

# SINGLE FAMILY DWELLING PERMIT REQUIREMENTS

Before beginning construction on any structure, a building permit is required per Section §154.05.3 of the Woodford County Zoning Ordinance.

The following information is required to obtain a building permit for any dwelling located outside any corporate/village limits in Woodford County:

**1. New 9-1-1 Address:**

Any parcel of land that has not been assigned a 9-1-1 address will be required to obtain an application from the Woodford County Zoning office. The 9-1-1 address application fee is **\$55.00** and must be paid in full before the address will be assigned. This fee includes the applicant's 9-1-1 sign w/numbers, post and bracket.

**2. Entrance/Culvert Permit:**

Must be obtained and approved by the appropriate road commissioner. The Zoning Department does not approve entrances and must have this information prior to issuing a new 9-1-1 address.

**3. Septic System Permit:**

An approved Septic System Permit must be obtained from the Woodford County Health Department. Please schedule an appointment by calling 309-467-3064.

**4. Closed Loop Well Permit : (does not include horizontal or body of water loop system)**

Beginning December 1, 2014, an approved Closed Loop Well Permit must be obtained from the Woodford County Health Department. Please schedule an appointment by calling 309-467-3064.

**5. General Erosion Control Permit Application:**

An approved Soil & Erosion Control Permit must be obtained before a zoning permit will be issued for any dwelling and /or any project that disturbs more than 5,000 square feet of area. The fee for this permit is **\$200.00** and can be obtained at the Woodford County Soil & Water Conservation District at 937 W. Center Street, Eureka, IL. Please schedule an appointment with Diane Freeman by calling 309- 304-3010 This fee will be paid at the same time in the Zoning Department as the Zoning Permit fee (see #11.)

**6. Set of house /floor plans:**

Minimum of 800 square feet of living area required per Zoning Ordinance. Plans should include height, exterior and interior room dimensions.

**7. Elevation Drawing:**

A drawing that shows the exterior view of structure.

**8. Recorded Plat & Legal Description:**

Lot number required for subdivisions.

**9. Detailed Site Plan:**

A Plan showing placement of all existing and proposed buildings on a parcel and their measurement from lot lines.

**10. Inspection Certificate signed by contractor/plumber/ or electrical engineer.**

**11. Other information as may be necessary.**

**12. The Zoning Permit fee is \$250.00 per dwelling.**

**13. ALL STRUCTURES ARE REQUIRED TO MEET LOCAL, STATE AND FEDERAL BUILDING REQUIREMENTS.**