Operative 907 N. Illinois Route 3 Waterloo, IL 62298 (618) 939-7171
<b>Telephone Company</b>	Harrisonville Telephone Company P.O. Box 149 213 S. Main Street Waterloo, IL 62298 (618) 939-6112
<b>Water Company</b>	City of Columbia (Water, Sewer & Trash) P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
	Illinois American Water Co. (618) 277-1151 (Country Crossings Subdivision Only)
<b>Storm/Sanitary Sewer</b>	City of Columbia P.O. Box 467 208 S. Rapp Avenue Columbia, IL 62236-0467 (618) 281-7144, ext. 100
<b>Underground Locator</b>	JULIE (Utility Lines, etc.) 1 – (800) 892-0123
	Charter Communications Cable Television 1- (800) 231-2517

**How do I get a Certificate of Occupancy?**

Once it has been determined by the Building Official that all inspections have been approved, a Certificate of Occupancy will be approved and issued by the City of Columbia Building & Zoning Office.

*This is a general guide for the Building Permit Application within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the BUILDING & ZONING OFFICE AT (618) 281-7144 ext. 105.*



# RESIDENTIAL BUILDING PERMIT APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

See Attached Guidelines & Instructions. Visit  
[www.columbiaininois.com](http://www.columbiaininois.com) – Building Permits for more details.

THIS BOX STAFF USE

Application #		Building Permit #			
Fee Amount:	Credit Card		Check #		Cash

**A. Location of Residence**

Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

County:            Monroe                            St. Clair

**B. Permit Holder – Contractor** The Project Manager listed below will be the contact for all issues related to this permit and will be required to schedule and attend every inspection.

**Company & Permit Holder Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**Project Manager:** \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**C. Property Owner / Authorized Owner Agent Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**D. Type of Residence (✓ one)**

One Family Dwelling                            Two Family Dwelling

**I. Project Type & Description (✓ one)**

New Residence	Structural Addition	Interior Alterations	Basement Finish	Accessory Structure	Other
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**If 'Other', please specify**

**Briefly Describe the Type of Work to be Performed with Permit**

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**F. Historical Site Information - Is site currently registered with historical registry?**

Yes

No

If yes, plans will need to be reviewed and approved by the Historical Preservation Committee before construction can begin. No permit fee will be charged.

**G. Project Description / Details**

Number of stories: \_\_\_\_\_ Total land area – square feet: \_\_\_\_\_

Total square feet of floor area, all floors, based on exterior dimensions (including garage and decks): \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_

Number of bathrooms: Full - \_\_\_\_\_ Partial - \_\_\_\_\_

Number of Off-Street Parking Spaces: Enclosed (garage) - \_\_\_\_\_ Unenclosed (driveway) - \_\_\_\_\_

*Each dwelling unit requires 2 off-street parking spaces.  
Each parking space must be a minimum of 10' x 18' area or 180 s.f.*

**H. Subcontractor Information**

**Architect**

Business Name: \_\_\_\_\_

License#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Engineer**

Business Name: \_\_\_\_\_

License#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Roofing**

Business Name: \_\_\_\_\_

License#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Plumbing**

Business Name: \_\_\_\_\_

License#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Electric**

Business Name: \_\_\_\_\_

License#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**I. Type of Sewage Disposal**

Public                      Private (septic tank, etc.)\*

**J. Type of Water Supply**

Public                      Private (well or cistern)\*

\* Requires Monroe County Health Department Approval

<b>K. Cost Estimate</b>	
Cost of Project	\$
To be installed but not included in the above cost:	
1) Electrical	\$
2) Plumbing	\$
3) Heating, air conditioning	\$
4) Other (elevator, etc.)	\$
<b>Total Cost of Project</b>	<b>\$</b>

**L. Disclosure & Signatures**

The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

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**Permit Holder – Contractor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Property Owner / Authorized Owner Agent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Staff Use Below*

**ADDITIONAL PERMITS REQUIRED FOR OTHER JURISDICTION APPROVAL**

Permit or Approval	Check	Date Obtained	No.
Boiler			
Excavation			
Grading			

Permit or Approval	Check	Date Obtained	No.
Water			
Sewer			
Other			

**Comments:**

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Approved  Denied

\_\_\_\_\_ *Building Official* \_\_\_\_\_ *Date*