

# Covered Porch Permit Application



Village of Glen Carbon  
Department of Building & Zoning  
151 N. Main Street  
Glen Carbon, IL 62034  
(618) 288-1200

**\*NOTICE\***

Submit completed applications to:	Submit inspection requests to:
<a href="mailto:permits@glen-carbon.il.us">permits@glen-carbon.il.us</a>	<a href="mailto:inspections@glen-carbon.il.us">inspections@glen-carbon.il.us</a>

**PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED.** An automatic email response shall serve as proof that your permit was received. The application must be filled out completely and all required documentation submitted. The review process begins once all the required information has been submitted.

**YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT.** Making multiple attempts with staff to determine the status of the permit will cause delays.

**INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED.** An automatic email response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.

Village Website	<a href="http://www.glen-carbon.il.us">www.glen-carbon.il.us</a>
Village Ordinances	<a href="https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview">https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview</a>

# **NOTICE TO ALL BUILDING PERMIT APPLICANTS**

## **INFORMATION SHEET**

### **GLEN CARBON BUILDING DEPARTMENT**

- 1) Complete the application. (Incomplete forms are returned)
- 2) Date and SIGN the application and bring them to the Building & Zoning Department at Village Hall. You may submit applications electronically to;  
[permits@glen-carbon.il.us](mailto:permits@glen-carbon.il.us)
- 3) Plans are required to include:
  - a) Current Deck Layout
  - b) Footing Size, Depth, Span between posts
  - c) Porch cover, layout, measurements, girders or if a kit, provide a complete design
  - d) Site Plan
- 4) Your PERMIT to start construction along with a statement of charges and inspection information will be available for pick up in the Office of Building and Zoning provided your application is complete and meets Building and Zoning Regulations.
- 5) Payments for permits are required when permits are issued.
- 6) It is against the law to Use or Occupy (in whole or in part) any structure before being issued a **CERTIFICATE OF USE AND OCCUPANCY.**
- 7) Dumpsters and temporary restroom facilities cannot be placed on the street.
- 8) Commercial vehicles, trailers and equipment cannot be left on the street overnight.
- 9) Permits must remain visible and kept in good condition.
- 10) **If you have any questions or concerns please call for clarification before proceeding**
- 11) Design based on the 2012 International Residential Code

Permit No. \_\_\_\_\_

Zoning \_\_\_\_\_

## Village of Glen Carbon Residential Covered Porch Permit Application

### PART 1. GENERAL

Subdivision \_\_\_\_\_ Lot # \_\_\_\_\_

Project Address \_\_\_\_\_

Square Footage of Lot \_\_\_\_\_ Property I.D. # \_\_\_\_\_

### PART 2. TYPE OF BUILDING

Types of Structures

- Single Family \_\_\_\_\_  Multi Family \_\_\_\_\_  
 Two Family \_\_\_\_\_  No. of units \_\_\_\_\_  
 Fair Market Value of Improvement \_\_\_\_\_

No. of stories above foundation	_____
Open – Closed – 3 season – 4 season	_____
Square Feet Deck	_____
Square Feet Cover	_____

	Contractor Name	Tel. Number	Date
Builder	_____	_____	_____
Electrical	_____	_____	_____
Mechanical	_____	_____	_____
Roofer	_____	_____	_____
Other	_____	_____	_____

### OWNER

Name \_\_\_\_\_

No. \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

E-Mail \_\_\_\_\_

### GENERAL CONTRACTOR

Name \_\_\_\_\_

No. \_\_\_\_\_ Street \_\_\_\_\_

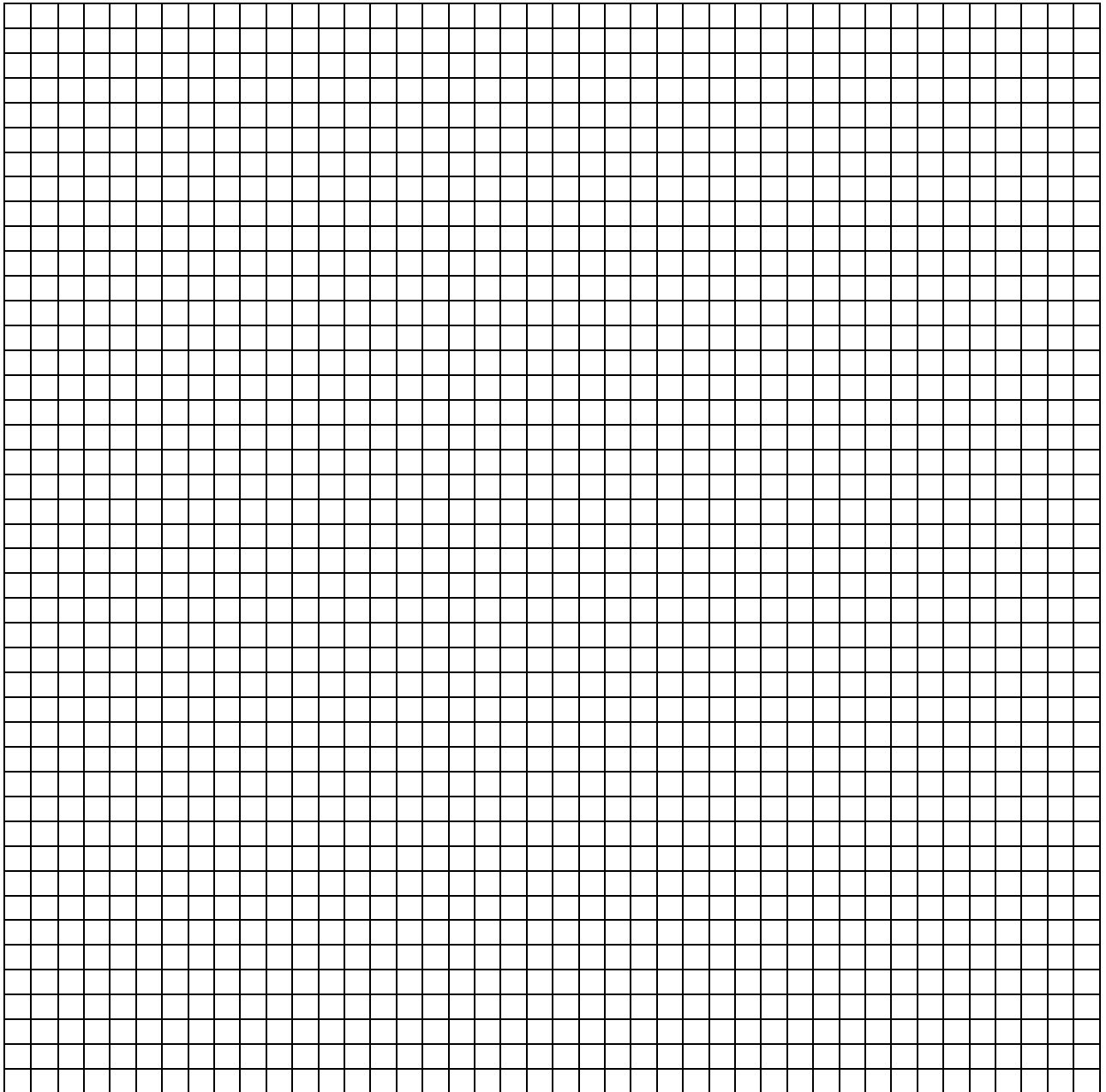
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

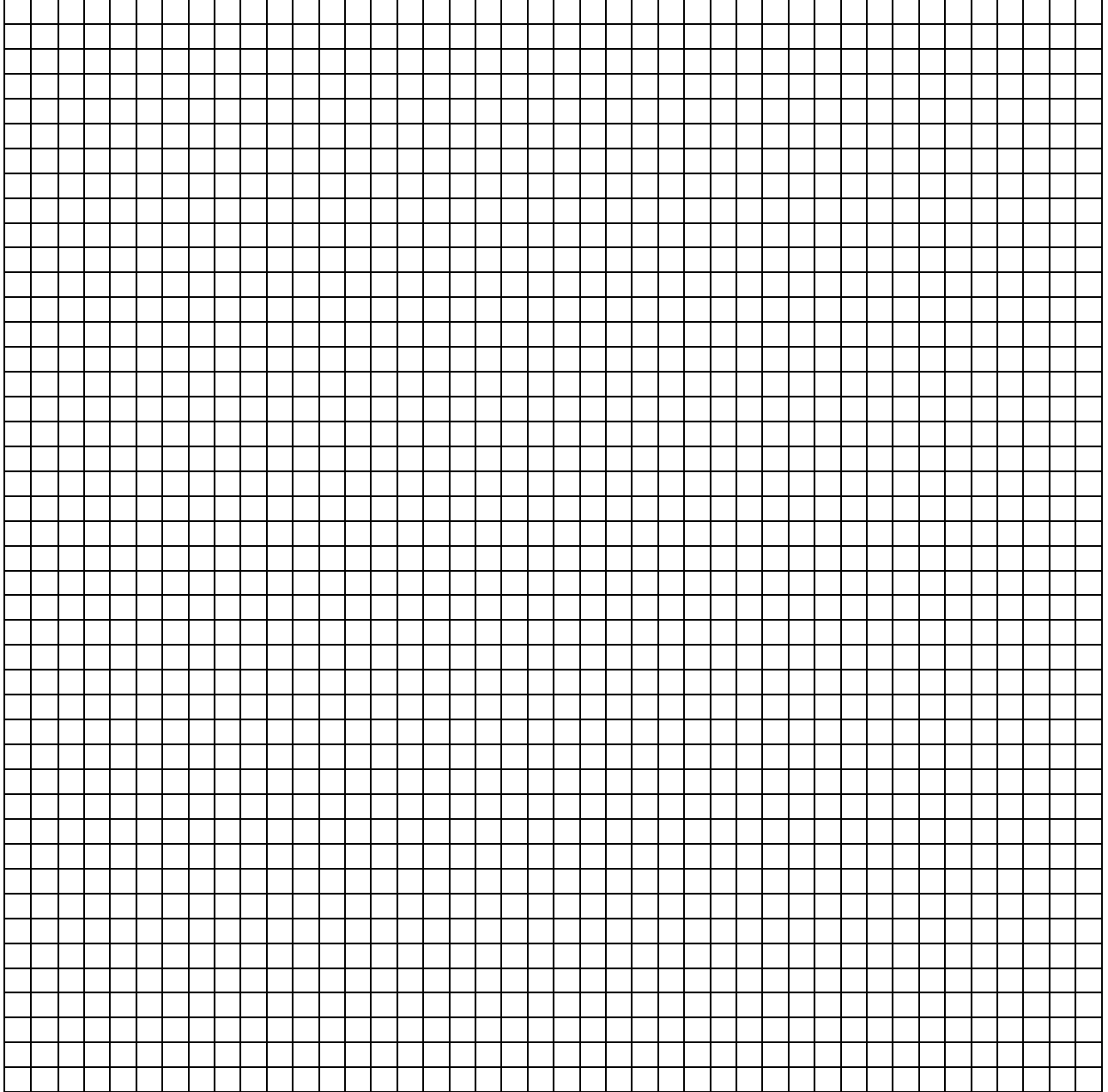
E-Mail \_\_\_\_\_

## PLOT PLAN

- 1) Draw lot and show its dimensions
- 2) Show distances (setbacks) of all buildings to lot lines, dimensions (size) of buildings and lot. Indicate size & location of easements.
- 3) If a corner lot indicate setbacks on both streets
- 4) Indicated any additional out buildings, size & setbacks.
- 5) Indicate proposed location of the covered porch.
- 6) Indicate street and road names
- 7) Arrow indicating North



# Porch Cover Layout



**By filling in the box below you agree it constitutes an “electronic signature”  
of the owner/legal representative CHECK BOX>>>**

THE OWNER OF THIS STRUCTURE AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURISDICTION AND AGREE NOT TO ALLOW ANY PERSON OR PERSONS TO USE OR OCCUPY THE ABOVE STRUCTURE BEFORE A FINAL INSPECTION HAS BEEN MADE AND APPROVED AND A CERTIFICATE OF USE AND OCCUPANCY HAS BEEN ISSUED FOR THIS STRUCTURE.

**“IT IS THE APPLICANTS RESPONSIBILITY TO COMPLY WITH ANY  
SUBDIVISION COVENANTS AND RESTRICTIONS WHICH MAY ALSO  
APPLY TO YOUR PROPOSED CONSTRUCTION.”**

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Owner or Legal Representative