



For Office Use Only

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

**\*\*THIS APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY\*\***  
**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

CITY OF HERRIN, ILLINOIS  
BUILDING PERMIT APPLICATION

ALL INFORMATION SHALL BE PROVIDED OR PERMIT WILL BE DENIED

1. Address Of Building Location: \_\_\_\_\_  
(You must give an accurate 911 locatable address. If you do not have one, you may obtain one from the 911 Administrative Office located in the Marion Police Department at 1001 W. DeYoung, Marion, IL 62959. Their phone number is (618)997-7541.)
2. Nearest Cross Street: \_\_\_\_\_ and \_\_\_\_\_
3. Legal Description: Subdivision \_\_\_\_\_ Block \_\_\_\_\_  
Lot \_\_\_\_\_ Zoning District \_\_\_\_\_ Lot Size \_\_\_\_\_
4. Type of Improvement: New Building \_\_\_\_\_ Addition \_\_\_\_\_  
Repair/Alter \_\_\_\_\_
5. Residential Use: One Family Dwelling \_\_\_\_\_ Duplex \_\_\_\_\_  
Multi-Family \_\_\_\_\_ Garage \_\_\_\_\_ Carport \_\_\_\_\_  
Accessory Building \_\_\_\_\_ Other \_\_\_\_\_

Describe: \_\_\_\_\_

\*Floor Plan required for all single family residential uses.

\*Site plan requirements apply to all multi-family residential uses.(See Herrin Revised Code, Chapter 41).

6. Non-Residential Use: Industrial \_\_\_\_\_ Service Station \_\_\_\_\_ Craft \_\_\_\_\_  
Retail \_\_\_\_\_ Educational \_\_\_\_\_ Religious \_\_\_\_\_ Storage \_\_\_\_\_ Other \_\_\_\_\_

Describe proposed use in detail: \_\_\_\_\_

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\*Site Plan requirements applicable to all non-residential uses. (See Herrin Revised Code, Chapter 41).

7. Type of Construction: Wood Frame \_\_\_\_\_ Wood Frame Metal \_\_\_\_\_  
Masonry \_\_\_\_\_ Steel Frame Metal \_\_\_\_\_ Reinforced Concrete \_\_\_\_\_
8. Type of Water Supply: City \_\_\_\_\_ Other \_\_\_\_\_
- Type of Heating: Gas \_\_\_\_\_ Electricity \_\_\_\_\_ Oil \_\_\_\_\_ Other \_\_\_\_\_
- Type of Electrical Service: Breakers \_\_\_\_\_ Size of Service \_\_\_\_\_
9. Dimensions: \_\_\_\_\_ Number of Stories \_\_\_\_\_ Square Feet under Roof \_\_\_\_\_
10. Total Cost of Project: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_ Address \_\_\_\_\_

Telephone: \_\_\_\_\_

11. For single Family Residence or Duplex, provide drawing of lot below:  
Drawing must show layout of building with dimensions;  
Layout of building in relation to existing structures;  
Set back lines for front, rear and side yard. (Note: Subdivision plat setback requirements may apply, and if greater than those required by the City, they shall apply).

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Indicate North

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The City of Herrin has adopted the B.O.C.A. Codes-Fire Prevention Code, National Electric Code, Illinois State Plumbing Code, N.P.P.A. Safety Code.

All construction shall comply with all applicable Codes.

Prior to issuance of an occupancy permit, a certificate signed by a licensed plumber and a residential or journeyman electrician, certifying that all applicable electrical and plumbing codes have been met, shall be submitted to the Code Inspector.

I hereby acknowledge that the above stated information is true, accurate and authorized by the owner of the property. I agree to conform to all applicable local, state and federal laws. I hereby certify that there are no covenants applicable to the property which prohibit the proposed building.

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

\_\_\_\_\_  
Signature of Applicant

Fee Paid: \_\_\_\_\_

Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Herrin Code Inspector

Date Issued: \_\_\_\_\_

I here by accept and agree to comply with any and all conditions provided for herein above.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

\*No Permit will issue and construction shall not begin until the permit fee has been paid and ALL information required herein has been received and approved.