Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



8/7/2020

TO:

Home Builders and General Contractors

FROM:

Heidi H. Miller; Director

RE:

Permit Information for Single Family Homes

We look forward to working with you as you construct in Grundy County.

As we are a service organization, we would like to provide you with as much information on the steps to obtain a permit.

#### Packet:

In this packet you will find:

- Application which includes the contractors listing for the project
- Driveway and culvert approval sheets
- School Site Donation sheet to be taken to the Tax Assessor's office
- Setback requirements
- Inspections required
- Passive radon example details

#### Submittal:

The submittal is ready to our office please make sure that you have the following items:

- 1) One set of 2 x 3 plans that are stamped and signed by an IL Registered Architect
- 2) Plans need to show compliance to the 2018 International Residential Code, 2017 National Electric Code, 2018 II Energy Code, and the II State plumbing Code.
- 3) ResCheck and a Manual J need to be provided.
- 4) Survey showing location of the home and the distance (setbacks) to the property lines
- 5) Floodplain compliance (if applicable)

#### Process:

Once obtained it will take a minimum of 10 days to review the plans. During the review time, permits for septic and well shall be obtained from the Environmental Health Department (815) 941-3115 and all contractors shall be licensed or obtaining their licenses.

Once the plans are approved, a permit will be issued if:

- Septic and Well permits are completed
- All contractors are licensed
- School Site donation is paid
- Building Fee of \$1500.00 is paid

Please feel free to call my office if you should have any questions in regard to this process.

Thank you again for your interest in Grundy County and welcome!

# **Grundy County Land Use Department**

**Building and Zoning Office** 

1320 Union Street Morris, IL 60450 (815) 941-3228 (815) 941-3432 (fax)



# SINGLE FAMILY HOME BUILDING PERMIT APPLICATION

Owner:				
Owner Address:				
Cell Phone:				
Email Address:				
Construction Address:				
Property Index Number:				
PLEASE LIST ALL OF THE CON	TRACTORS ON	THE SECOND F	PAGE OF THIS A	PPLICATION:
Estimated Cost of Home:			=	
Dimensions of Home (width, lengt	h, height)			
Stories:				
Bedroom:	Bathroom:			
Signature of Owner:			Date	
Signature of General Contractor:			_	
			Date	2:
Office Use Only				
Approved:	Date:	E)	KP Date:	
Total Cost of Permit:	Sch	ool Site Donati	ion Amount:	
Additionally Approval Dates: EH	l:Fire	e Department:	Floodpl	ain:
Payment: Cash: Check	k: Rec	eipt:	Date:	

# **Contractor Listing:**

General Contractor:		
Cell Phone:	Email:	
Excavator:		
Cell Phone:	Email:	
Carpenter:		
Cell Phone:	Email:	
Electrician:		
	Email:	
Roofing:		
	Email:	
Concrete:		
Cell Phone:	Email:	
Plumbing:		2
	Email:	
Insulation:		
Cell Phone:	Email:	
Drywall:		
Cell Phone:	Email:	
HVAC:		
Cell Phone:	Email:	
Other:		
Cell Phone:	Email:	

If there are any changes to the contractors for this project, please let us know at (815) 941-3228.

# Grundy County Land Use Department 1320 Union Street

Morris, IL 60450 (815) 941-3228



# **Application for Contractor License**

Company Name:			
Street Address (No PO	) Box):		
City:	State:	Zip:	
Contact Information:			
Name:			
Title:			
Email:			
	rformed by the Company:		
•			
In order to obtain a cor  1) A certification - \$500,000.00 2) A licensing of work perform 3) Fee of \$150. 4) Roofing, fire company an	ntractor license, please provide the following:  on of insurance for the minimum coverage of the following of the personal Property Damage and Bodily Injury of the amount of \$1000 and the Company.  On the Company of the Sprinkler, irrigation, and private alarm controlled complete this form. Insurance and fees are the current Grundy County Building Codes and	the following: Naming Grundy County as Holder \$10,000.00 that covers all aspects of t actors shall provide the current state i not required for these contractors.	license for their
Signature			Date
	Date:Cash:Check #: Contractor License Number:		

#### **Grundy County Land Use Department**

1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



# **Concrete Cold Weather Requirements**

The Grundy County Land Use Department enforces the 2018 International Code Council (I.C.C.) building series of codes.

Cold weather is defined as when conditions are such that the outdoor ambient temperature is less than 40 degrees F for four days.

The following requirements will be employed for cold weather concrete pours:

#### Subgrade:

- 1) Excavations shall not be left open for greater than twenty four hours (24) hours.
- 2) All excavations for concrete pours shall be protected from frost migration immediately after excavation with the use of thermal blankets.
- 3) Subgrade shall be free of any ground water, ice, or frost prior to pour.

#### Footings:

- 1) Footings are allowed to be poured when the temperature is 20 degrees F and rising with the following stipulations enforced
- Concrete shall be maintained at a temperature of 50 degrees F for a period of three consecutive days after the placement of the concrete.
- Protection in the form of thermal blankets shall be provided in place for the period of three days following the pour.

#### Foundations:

- 1) Foundation walls may be poured when the outside ambient air temperature is 40 degrees F or above. ACI 318-08 requirements will be applied if the outside ambient air temperature is below 40 deg F.
- 2) Concrete shall be maintained at a temperature of not less than 50 degrees F for a minimum of seven (7) consecutive days.
- 3) Insulated blankets need to be provided for the entire height and width of the poured walls and shall be left on for curing for a period of 3 days or greater.

#### Flatwork:

- 1) Minimum air temperature shall be 32 deg F and rising for the pour.
- 2) The excavated site, stone subgrade shall be free from frost or water, and shall be protected with thermal blankets prior to the pour.
- 3) Thermal blankets shall be used after the pour and maintained in place for a period of 5 days after pour.
- 4) Concrete contractor may use high strength concrete with a minimum of a 6-bag mix with the condition that the temperature of the concrete is maintained at 50 deg F for a period of three (3) days following the pour with the use of a thermal blanket.

#### Admixtures:

- 1) The use of Calcium Chloride is prohibited.
- Any admixtures that are used for water reduction and setting time modification shall conform to the requirements of standard ASTM C494.
- 3) Any admixtures for use in producing flowing concrete shall conform to ASTM C1017.
- Air-entraining admixtures shall conform to ASTM C260.

By signing as the General Contractor/Owner, I understand that the cold weather	er requirements will be followed:
General Contractor/Owner	Date

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



#### **SCHOOL SITE DONATION**

The Grundy County Code Land-Cash Ordinance requires that a fee be collected for each new single family home that is constructed in the unincorporated areas of Grundy. The fee is to be used by the schools that are located in the area in which the home is proposed.

If a lot is within a subdivision, the fees are set. If a lot is not within a subdivision, the school site donation is determined based on the cost of the lot, number of bedrooms, and the estimated cost of the septic and the well.

Please take this sheet and complete all items in Yellow. Then take this form to the Tax Assessor's office at the Grundy County Courthouse located at 111 E. Washington St, Morris.

The Tax Assessor will forward the form completed and send it to our office for final determination of your school site donation amounts. You may call our secretary at (815) 941-3228 for that amount.

Name:Property Index Number (PIN#): _		
Number of Bedrooms:	Well Cost:	Septic Cost:
Fair Market Value of unimproved	d Land:	
Verification:		
Grade School Donation:		
Middle School Donation:		
High School Donation:		

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



#### **GRUNDY COUNTY CULVERT PERMIT**

This form shall be completed by the Township Road Commissioner in your Township. It shall be turned in as part of your submittal for a single family home building permit.

This approvals verifies that the culvert that was installed has met with the approval of the Road Commissioner.

A sheet is attached that provides you with the name and contact information for the Road Commissioners in Grundy County by Township.

Name(s) of Owner(s):	
PIN# of the parcel:	
Name of the Road:	
City:	
Length, diameter, and materials for the culvert:	
Installation of the culvert and entrance location approved by:	
Signature	Date

Print Name and Title

Township	Name	Phone Number	Cell Number	Garage Number	Fax Number	Mailing Address
Aux Sable	Ray Underhill		815-592-9255		815-942-9630	8960 East Route 6 Morris, IL 60450
Braceville	Greg Hodgen	815-634-2906		815-237-9850	815-237-9860	116
Erienna	Mark Mann		815-955-1083			7350 West Old Stage Rd. Morris 60450
Felix	John K. Trotter			815-634-7288		6525 Whitetie Road, Coal City, 60416
Garfield	Dean Christensen	815-237-2350		815-237-2716		8815 South Gorman Road. Gardner, 60424
Goodfarm	Jim Roeder	815-584-0454	815-252-0454			1840 Scully Rd. Dwight, IL 60420
Goose Lake	Steve Kodat		815-483-1901	815-942-5706	815-942-5920	2990 East Pine Bluff Road, Morris, 60450
Greenfield	Jeff Strohm		815-955-5546	815-237-2098		PO Box 491, South Wilmington, 60474
Highland	Nick Baudino		815-252-3766	815-586-4613		7655 South Swell Road, Verona, IL 60479
Maine	Bill Stahler	815-325-9450				820 South Jugtown Road, Coal City 60416
Mazon	Ed Walker	815-448-2420	815-252-2513			460 South Old Mazon Road, Mazon, 60444
Nettle Creek	Ryan Cryder		815-509-7800			5240 West Airport Rd. Morris, IL 60450
Norman	Brad Baker	I call him		815-416-1321		1
Saratoga	Edward Smith		779-875-9044	815-942-2139		835 East Sherrill Road, Minooka, 60447
Vienna	Mark Sandeno	815-287-2140		815-287-9831		1540 South Verona Road, Verona, 60479
Wauponsee	Bucky Phillips			815-942-4243	815-364-9117	PO Box 969, Morris, 60450
		3				

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



# Occupancy Requirements and Owner/General Contractor Understanding

Homes may be occupied when the following occurs:

- 1) Environmental Health Department approves the water from the well and also the septic system
- 2) The plumbing final inspection passes
- 3) The building final inspection passes
- 4) All re-inspection fees are paid if applicable.

As the homeowner and general contractor for this construction of the new home, we ask that you read the following and sign below:

I understand as the future homeowner/general contractor that occupancy of the home will not occur until all of the four items listed above have been met.

Homeowner	Date
General Contractor	Date

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



# **FARMLAND PRESERVATION POLICY**

The majority of land that is located in Grundy County is used for agricultural use. Illinois Compiled Statutes, Chapter 5, paragraph 1101 et. Sq. (1989) provides farmers with the statutory defense against nuisance suits where a farm has been in operation for more than one year and operation according to the established standards.

It is the official stated policy of Grundy County to encourage development within the county to occur in such a fashion as to minimize conflict between farming and other land uses. This policy is expressed in the current zoning regulations of the Grundy County Unified Development Ordinance and shall be incorporated into any new plan prepared by the County.

As there is also a balance of residential within the county, those that are constructing a residential home within an agriculturally used area need to be understanding of the normal functions of rural areas.

Living within the rural areas, you may encounter a number of practices that the area farmers will be carrying out as part of their normal agricultural function.

Some of those functions that residents will need to be cognizant of is the following:

- Wide, slow moving farm equipment on the roads, the fields at different times of the day and night.
- Dust and odors from the operation of machinery as well as herbicides, pesticides, fertilizers, and manure.
- Wind-blown debris such as corn stalks, soybean residue, husks, etc.
- Airplanes applying herbicides, pesticides, or other materials
- Odors from livestock operations or stray livestock
- Drainage problems and flooding may occur during heavy rainfall

As a future resident of the unincorporated area of Grundy County, please acknowledge that you have read and understand this policy of Grundy County regarding the protection of agricultural operations.

Signature of Owner	Date

Printed Name of Owner

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3228 (815) 941-3432 (fax)



# **Grundy County Fire Service Driveway Specifications and Approval**

If a new driveway is being installed for a construction project that is equal or greater than 200'-0" in length, a Fire Department approval is required. The Fire Department having jurisdiction may provide a waiver from any of the requirements that are listed below.

This application is to be completed by the property owner, and approved by the Fire Department having jurisdiction.

The following are specifications which all of the Fire Departments within Grundy County accepted:

- 1) Unrestricted height shall be a minimum of 14'-0" and must be maintained by the owner of the parcel.
- 2) Unrestricted width shall be a minimum of 16'-0" and must be maintained by the owner of the parcel.
- 3) Driveways hall be completed prior to any combustible materials being brought on site.
- 4) Gates:
  - Shall be a minimum of 16'-0" in width
  - Shall be recessed off of the right of way a minimum of 48'-0" for turning radius abilities of the trucks.
  - May require a Knox Box if the Fire Department requires. Knox Box is required to be installed at the owner's expense.
- 5) Culvert to be installed in accordance with the private road standard or requirements set forth by the Road Commissioner shall have the following:
  - Minimum turning radius of 45'-0"
  - Culvert shall be galvanized
  - Culvert depth and size shall be approved by the Road Commissioner
- 6) At the end of the driveway there shall the following:
  - An unrestricted area that has the dimensions of 60'-0" x 60'0" which will allow the Fire Department to operate.
  - The unrestricted area shall be within 75'-0" from the structure.
- 7) Provide and include the following attachments:
  - Plat of survey showing the location of the driveway
- 8) A reflective numerical sign shall be installed at the entrance of the driveway in accordance with the requirements of the Fire Department.

Property Owner Name:
Address:
City: Zip Code:
Email Address:
Cell Phone:
Property Pin#:
The information that was provided to the Fire Department meets with the requirements listed herein and also with any additional requirements for the Fire Department having jurisdiction:
Signature of Fire Chief or Designee
Date

Fire Department	Chief / Deputy Chief	E-Mail Address	Phone or Fax number
Allen Fire Protection District 102 S. Lincoln St. Ransom, IL 60470			815-586-4421 815-586-4421 (fax)
Braceville Fire Protection District Main & Mitchell Street P.O. Box 286 Braceville, IL 60404	Nathan Basham Mike Nicola	bracevillefpd@gmail.com	815-237-8862 815-237-8720 (fax)
Braidwood Fire Department 275 W. Main Street P.O. Box 309 Braidwood, IL 60408	Barry Eggers– Chief Scott Favero – Deputy Chief Mike Shorkey – Captain	beggers@braidwoodfire.org sfavero@braidwoodfire.org mshorkey@braidwoodfire.org	815-458-2000 815-458-3636 (Fax)
Channahon Fire Protection Dist. Station 1 24929 S. Center St. Channahon, IL 6041 Station 2 23341 W. McClintock Road Channahon, IL 60410	John Petrakis – Chief Jeff Toepper – Deputy Chief Laron Sullivan – Fire Inspector Jacque McLaughlin – Administrative Assistant	jpetrakis@channahonfire.com jmclaughlin@channahonfire.com	815-467-6767 815-467-5081 (fax) 815-467-2666
Coal City Fire Protection Dist. 35 S. Dewitt Place P.O. Box 219 Coal City, IL 60416	James Seerup – Chief Karl Wexelberg – Deputy Chief Dale Watson – Deputy Chief Nick Doerfler – PR /Building Inspector	iseerup@ccfire.net kwexelberg@ccfire.net dwatson@ccfire.net ndoerfler@ccfire.net	815-634-4700 815-634-4069 (fax)
Dwight Fire Department 111 South Prairie Avenue Dwight, IL 60420	Paul Johnson - chief Justin Dyer – Deputy Chief Cory Scoles - Captain	pjohnson@dwightfire.org jdyer@dwightfire.org cscoles@dwightfire.org	815-584-2373 815-584-4030 (fax)

Fire Department	Chief / Deputy Chief	E-Mail Address	Phone / Fax Number
Gardner Volunteer Fire Dept. 206 N. Depot St. P.O. Box 181 Gardner, IL 60424	Brian Jensen – Chief		815-237-8806
Mazon Fire Protection District 700 Park St. / P.O. Box 267	Thomas Sereno – Chief Mark Brookman II – Asst. Chief	Mazonfd 3400@yahoo.com	815-448-5460 815-448-5670 (fax)
Mazon, IL 60444			
Minooka Fire Protection District 7901 East Minooka Road Minooka, IL 60447	Al Yancey Jr Chief Brad Sprague – Deputy Chief William Collins – Building Inspector	yancya@minookafire.com spragueb@minookafire.com collinsw@minookafire.com	815-467-5637 815-467-5453 (fax)
Morris Fire Department 121 West Main Street Station 2 2301 Ashton Road	Tracey Steffes – Chief Robert Wills – Deputy Chief Jeff Wilson – Asst. Chief	tsteffes@morrisfd.org rwills@morrisfd.org jwilscn@morrisfd.org	815-942-2830 815-416-0452 (fax)
WOTTS, 1≥ 00450			
Seneca Fire Department 121 West Armour Street P.O. Box 985 Seneca, IL 61360	Kett Johnson —Chief Jason Bersano — Deputγ Chief	Fire3902@krausonline.com	815-357-1600 815-357-6247 (Fax)
South Wilmington Fire Dept. 330 Lake St. / P.O. Box 285 South Wilmington, IL 60474	Monty Serena - Chief		815-237-2244 815-237-8C34 (Fax)
Verona – Kinsman Fire Dept. 405 Division St. / P.O. Box 132	John Phelan – Chief		815-228-2320 815-228-2320 (fax)
Verona, IL 60479			

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)

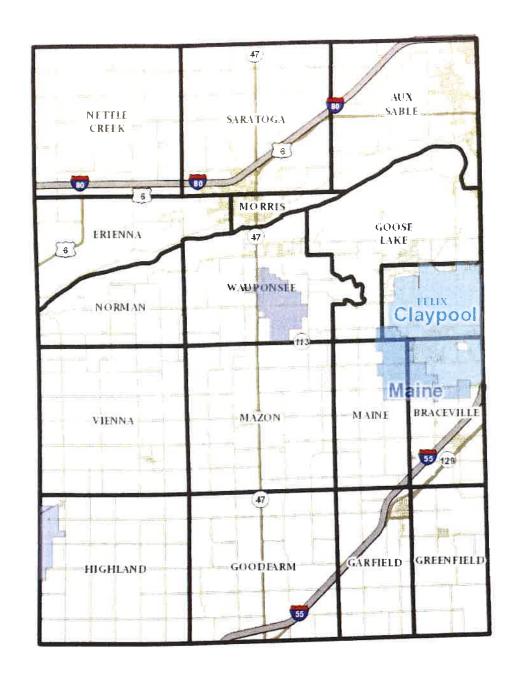


#### **DRAINAGE DISTRICT NOTIFICATION**

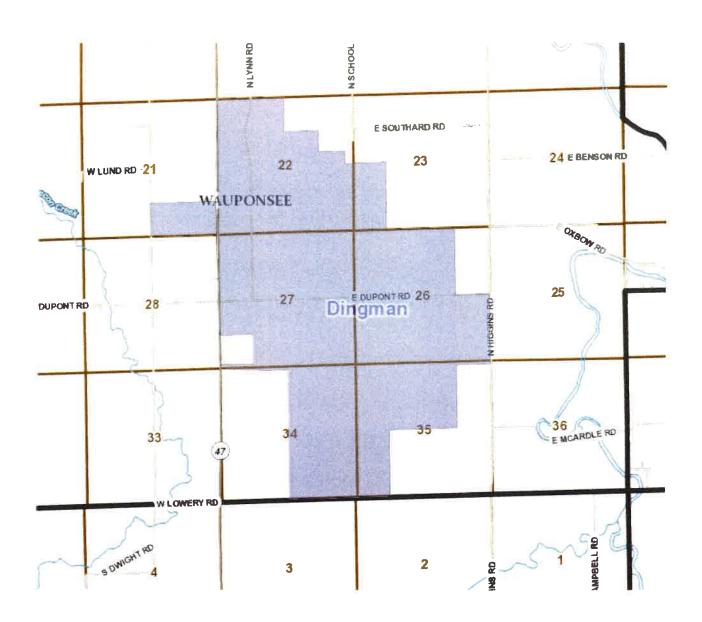
Complete and mail this form to the Drainage District that is charge of storm water regionally for your parcel. The drainage district is listed on your tax listing for the parcel. A map of the locations of the Drainage Districts is provided.

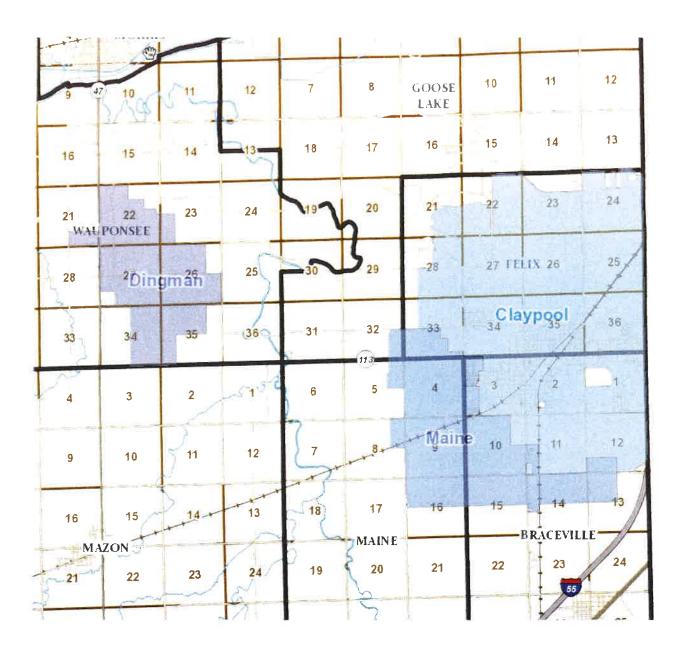
Complete Be	<u>low</u> :				
Drainage District Effected:					
Name of Owners of Parcel:					
Phone Number:					
Email:					
Location PIN#:					
Improvement:					
Send this sheet to the Drainage District noted on your tax bill or the region in which the structure will be located in.					
Please Mail to:					
Claypool:	Robert Koerner	Maine:	Mark and Rita Wills		
	113 E. 3 <sup>rd</sup> Street		205 Jugtown Road		
	Coal City, IL 60416		Coal City, IL 60416		
<u>Dingham</u> :	Robert Hunt	Allen:	Rich Burton		
	1280 E. DuPont Road		227 W. Madison Street		
	Morris, IL 60450		Ottawa, IL 61350		

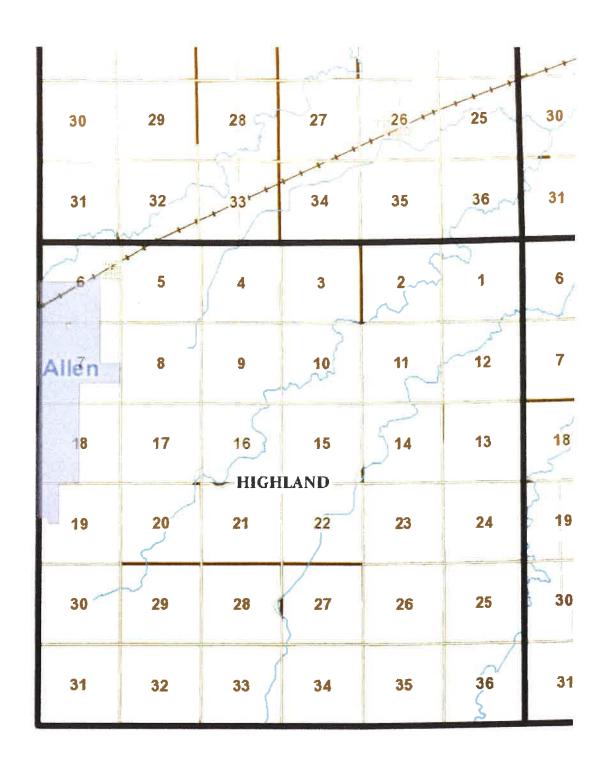




# DRAINAGE DISTRICTS FOR GRUNDY COUNTY







Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



# **Inspections Required for a Single Family Home**

All inspections shall be phoned in 24 hours in advance to (815) 941-3228 to the Land Use Secretary to ensure that the expect inspection date can be met.

The following are the inspections that are required for all single family homes:

- 1) Location to ensure survey was followed
- 2) Pre-pour for the footing
- 3) Pre-pour for the foundation
- 4) Backfill once damp proofing, insulation, and the drain tile are in place
- 5) Underground basement plumbing inspection where ladder is provided'
- 6) Basement pre-pour
- 7) Garage pre-pour
- 8) Electrical Service shall have the meter socket open, three legs in, and rod properly grounded.
- 9) Rough framing, electric, and hvac. This inspection will include all firestopping that will not be seen during insulation.
- 10) Rough plumbing
- 11) Insulation/firestopping
- 12) Driveway/porch/patio pre-pours
- 13) Final plumbing
- 14) Final building where the blower door test results are provided to the inspector

If any of these inspections fail, please call when they are completed. All reinspections have a charge of \$75.00/inspections and it is expected that they are paid for prior to the next inspection.

Land Use Department 1320 Union Street Morris, IL 60450 (815) 941-3229 (815) 941-3432 (fax)



#### **SETBACK REQUIREMENTS FOR HOMES**

The setbacks for the location of a home are dependent on the zoning and location of your property. Setbacks are measured as the minimum distance from the property line to the foundation of the home. The following is a table showing the setbacks for your use:

#### **Setbacks based on Zoning District:**

Zoning District	Front yard	Side yard	Rear yard
A - Agricultural	50 feet	30 feet	50 feet
AR- Ag Residential	50 feet	50 feet	50 feet
R – Residential	The setback for the		
	front, side and rear is		
	dependent on the		
	other setbacks for		
	the existing		
	subdivision.		
PR – Planned	The setbacks are		
Residential	going to be approved		
	as a full subdivision.		

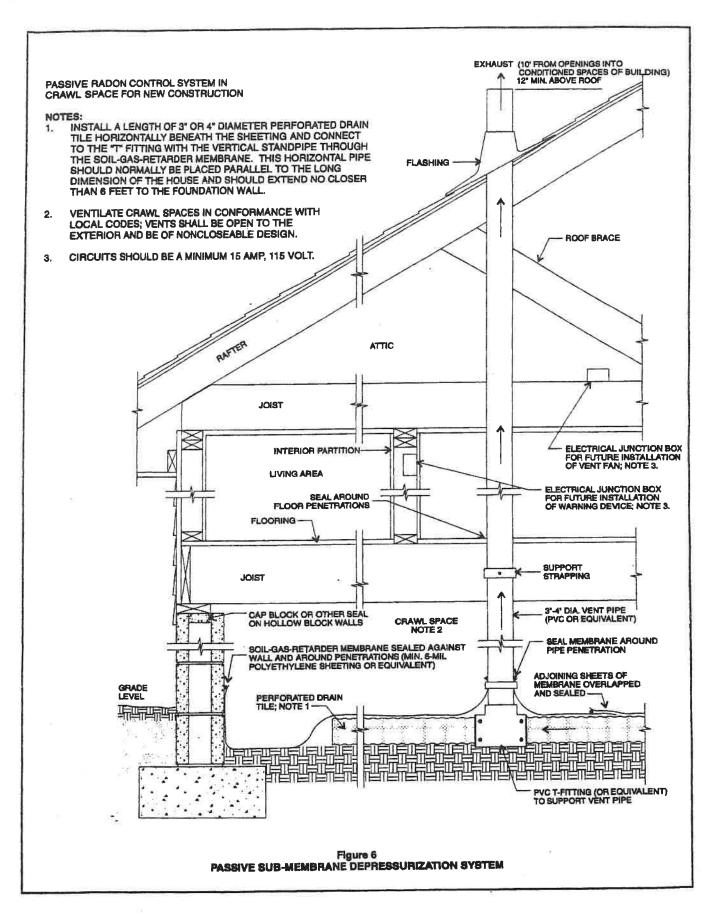
#### Setbacks when adjacent to a main thoroughfare:

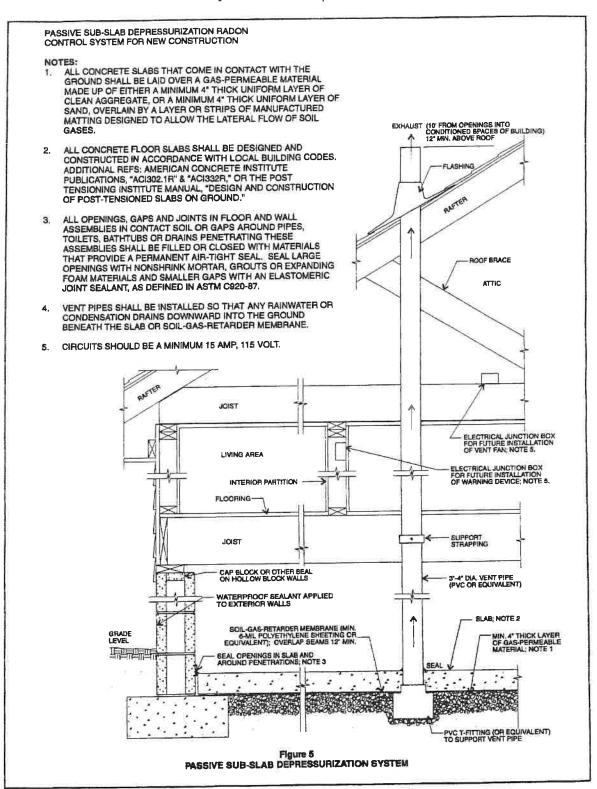
If the lot or parcel is adjacent to a main thoroughfare (federal, state road) such as I47 the setback shall be as follows:

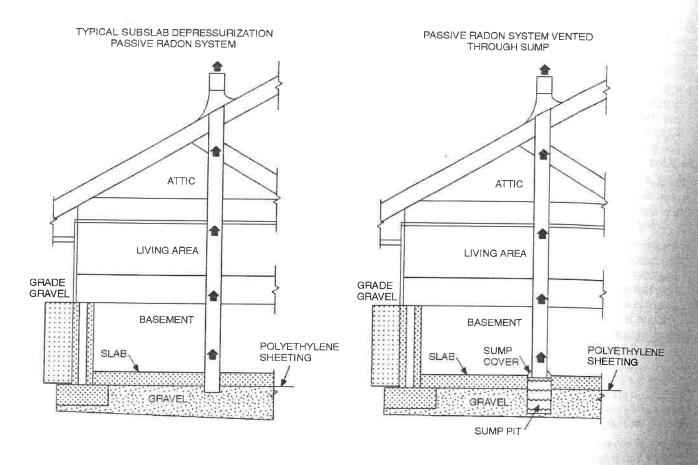
Total Setback = 40 feet from the center line of the road + 40 feet for frontage road plan + Zoning setback

#### Submittal:

The setbacks are required to be shown on the plat of survey for the parcel and submitted with the single family home permit packet.







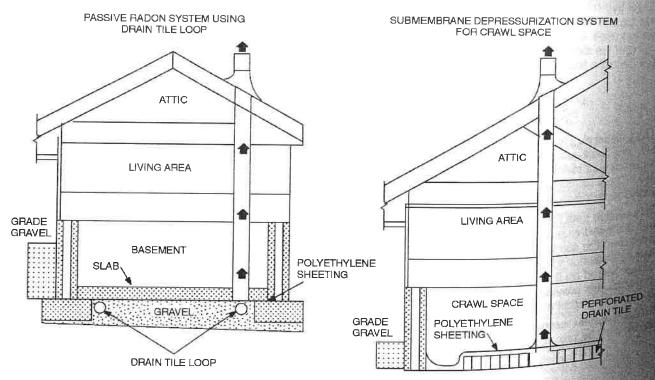


FIGURE AF103
RADON-RESISTANT CONSTRUCTION DETAILS FOR FOUR FOUNDATION TYPES

# THE POWER OF SMART PLANTING

# A GUIDE TO PLANTING NEAR POWER LINES





Dear ComEd customer.

This Power of Smart Planting booklet is a cooperative effort between ComEd and The Morton Arboretum. It's a resource for you when landscaping near power lines. With a little knowledge and some direction, you can play a part in limiting power outages.

Trees play a valuable role in our communities—they provide shade, wildlife habitat, and many other environmental benefits. However, tall trees that exist near power lines can threaten our ability to provide safe, reliable electric service. Approximately 92% of tree-related interruptions are caused by seemingly healthy tree branches that have been broken and come into contact with power lines running from pole to pole. High winds and storms can cause tree branches to break and fall onto lines, utility poles and other equipment, causing damage and service interruptions.

ComEd recommends planting low-growing trees and shrubs near power lines and keeping tall trees at a further distance. The Morton Arboretum offers expertise in tree and shrub selection to help you choose vegetation that will work best around power lines while adding beauty to your property. You'll find planting tips in this brochure that will help you successfully grow these plants and bring more value to your property for years to come. An easy-to-read species guide is included in this brochure.

To learn more about smart planting, visit ComEd.com/Trees.

Additional plant information can be found at MortonArb.org.

Sincerely,

The ComEd Vegetation Management Team

This publication contains general guidelines and is applicable only to overhead local distribution lines on wood poles. Neither ComEd nor the Morton Arboretum can assume any responsibility for particular vegetation you plant. Please obey all codes and act safely whenever you are near electric lines.