



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

Revised 3-17-2023

| |
|--|
| For Office Use: |
| Permit: _____ |
| Date Issued: _____ |
| Permit Fee: _____ |
| <small>Building fees are based on square feet.</small> |
| Payment Method: |
| ___ Cash ___ Check ___ CCard |

COMMERCIAL CONSTRUCTION PERMIT APPLICATION

(Please Print Clearly)

OWNER: _____ PROJECT ADDRESS: _____

OWNER ADDRESS: _____ PHONE NUMBER: _____

PARCEL NUMBER: _____ EMAIL: _____
tax bill, assessment office, or <http://gis.lasallecounty.org/maps/>

PROJECT DESCRIPTION: _____
New commercial/industrial/office/retail structure, addition, remodel...

PROPOSED USE: _____ CURRENT ZONING: _____

EXISTING/PROPOSED HEIGHT OF STRUCTURE: _____ LOT DIMENSIONS: _____ SIZE OF LOT (Ft²) _____

ESTIMATED COST OF IMPROVEMENT: _____ SIZE OF IMPROVEMENT(ft²) _____

GENERAL CONSTRUCTION INFORMATION:

Type of Construction: Wood Frame Metal Masonry Other _____ Construction Class: _____
Type I,II,III,IV,V

Footing Detail: _____
Material, depth, size, rebar

Foundation Wall Detail: _____
Material, depth, thickness, water proofing, insulation

Roof Covering/Protection Detail: _____

HVAC Detail: _____

Estimated Land Disturbance (including grading, site preparation, structure footprint, etc.)? _____ ft²

Is this property located in a special flood hazard area? Yes No

Will there be new or updated plumbing associated with the project? Yes No

If Yes, has the plumbing permit been applied for? Yes No

Will there be new, updated, or modifications to electricity with the project? Yes No

If Yes, has the Electrical Permit been applied for? Yes No

Attached are two sets of plans sealed by a licensed Illinois design professional?
(including design criteria to meet adopted Energy Codes a Com Check and ADA requirements) Yes No

(continue to page 2)

PROJECT CONTACT INFORMATION:

Project Contact: _____ **Phone:** _____ **Email:** _____

Design Professional: _____ **Phone:** _____ **Email:** _____

PROJECT CONTRACTOR INFORMATION:

****This information can be submitted at time of application or upon permit pickup. All contractors must be registered and in good standing prior to the permit being released****

General

Business Name: _____ City of Ottawa License Number: _____

Contact Name: _____ Phone: _____

Plumber

Business Name: _____ State License Number: _____

Contact Name: _____ Phone: _____

Electrical

Business Name: _____ City of Ottawa License Number: _____

Contact Name: _____ Phone: _____

Roofing

Business Name: _____ State License Number: _____

Contact Name: _____ Phone: _____

Mechanical

Business Name: _____ City of Ottawa License Number: _____

Contact Name: _____ Phone: _____

I am the owner/designee of the owner and I hereby agree to perform said work and construct said structure as contemplated in the foregoing application and in accordance with the specifications submitted and agree to comply with any all applicable local, state, and federal regulations including the most recent adoption of the City's Municipal Code.

Print Name

Signature

Date

This is to certify that I have examined the within detailed statement, together with a copy of the plans relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to the construction in the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

BUILDING/ZONING OFFICIAL: _____ **DATE:** _____

For questions of additional information contact the Building Official, 815-433-0161 ext. 230

- NO WORK SHALL COMMENCE UNTIL ALL APPLICABLE PERMITS HAVE BEEN ISSUED AND PAID FOR.
- A SITE DIAGRAM AND A SET OF CONSTRUCTION PLANS SHALL BE ATTACHED TO THIS APPLICATION.
- PERMIT EXPIRES 1 YEAR FROM THE DATE OF ISSUANCE.
- ALL INSPECTIONS INDICATED ON PERMIT MUST BE PASSED PRIOR TO OCCUPYING/UTILIZING OF STRUCTURE.
- CALL 811/JULIE BEFORE YOU DIG!
- DISCHARGING STORMWATER, ROOF GUTTERS, OR FOOTING TILE TO THE SANITARY SEWER IS PROHIBITED.
- MECHANICAL, PLUMBING, ELECTRICAL, and SIGN APPLICATIONS REQUIRE SEPARATE PERMITS.
- Project must adhere to all stormwater requirements. Erosion and sediment control measures are to be installed and maintained until complete.
- **OCCUPANCY AND USE IS PROHIBITED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED.**