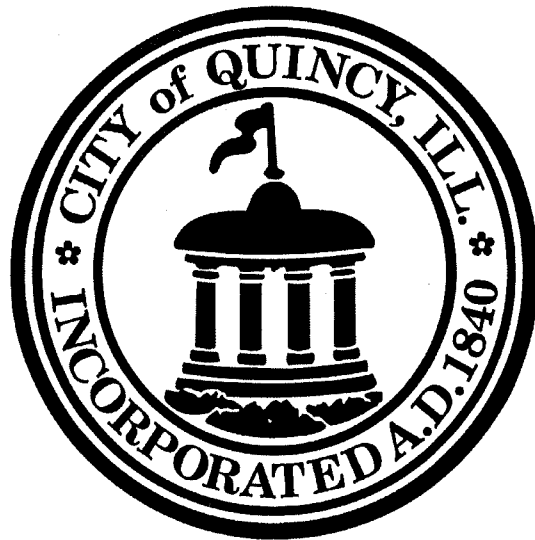


CITY OF QUINCY

PERMIT GUIDEBOOK



January 2014

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CITY OF QUINCY - PERMIT GUIDEBOOK

INTRODUCTION

Most often, the initial contact any resident, developer, or contractor has with the regulatory process occurs when a development is still an idea. Because this is the point at which an individual decides to commit time and money to a development, specific information on permits and regulations is needed.

Does the development conform to the City's Comprehensive Plan and Zoning Ordinance? What permits are required? How long will it take to get the permits? How much do the permits cost? How receptive will the City's officials and the general public be to the project? What public actions may be pending that would affect the proposal?

To answer these and many other questions, permit information from the Department of Planning and Development and the Engineering Department has been compiled into one document - The City of Quincy Permit Guidebook. The guidebook provides residents, developers, and contractors with a description of commonly-used city permits. It explains the application process and gives a sample fee for the permits. General information including key contact personnel is also listed.

The City of Quincy Department of Planning and Development hopes the permit information will reduce confusion concerning the permit process and save everyone involved in the process both time and money.

For additional information regarding the development process, please consult the "Citizen's Guide to Development" and "Starting a Business in Quincy" both of which are also available from this office. The Development Guide will assist you with zoning and land subdivision requests as well as the Site Plan process. "Starting a Business in Quincy" contains helpful information regarding the licensing and occupancy inspection aspects of new business and construction projects.

You may also want to consult the Municipal Code online at www.ci.quincy.il.us.

**SITE PLAN REVIEW
(Chapter 29, Article XV)**

DESCRIPTION: May projects begin with a review of a site plan. Site plan review is required for new buildings and additions to multiple family (R3), commercial (C1A, C1B, C2, C3) downtown (D1, D2, D3, D4, D5) and industrial (M1, M2, M3) District projects and any off-premise sign (billboard). Site plan review provides for consultation and cooperation between the developer and the city so that both parties may realize maximum utilization of land, minimize the adverse effects upon surrounding land uses, ensure compliance with the comprehensive plan and ensure the orderly development of the city.

APPLICATION: A copy of the Site Plan Review Checklist is available at the Department of Planning and Development, Planning Office located at 706 Maine Street, 3rd Floor, City Hall Annex or on the City's website at www.quincyl.gov

PROCEDURE AND REVIEW OF PLANS: All site plans shall be submitted to the Planning office and reviewed by the appropriate city departments. Upon determination that a site plan is in compliance with all requirements the plan shall be approved.

PERMIT FEE SCHEDULE:

An application fee (nonrefundable) shall be charged for all projects requiring site plan reviews. Said fee shall be paid prior to the review. The fee is \$250.00, plus an additional \$10.00 for every acre beyond the first acre.

INFORMATION REQUIRED ON THE SITE PLAN: A site plan submitted for review and approval shall contain the following data. For details of required information, refer to the Site Plan Review Checklist.

General Information

Plans drawn to scale
Owners name, address and phone
Professional seal
Zoning districts
Area, height, lot coverage, setbacks
Legal description
Total usable floor space
Type and number of units/building
Number of employees
Escrow equaling 15% of site improvements

Physical Features

Existing and proposed lot lines, building lines, structures, parking lot on adjacent sites
Traffic and pedestrian circulation facilities
Existing and proposed utilities
Flood plain, floor elevations specifications of building materials
Dimensions of parking spaces, drives and type of surfaces
Existing and proposed lighting locations, type and illumination patterns
Existing and proposed landscaping, fencing, etc.
Existing and proposed signage; location, size, height

Natural Features

Existing and proposed topography
Drainage courses
Natural resources
Bodies of water

FOR MORE INFORMATION CONTACT:

**Tom Fentem, Community Development Planner
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301
217-221-3663**

BUILDING PERMIT

DESCRIPTION: Building permits ensure that building construction and materials conform to the provisions of the International Building Code or the International Residential Code / 2006 edition. The purpose of the building codes is to protect public health, safety and welfare by requiring strong, safe, stable, sanitary and energy-conserving construction.

APPLICATION: Building permit applications are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd Floor, City Hall Annex or on the City's website at www.quincycil.gov/PublicNotices/Forms/BuildingForm.pdf

REQUIREMENTS: A building permit is required before starting any new project including (but not limited to) extensions, additions, alterations, repairs, foundations, fences and demolitions within the limits of the city of Quincy or within the jurisdictional area 1½ miles beyond the corporate limits. The owner or owner's representative is required to complete an application.

REVIEW OF APPLICATION AND PLANS: The Building Inspector will review the submitted materials for compliance with adopted codes. The City's Building Inspection Office can usually complete its review and notify the applicant within 3 to 5 working days of receipt of a completed application. If the application and plans comply with the Building Codes, a building permit will be issued.

PERMIT FEE SCHEDULE: Section 29.1101 of the Municipal Code of Quincy determines the cost of a building permit. See the sample below for typical construction.

	PRESENT
Single and Two-Family Residential For new construction, extensions & additions	
First 50,000 sq. ft.	\$0.27
50,001+ sq.ft.	\$0.01
Sample permit for 2,000 sq. ft. home	\$540.00
Multi-family/Commercial/Industrial For new construction, extensions & additions	
First 50,000 sq. ft.	\$0.58
50,001 + sq.ft.	\$0.29
Sample permit for 7,000 sq. ft. commercial building	\$4,060

BUILDING INSPECTION SEQUENCE: The cost of an inspection is included in the building permit fee. Each building site must be clearly identified with a lot number or building permit which is visible from the street. All building inspections will be conducted in the following sequence:

1. Zoning setback Inspection – Stakes or other means of identification shall be placed on the site to indicate the position of the structure.
2. Footing Inspection - Approved plans must be on site. Footings should be formed and any reinforcement in place prior to pouring concrete.
3. Foundation wall inspection – All formwork complete and reinforcing steel in place prior to pouring concrete.
4. Rough Building / Framing – Before insulation or wall coverings are installed. Electrical and Plumbing Inspectors will typically inspect at this time, as well.
5. Energy (Insulation) – after insulation and windows / doors are installed. All elements of the building "envelope" sealed, caulked and gasketed.
6. Final Building – Certificate of Occupancy issued upon satisfactory completion.

****A Certificate of Occupancy must be issued before a structure may be lawfully occupied****

FOR MORE INFORMATION, CONTACT:

Michael Seaver, Director of Enforcement and Inspection
City Hall Annex - 706 Maine Street; Quincy, Illinois 62301 / (217) 228 - 4540

**ELECTRICAL PERMIT
(Chapter 26)**

DESCRIPTION: All electrical construction materials and work performed in the City of Quincy shall conform to the National Electrical Code, 2011 Edition, NFPA 70-2011 as adopted by The National Fire Protection Association and approved by the American National Standard Institute and other rules of the city of Quincy, as noted in Chapter 26 of the Municipal Code.

APPLICATION: Electrical permit applications are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd Floor.

REQUIREMENTS: A permit shall be required to construct, alter or repair an electrical distribution system installed in any residence, apartment or commercial or industrial building within the limits of the city of Quincy or within the jurisdictional area 1 ½ miles beyond the corporate limits prior to the start of work.

REVIEW OF APPLICATION: The Electrical Inspector will review the submitted materials for compliance with the National Electrical Code and all other local requirements. The Inspection Office can usually complete its review and notify the applicant within 3 to 5 working days of the receipt of a completed application. If the application and plans comply with all regulations, a permit will be issued.

PERMIT FEE SCHEDULE: Section 26.003 of the Municipal Code of Quincy determines the cost of an electrical permit. A sample electrical permit fee for a residential and commercial structure is provided below:

Service Entrance		
Service Size	Commercial Industrial 120-480 Volts	Residential 120-240 Volts
100 Amp	\$90.00	\$85.00
101 to 200 Amp	\$140.00	\$95.00
201 to 400 Amp	\$270.00	\$120.00
401 to 600 Amp	\$300.00	\$155.00
601 to 800 Amp	\$360.00	\$185.00
801 to 1200 Amp	\$440.00	
1201 to 1600 Amp	\$590.00	
1601 to 2000 Amp	\$650.00	
2001 to 3000 Amp	\$790.00	
3001 to 4000 Amp	\$930.00	

ELECTRICAL PERMIT - CONTINUED
(Chapter 26)

PERMIT FEE SCHEDULE - CONTINUED:

Building Wiring	
Commercial Industrial Fee Structure	
Fee equals the sum of 1, 2, and 3.	
50 volt - 480 volt wiring opening:	
1. 3 to 24 openings, minimum charge	\$75.00
2. 208 volts - 480 volts - up to 2 openings, minimum charge:	\$75.00
3. Each additional opening:	\$3.25
Residential Fee Structure	
Fee equals the sum of 1, 2, and 3.	
50 volt - 240 volt wiring opening:	
1. 3 to 40 openings, minimum charge	\$40.00
2. 121 volts - 240 volts - up to 2 openings, minimum charge:	\$40.00
3. Each additional opening:	\$1.00

INSPECTION: Upon the completion of any installation or alteration of electrical equipment for which a permit or license is required, the person, firm or corporation making the installation or alteration shall notify the Inspection Department. All installations are to remain visible until the inspection is performed.

FOR MORE INFORMATION CONTACT:

Barrett Knox, Electrical Inspector
Inspection Department
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301
217-228-4544

**PLUMBING PERMIT
(Chapter 24)**

DESCRIPTION: Plumbing permits ensure that a licensed plumber is installing plumbing and materials as required by the Illinois Plumbing Code. The purpose of the Plumbing Code is to protect public health by ensuring proper drainage of waste material and to protect the potable drinking water system.

APPLICATION: Plumbing permit applications can be obtained at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd Floor, City Hall Annex.

REQUIREMENTS: Unless otherwise provided, no plumbing shall be installed, replaced, modified or repaired within the limits of the city of Quincy or within the jurisdictional area 1-½ mile beyond the corporate limits unless a permit is first obtained from the Plumbing Inspector.

REVIEW OF APPLICATION AND PLANS: The Plumbing Inspector will review the submitted material for compliance with the State Plumbing Code. The City's Inspection Office can usually complete its review and notify the applicant within 3 to 5 working days upon receipt of a completed application. If the application and plans comply with the Plumbing Code, a plumbing permit will be issued.

PERMIT FEE SCHEDULE: the number of trap openings determines the cost of a plumbing permit.

Effective	Present
Up to 2 traps	\$30.00
3 or more traps, each	\$14.00

INSPECTION SEQUENCE:

1. Underground (no underground piping shall be covered until inspected)
2. Rough-in (plumbing must not be concealed until it is inspected)
3. Final (inspection after plumbing fixtures are set and plumbing is completed)

FOR MORE INFORMATION CONTACT:

**Bernard Lammers, Plumbing Inspector
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301
217-228-4542**

**DEMOLITION PERMIT
(Chapter 23, Article III)**

DESCRIPTION: Demolition permits ensure that the Quincy Preservation Commission, Quincy Fire Department and the Inspection Office have reviewed a project that is scheduled for demolition in order to protect public interest, health, safety and welfare. After proper consideration by these parties the demolition may be undertaken.

APPLICATION: Demolition permit application forms and related materials are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd floor, City Hall Annex.

REQUIREMENT: A demolition permit is required before starting any demolition (residential, commercial or industrial.) The owner, agent, or demolition contractor is required to complete an application. A demolition permit is valid for 30 days. Salvage permits are also available, which allow 90 days for completion. It is also required that a bond be provided in the amount of \$5,000 for residential demolitions, and \$15,000 for commercial/industrial demolitions. In lieu of a bond, a cashier's check or letter of credit may be substituted. Proof of General Liability Insurance is also required.

REVIEW OF APPLICATION: The Building Inspector and Fire Department will review the submitted applications for compliance with Section 23.301 of the municipal code. The review can usually be completed and the applicant notified within 3 to 5 working days of receipt of a completed application. However, if the project is located within a Historic District it is subject to a review by the Preservation Commission of up to 35 days.

PERMIT FEE SCHEDULE: The cost of a demolition permit is determined by Section 29.1101 of the Municipal Code of Quincy and is provided below:

Effective	Present
One and Two Family Residential	
Minimum fee for demolition: First story	\$95.00
Each additional 10 feet	\$5.00
Accessory buildings (garages)	\$60.00
Salvage Permit (90 days)	\$325.00
Multi-family, Commercial or Industrial	
Minimum fee for demolition 0' - 10'	\$325.00
10' 1" - 20	\$50.00
Each additional 10 feet	\$25.00
Salvage Permit (90 days)	\$500.00
Each additional 10'	\$100.00

INSPECTION SEQUENCE: The cost of an inspection is included in the demolition permit fee. All demolition inspections will be conducted in the following sequence:

1. Inspect site prior to issuing demolition permit
2. Inspect site during demolition (as needed)
3. Final inspection to ensure compliance with demolition ordinance
4. Return bond to demolition contractor.

FOR MORE INFORMATION, CONTACT:

**Michael Seaver, Director of Inspection and Enforcement
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301 / (217) 228 - 4540**

CERTIFICATE OF OCCUPANCY
(Chapter 23, Article VIII, Section 23.801(5))

DESCRIPTION: A Certificate of Occupancy is the final document issued by the Inspection Office to notify the owner, in writing, that the project for which a building permit has been issued meets all construction-related codes and uses.

APPLICATION: The Department of Planning and Development, Inspection Office, located at 706 Maine Street, 3rd floor, City Hall Annex, issues the Certificate of Occupancy.

REQUIREMENTS: No building or structure, including one- and two-family dwellings, may be lawfully used or occupied until a Certificate of Occupancy has been issued.

PERMIT FEE SCHEDULE: No fee.

PERMIT ISSUANCE: The Certificate of Occupancy will be issued after a final inspection when it is determined that the building, structure, and use complies with all codes, regulations and city ordinances.

FOR MORE INFORMATION, CONTACT:
Michael Seaver, Building Official
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301 / (217) 228 - 4540

SIGN PERMIT (Chapter 29, Article XIV)

DESCRIPTION: Sign permits ensure that sign construction and materials conform to the provisions of the International Building Code 2006 and the city of Quincy's Sign regulations (§29.1401). The purpose of these regulations is to protect public health, safety and welfare by requiring safe construction of signs and to regulate both on-premise and off-premise signs and advertising.

APPLICATION: Sign permit applications are available at the Department of Planning and Development, Inspection Office, located at 706 Maine Street, 3rd floor, City Hall Annex or on the City's website at www.quincyl.gov

REQUIREMENTS: A sign permit is required before installing or erecting any new sign or billboard within the limits of the City of Quincy or the jurisdictional area 1 1/2 miles beyond the corporate limits. The owner or licensed sign contractor is required to complete a sign permit application. Any billboard requires a site plan to be submitted to the Department of Planning and Development for review and approval. An application for site plan review is available from that office. Refer to SITE PLAN (page 15) for the application fee.

REVIEW OF APPLICATION AND PLANS: The Building Inspector will review submitted materials for compliance with the building code and sign regulations. The Inspection Office can usually complete the review and notify the applicant within 3 to 5 working days of the receipt of a completed application. If the application and plans comply with the building codes and sign regulations, a sign permit will be issued.

PERMIT FEE SCHEDULE: The cost of a sign permit is determined by §29.1404(3) (d) of the Municipal Code. The fee structure for Signs and Billboards is listed below.

Sign Size	Fee	Poster Panel-Billboard	Fee
0 - 24 square feet	\$25.00	0 - 199 square feet	\$300.00
25 - 49 square feet	\$50.00	200 - 300 square feet	\$500.00
50 - 74 square feet	\$75.00		
75 - 99 square feet	\$100.00		
100 - 150 square feet	\$150.00		
Over 150 square feet	\$300.00		
Temporary signs	\$50.00		

INSPECTION SEQUENCE: The cost of an inspection is included in the sign permit fee. All signs, including billboards, must comply with city and state statutes. All sign inspections will be conducted in the following sequence:

1. Footing Inspection - Approved plans must be on site
2. Structural Support inspection
3. Final

FOR MORE INFORMATION CONTACT:

**Michael Seaver, Building Official
City Hall Annex- 706 Maine Street
Quincy, Illinois 62301
217-228-4540**

SIGN PERMIT **(Chapter 29, Article XIV)**

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REVIEW OF APPLICATION AND PLANS: The Building Inspector will review submitted materials for compliance with the building code and sign regulations. The Inspection Office can usually complete the review and notify the applicant within 3 to 5 working days of the receipt of a completed application. If the application and plans comply with the building codes and sign regulations, a sign permit will be issued.

PERMIT FEE SCHEDULE: The cost of a sign permit is determined by §29.1404(3) (d) of the Municipal Code. The fee structure for Signs and Billboards is listed below.

Sign Size	Fee	Poster Panel-Billboard	Fee
0 - 24 square feet	\$25.00	0 - 199 square feet	\$300.00
25 - 49 square feet	\$50.00	200 - 300 square feet	\$500.00
50 - 74 square feet	\$75.00		
75 - 99 square feet	\$100.00		
100 - 150 square feet	\$150.00		
Over 150 square feet	\$300.00		
Temporary signs	\$50.00		

INSPECTION SEQUENCE: The cost of an inspection is included in the sign permit fee. All signs, including billboards, must comply with city and state statutes. All sign inspections will be conducted in the following sequence:

1. Footing Inspection - Approved plans must be on site
2. Structural Support inspection
3. Final

FOR MORE INFORMATION CONTACT:

Michael Seaver, Building Official
City Hall Annex- 706 Maine Street
Quincy, Illinois 62301
217-228-4540

REVOCABLE PERMIT

DESCRIPTION: Revocable Permits are required for any sign, show board, advertisement, banner, display, awning, canopy or other similar device or object which extends over or is located upon any part of any sidewalk, street, alley, parkway or other similar publicly owned area in the City of Quincy. ORDINANCE: 14.112

APPLICATION: An application for a Revocable Permit is available from the Engineering Department, located at 730 Maine Street, 2nd floor, City Hall.

REQUIREMENTS: A Revocable Permit is required before any encroachment of City Right of Way is permitted. The encroachment must be approved by the City Council. Anyone may complete a Revocable Permit application and submit an application to the City Engineer.

REVIEW OF APPLICATION: The City Engineer will review the submitted materials and will make a recommendation to the City Council within 14 days after receiving a completed application. The City Council will make the final decision on the Revocable Permit request.

TYPES OF REVOCABLE PERMITS: Permits issued maybe either continuing or temporary permits. However, all permits should be considered revocable. Temporary Permits are for only thirty (30) consecutive days.

PERMIT FEE SCHEDULE: Continuing permits are \$.50 a square foot with a minimum charge of \$15.00. Temporary permits shall be \$15.00.

REVOCABLE PERMIT SEQUENCE:

1. Submit application to the Engineering Department.
2. Within 14 days, the Engineering Department will send a report to the City Council.
3. Must obtain City Council approval.
4. Obtain Revocable Permit from the Engineering Department and pay appropriate fee.
5. City Engineer will verify compliance with the application.

FOR MORE INFORMATION CONTACT:

Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526

DRIVEWAY PERMIT

DESCRIPTION: A Driveway Permit, often referred to as a “curb cut,” is required anytime a person, firm or corporation constructs a driveway onto a street or alley Right of Way. A permit may be necessary from the Illinois Department of Transportation or the County Highway Office if the roadway is under their jurisdiction.

ORDINANCE: 14.201-14.207

APPLICATION: The City Engineer issues Driveway Permits. The Engineering Department is located at 730 Maine Street, 2nd Floor, City Hall. Personnel in the Engineering Department will be able to tell you if the roadway is under another highway department's jurisdiction. Commercial driveways require approval from the City Council.

REQUIREMENTS: A Driveway Permit can only be issued to a person, firm or corporation that has a \$5,000 Street Opening Bond on file with the City (Section 14.103). Driveways generally shall be constructed of 6-inch concrete. The driveway shall be constructed to accommodate the sidewalks that adjoin the driveways. The sidewalk should be continued through the driveway to remain accessible. The removal of the existing curbing will be the responsibility of the permit holder. All improvements must be in compliance with the Americans with Disability Act.

PERMIT FEE SCHEDULE: The driveway opening permit fee is \$2.00.

FOR MORE INFORMATION CONTACT:

Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526

RIGHT OF WAY CONSTRUCTION PERMIT

DESCRIPTION: Right of Way Construction Permits are needed whenever constructing utility facilities on City Rights of way. The permit is intended to establish uniform standards while preserving the integrity, safe usage and visual qualities of the City and its Right of Way.

ORDINANCE: 30.1101.1 – 30.1101.23

APPLICATION: The City Engineer issues Right of Way Construction Permits. The City Engineer's Office is located on the 2nd floor of City Hall, 730 Maine Street. The City Engineer will review all completed applications and required documentation (per Section 30.1101) and respond to the applicant with fourteen (14) days. Application requirements can be obtained by notifying the City Engineer.

REQUIREMENTS: A Right of Way Construction Permit can only be issued to a person, firm or corporation that has proof of insurance on file with the City (Section 30.1101.08). The permit holder is responsible for the restoration and maintenance of the construction area. The permit holder is responsible for the placement and maintenance of the necessary traffic signs and barricades. The permit holder is responsible for contacting JULIE for utility locations.

PERMIT FEE SCHEDULE: There is an application fee of \$250 plus \$0.10 per linear foot of project length for all applicants, unless otherwise provided by a franchise, license or similar agreement.

FOR MORE INFORMATION CONTACT:

Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526

FLOODWAY PERMIT

DESCRIPTION: A Floodway Permit is required prior to any development within a designated floodplain. Development is defined as any man-made change to real estate including grading, filling, utility installation, building construction and fence installation. The floodways are located adjacent to the Mississippi River, Cedar, Emery and Curtis Creeks and their tributaries.

ORDINANCE: 23.601 - 23.612

APPLICATION: The City Engineer issues Floodway Permits. The City Engineer's Office is located at 730 Maine Street, City Hall, 2nd Floor.

REQUIREMENTS: Generally, construction is not permitted within a floodplain. Floodplain Permits can be issued for certain developments only if the new development will not increase the flood potential for adjacent property owners and the development is constructed to withstand the 100-year flood. Certain developments in the floodplain will also require a permit from the Corp of Engineers, the Department of Water Resources of the Illinois Department of Transportation, and the Environmental Protection Agency prior to the issuance of a Floodway Permit. Developments adjacent to a floodplain may require an elevation certificate verifying that a development is located above the 100- year flood elevation.

PERMIT FEE SCHEDULE: No fee.

FOR MORE INFORMATION CONTACT:

Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526

STORMWATER DETENTION

DESCRIPTION: A majority of building improvements result in an increase in storm-water runoff as a result of the increased impervious area from the new roof and parking areas. According to the Illinois State Statutes, the storm water leaving the developed site should leave with the same intensity as it did from the redeveloped site.

SECTION: 29.203, 29.1504

APPLICATION: Prior to issuance of a building permit the Developer must submit a stormwater detention study to the City Engineer.

REQUIREMENTS: The site drainage is subject to Illinois Drainage Laws. A detention system will need to be constructed to hold stormwater for the increased runoff, which is a result of new roof, and paved areas for a storm event having a 10-year intensity rainfall and a 100-year intensity rainfall. In most cases, the study to determine the type and size of the storm water detention must be completed by a qualified engineer or architect.

REVIEW OF PLANS: The City Engineer will review the storm water detention plan. The review can usually be completed within 3 to 5 working days.

PERMIT FEE SCHEDULE: No fee.

FOR MORE INFORMATION CONTACT:

**Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526**

SUBDIVISION PLAT REVIEW

DESCRIPTION: The City of Quincy requires all plats, plans, subdivision or re-subdivision of land within the corporate limits of the City of Quincy and within the jurisdictional area 1-1/2 miles beyond the corporate limits to be recorded in the Office of the Adams County Recorder of Deeds. In order to assure plats are prepared in accordance with the Municipal Code, the City Plan Commission and City Council shall review all plats.

ORDINANCE: 13.701-13.720

REQUIREMENTS: A checklist of information required on a plat is available from the City Engineering Department. A plat (subdivision map) is required for any division of property into two or more lots or parcels where any one lot will be five acres or less in area; or for the dedication of a road, highway or street through a tract of land, or any easement of access for any land located within the limits of the City of Quincy or within the area 1-1/2 miles beyond the corporate limits.

PRELIMINARY PLAN REVIEW: This process begins by submitting the preliminary plans to the Department of Planning and Development. A preliminary plan ensures that lot division, easements, streets, right of way, public utilities and other required information (Section 13.703) complies with the Subdivision and Zoning Ordinance requirements.

PUBLIC HEARING AND NOTICE: The Quincy Plan Commission will conduct a public hearing on each preliminary plat. A public notice of the hearing will be published in the newspaper at least 15 days before the hearing.

FINAL PLAT: In order for the final plat to be recorded in the Office of the Adams County Recorder of Deeds, the plat must have both Plan Commission and City Council approval and comply with the final plat provisions listed in the above listed ordinance.

PLAT REVIEW FEE: There is a \$200.00 plat review fee, plus \$15 per lot paid to the City at the time the subdivision is filed.

FOR MORE INFORMATION CONTACT:

Michael Seaver, Building Official
City Hall Annex - 706 Maine Street; Quincy, Illinois 62301
217-228-4540

Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street; Quincy, Illinois 62301
217-228-4526

**SANITARY SEWER CONNECTION PERMIT
(Chapter 24, Article VII)**

DESCRIPTION: A connection permit is required to connect any property to the City sewer system. This is in addition to the plumbing permit.

APPLICATION: Sewer connection permit applications are available at the Inspection Office, located in the City Hall Annex, 706 Maine Street, 3rd floor.

REQUIREMENTS: A signed sewer connection permit is required before connection may be made to the city of Quincy sewer system. The permit holder is responsible for contacting JULIE (1-800-892-0123) for utility locations. A licensed plumber is required to make the connection. A twenty-four (24) hour advance notification is required prior to connection.

PERMIT FEE SCHEDULE: Connection fees for residential properties vary from \$50 to \$550 and for non-residential properties from one-half (1/2) cent to eight (8) cents per square foot with minimums of \$50 and \$550, respectively. For information on a specific property, please contact the Department of Engineering & Utilities.

FOR MORE INFORMATION CONTACT:

**Bernard Lammers
Plumbing Inspector
706 Maine Street
Quincy, Illinois 62301
217-228-4542**

**Jeffrey Conte, P.E.
Director of Engineering & Utilities
City Hall - 730 Maine Street
Quincy, Illinois 62301
217-228-4526**

FENCE PERMIT (Chapter 29)

DESCRIPTION: A fence permit is required any time a fence is constructed.

APPLICATION: Fence permit applications are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd Floor, City Hall Annex or on the City's web site at www.quincyl.gov

REQUIREMENTS: The following summarized provisions of the Municipal Code of Quincy regulate the height and location of fences on private property.

Fences: Except for fences and screens located on a farm, as defined in Section 29.101, and security fences in any industrial (M) district, fences or screens shall be constructed and maintained only under the following conditions:

(1) For the purpose of this Section, the following definitions shall apply:

a. Berm: A strip of elevated ground;

b. Finished elevation: Land elevation determined by the average elevation within 15 feet of either side of a fence.

(2) Fences and screens of 4 feet in height or less may be located in any part of a lot, except fences in the front yards must be set back from the right-of-way line or property line, whichever is farther from the street, 5 feet and no fence more than 3 feet in height may be located within 30 feet of the intersection of two public streets. No fence more than 3 feet in height may be located within 30 feet of the intersection of two public streets;

(3) Fences and screens of 6 feet in height or less may be located in a side or a rear yard, as defined by Section 29.401;

(4) Where a rear yard or side yard abuts or joins the front yard of a lot, no fence higher than 4 feet shall be located along the adjoining or abutting front yard;

(5) Fence height shall be determined by the panel height of the fence, excluding fence posts;

(6) The average distance between the base of the fence panels and the finished elevation shall not exceed 6 inches;

(7) On corner lots, no fence shall exceed 4 feet in height on the street side yard or rear yard, as defined in Section 29.401, except that corner lots with street side yards with less than 60 feet of frontage may have fence, well and screen heights 6 feet or less if set back from the side street right of way at least 10 feet;

(8) The following rules shall apply to fences or screens on berms:

a. A maximum height of 6 feet shall be allowed for fences which are located on berms 30 inches or less in height from the finished elevation.

b. The combined height of a berm and fence or screen from the finished elevation shall not exceed 8 ½ feet when the fence or screen is located on an artificial berm greater than 30 inches in height from the finished elevation

c. Berms shall be constructed of earthen materials with a maximum slope of 3:1.

d. Grass or ground cover shall be used to prevent erosion of the berm.

(9) The height of all fences or screens shall be measured from the finished elevation.

FENCE PERMIT - CONTINUED (Chapter 29)

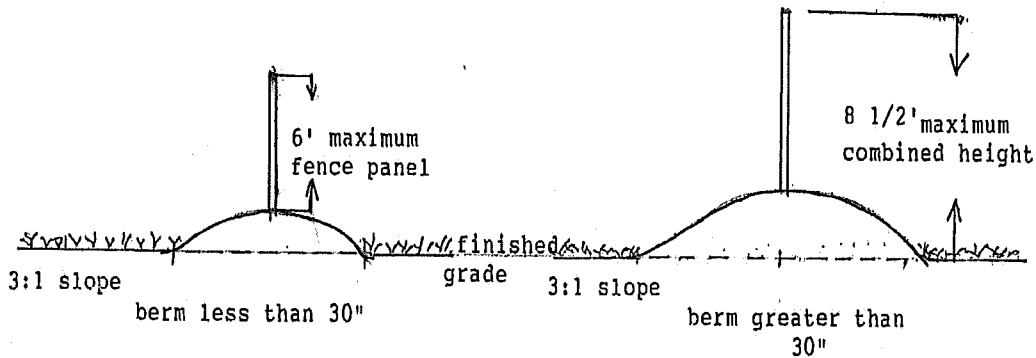
General Provisions - Definition of Yards:

- Front Yard - A yard extending along the full length of front lot line between the side lot lines (and not side yards lines).
- Side Yard - A yard extending along the side lot line from the front to the rear yard.
- Rear Yard - A yard extending along the full length of the rear lot line between the side lot lines (and not the side yard lines).

Encroachments - It is unlawful to erect or maintain any building, structure, or object, which encroaches upon any public street, sidewalk, or property except upon special permit from the City Council.

PERMIT FEE SCHEDULE: The cost of a fence permit is based on the cost of materials. Section 29.1101 of the Municipal Code of Quincy determines the fee.

Effective	Present
Material Cost	
\$0-500	\$24.00
\$501-1,000	\$29.00
\$1,001-1,500	\$34.00
\$1,501-2,000	\$39.00
\$2,001-\$20,000	\$39.00 + \$4.00/\$1,000 over \$2001.00
\$20,001.00+	\$119.00 + \$3.50/\$1,000 over \$20,001.00



FOR MORE INFORMATION CONTACT:
Michael Seaver, Director of Enforcement
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301
217-228-4540

SWIMMING POOL PERMIT (Chapter 24, Article III)

DESCRIPTION: All provisions of the Municipal Code pertaining to construction, maintenance and sanitation shall apply to all swimming pools more than 24 inches deep or having a surface area more than 250 square feet. Many "kiddie" pools exceed the 24 in. depth limit and require a fence and permit for set-up.

APPLICATION: Building and fence permit applications are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd Floor, City Hall Annex or on the City's website at www.quincyl.gov

REQUIREMENTS:

In-Ground Pool -The pool area shall be entirely enclosed with a fence not less than four feet high with a positive locking gate. Gates must be kept closed and locked at all times except when the pool is in use under direct supervision of an adult. A swimming pool and/or fence shall not be constructed, installed, enlarged or altered until a building permit has been obtained.

Above Ground Pool - A pool with a 4-foot high or higher exterior wall is not required to install a fence around the pool area. However, it must have a ladder where the treads are removable or a lockable ladder that swings up, maintains an upright position and locks in place when the pool is not in use and under the direct supervision of an adult. If a deck from the house or yard accesses the pool, the deck must have a Code-compliant railing and a gate installed if there are stairs to the yard.

REVIEW OF APPLICATION AND PLANS: The City's Building Inspection Office will review the submitted materials for the permit. If the application and plans comply with the code, a building permit will be issued the same day of the receipt of a completed application.

LOCATION – Pools more than 24 inches deep or having a surface area of more than 250 square feet shall be located in accordance with the following rules:

- (1) Pools shall be located in rear yards of all zoning districts.
- (2) Pools shall be located at least 5 feet from any side or rear lot line or nearer than 5 feet to any alleys or similar right-of-way easements abutting the rear or side of the lot.
- (3) On corner lots, pools shall be set back from the side street right-of-way at least 10 feet.
- (4) Pools shall be in compliance with Chapter 24, Article III of the City of Quincy Municipal Code

PERMIT FEE SCHEDULE: The cost of a swimming pool and/or fence permit is based on the cost of materials. Section 29.1101 of the Municipal Code of Quincy determines the fee.

Effective	Present
Material Cost	
\$0-\$500	\$24.00
\$501-\$1,000.	\$29.00
\$1,001-\$1,500.	\$34.00
\$1,501-\$2,000.	\$39.00
\$2,001-\$20,000.	\$39.00 +\$4.00//\$1,000 over \$2001.00
\$20,001	\$119.00 +\$3.50/\$1,000 over \$20,001.00

FOR MORE INFORMATION CONTACT:

**Michael Seaver, Director of Inspection
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301
217-228-4540**

FREQUENTLY ASKED QUESTIONS

Q: Who is responsible for obtaining a building permit?

A: The property owner is responsible for obtaining the permit. The contractor may get it for the project but if he doesn't, the property owner is ultimately responsible, not the contractor. Make sure you consult with him before the project begins.

Q: Can a contractor work on a project that would require a building permit without a building permit being issued?

A: No, the permit must be issued beforehand in order to ensure that the project is going to comply with all Codes. This is also a good time to see if you are eligible for Enterprise Zone benefits.

Q: What projects require architectural plans?

A: By State law, all new construction of multi-family residential units, commercial and industrial buildings require plans prepared by a registered design professional.

Q: What projects require a site plan review?

A: Any project – other than single- or multi-family dwellings – in which a building is being constructed or enlarged, or in which a change of use is occurring will require a site plan be submitted to the Planning and Development Department for staff review. Additionally, any changes to a façade in a Downtown district, or any off-premise sign must submit a site plan. The site plan should be prepared by a licensed engineer, architect or surveyor.

Q: Do I need a permit to do my roof?

A: A building permit is required if you put on new sheathing (the plywood under the shingles). The Building Code allows only two layers of shingles. If you already have two layers, you need to re-move them and possibly re-sheath before you put on new shingles. Only the owner of a building or a licensed roofing contractor (registered with the State of Illinois) may work on a roof.

Q: What information is needed on a building permit application before a permit is issued?

A: The owner's name, address, type of work being done, setbacks, cost of project, contractors, and sub-contractors all must be supplied on the permit.

Q: How big of a garage can I build?

A: Accessory buildings may be located in a rear yard but may not occupy more than 15% of the lot area in the RE1 to R3, NR1, and NR2 districts. At no time shall an accessory structure exceed an area of 1,200 sq. ft. In the RU1 district accessory buildings shall have a maximum size of 2,500 sq. ft. on properties less than 5 acres in size, 3,600 sq. ft. on properties between 5 acres and 10 acres, and 5,000 sq. ft. in size for properties greater than 10 acres in size.

Q: Why should I have an electrician install my service?

A: A licensed electrician is your best guarantee for a safe and proper installation. Safety should always be the number one concern! Homeowners may perform many minor repairs and fixture installations in their own homes but only a licensed electrician can install new service. A licensed electrician must do all repairs to commercial buildings and residential rental properties.

Q: Who pays for the electrical permit?

A: Only a licensed electrical contractor may apply for the permit. The cost of the permit is likely to be included in his contract with you. Check with your electrician.

Q: As a small business owner, do I have to furnish handicapped accessible restrooms?

A: The Americans with Disability Act that was signed January 26, 1992 states that all public restrooms shall be handicap accessible. Additionally, the State of Illinois has adopted a state-wide accessibility code.

FREQUENTLY ASKED QUESTIONS - CONTINUED

Q: What are the dimensions of a handicapped restroom?

A: There are a number of different configuration possibilities. The Building Inspector and Plumbing Inspector have a number of plans and illustrations available at your request.

Q: How many employees can I have before I have to have restrooms for both male and female?

A: Unless the business is a food establishment, up to five employees can share a restroom.

Q: Why do I need a floor drain in my basement?

A: The water heater and air conditioner are usually installed in the basement. Because they operate with water there is always the possibility of a leak.

Q: Why do public restrooms need a floor drain?

A: The threat of vandalism has shown the necessity of floor drains.

Q: Do I need a permit for a fence? Can I put in on the property line?

A: A permit is required for a fence. The fence may be located on the property line but it is very important that the correct property line has been established. It is a good idea to check the plat and legal description with the Assessor before installation. You may need to hire a surveyor. Either side of the fence may be placed outward.

Q: Is a permit required for a swimming pool?

A: Yes. You should also be aware that many temporary pools and kiddie pools qualify as swimming pools requiring permits. Please call this office prior to purchasing one.

Q: What are the Inspection Office hours?

A: 8 a.m. to 4:30 p.m., Monday through Friday

Q: Do I need a permit if I put up a temporary banner or sign?

A: A permit is required for any temporary sign, banner or other type of temporary advertising device. The permit is good for a period of no more than 30 days in any 12-month period. You need to complete a permit application and submit the application along with a \$50.00 permit fee for the sign/banner on your property. No signs are permitted on right of way or on property owned by others.