

## **CHECKLIST FOR NEW SINGLE FAMILY DWELLINGS AND DUPLEXES**

- **OBTAIN AN ADDRESS AND A PUBLIC WORKS PERMIT FROM THE PUBLIC WORKS DEPARTMENT.** Submitting the application - #1 fax (309)494-8658 or #2 Email: [kandrejasich@ci.peoria.il.us](mailto:kandrejasich@ci.peoria.il.us) for more information call Cristin Robertson at 494-8833
- **PROVIDE A COMPLETED PERMIT APPLICATION.** “Consolidated application for zoning certificate and building permit (single-family residential-detached)” this may also be used for duplexes.
- **COMPLETE A PLANNING AND GROWTH MANAGEMENT PROCESS SHEET.** When required to pay education and recreation fees (see list).
- **ZONING CERTIFICATE.** Required for all duplexes and single family homes in older neighborhoods. Application available in the Planning and Growth Management Department room 402.
- **PROVIDE A COMPLETED CERTIFICATE OF OCCUPANCY APPLICATION.**
- **PROVIDE 2 COPIES OF THE SITE PLAN.** See sample site plan.
- **PROVIDE 2 SETS OF BUILDING PLANS.** See list of items to be included on prints.
- **PROVIDE ENGINEERING SPECIFICATIONS FOR TRUSSES, I-JOISTS, LVL, LAM AND STEEL BEAMS, ETC.**
- **PROVIDE A RESCHECK.** Effective 1/29/10 all permits issued on or after this date must meet the 2009 INTERNATIONAL ENERGY CODE per the new state law known as THE ENERGY EFFICIENT BUILDING ACT # 20 ILCS 3125.009. REScheck required to verify compliance shall pass the 2009 version of REScheck. <http://energycode.pnl.gov/REScheckWeb/>
- **Please obtain the items listed above prior to submitting any application to the Building Inspections Department for plan review.**
- **Applicant is required to obtain permit(s) prior to starting construction.**
- **Applicant is responsible to know the current Building Code and to call for all required inspections twenty-four hours prior to needed inspection. The current Building Code being used is the 2006 International Residential Code and all amendments can be found at [www.municode.com](http://www.municode.com)**
- **Violation of City of Peoria Building Code will subject person to appropriate penalty.**