



**CITY OF PEORIA**  
**CONSOLIDATED APPLICATION FOR ZONING CERTIFICATE AND**  
**BUILDING PERMIT (COMMERCIAL AND MULTI-FAMILY)**

Building Inspections Department [www.ci.peoria.il.us](http://www.ci.peoria.il.us)  
456 Fulton, Suite 401, Peoria, IL 61602-1220  
Phone (309) 494-8620; FAX (309) 494-8674

Planning and Growth Management Department  
456 Fulton St. Suite 402 Peoria, IL 61602-1220  
Phone (309) 494-8600; FAX (309) 494-8680

**Job Address:** \_\_\_\_\_

**Current/Proposed Use:** \_\_\_\_\_

**Parcel Index Number:** \_ \_ - \_ \_ - \_ \_ \_ \_ **Zoning District:** \_\_\_\_\_

**Construction Cost:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_ **Zoning Certificate: \$300**

**Project Type:**

- \_\_\_ Remodel, no Expansion or Change of Use
- \_\_\_ New Construction
- \_\_\_ Expansion of Existing Use, Remodel
- \_\_\_ Change of Use, Remodel
- \_\_\_ Expansion of Existing Use, No Remodel
- \_\_\_ Change of Use, No Remodel

**Permits Required:**

- Building Permit
- Zoning Certificate; Building Permit
- Zoning Certificate; Building Permit
- Zoning Certificate; Building Permit
- Zoning Certificate
- Zoning Certificate

**Commission Approval (if applicable):** Case No. \_\_\_\_\_ Commission Date: \_\_\_\_\_

Board/Commission (circle): Historic Preservation Commission; Planning Commission;  
Renaissance Park Commission; Zoning Commission; and/or Zoning Board of Appeals.

**Development Information:**

	<u>Existing</u>	<u>Proposed</u>
Number of Employees	_____	_____
Structure Height:	_____	_____
No. Parking spaces required/provided:	_____	_____
No. Handicapped spaces required/provided:	_____	_____
Building square footage:	_____	_____

Use Group: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupant Load: \_\_\_\_\_

**Applicant/Contact Name:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Permit Holder/Responsible Party:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Owner/Agent:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Subcontractors:** HVAC: \_\_\_\_\_ Plumbing: \_\_\_\_\_  
Electrical: \_\_\_\_\_ Roofing License: \_\_\_\_\_

**Required Submissions:**

1. Three sets construction documents, prepared by a registered design professional, with sufficient detail and clarity for plan review. (Total of four sets needed if Health Department is involved, i.e. food service establishment or daycare.) If project is a remodel, with no Change of Use or Expansion, skip No. 2.
2. Four individually folded copies of site plan, drawn to an identified scale, measurable with an engineer's or architect's scale, showing:

***A site plan must show at a minimum:***

- Property lines, proposed or existing streets and adjacent curb lines, service areas, north arrow and scale, and the area of the subject site/property (acres and/or square feet).
- Exact locations of all buildings, structures, utility structures, streets and sidewalks, access facilities, including on-site vehicular geometry, and proposed utility work in the right-of-way.
- Parking spaces and aisles with dimensions.
- Number and location of required and provided parking spaces, including handicapped parking spaces and appropriate signs.
- Locations and dimensions of required yards and transitional buffer yards.
- Locations and dimensions of walks, fences, and exterior lighting structures.
- Dumpster, refuse and recycling locations and screening treatment.
- A landscape plan showing exact location, size, quantity and type of all existing and proposed landscaping, and exterior mechanical equipment and proposals for screening. Lawn areas should be indicated as seed or sod.
- Square footage of all existing and proposed buildings.
- Signage plan for the project, showing all existing and proposed signage with locations, dimensions, and numbers. (A separate application is required for signage.)

***The items listed below may be required for more intensive projects:***

- Existing and proposed topographic contours.
- Easements – location, width and purpose. Appropriate easement documents are required.
- Method and calculations of stormwater retention.
- Sanitary sewer calculations.
- Location/dimensions of fire hydrants and water mains.

3. Certificate of Occupancy Application

---

This building permit is granted based on the cost of construction including building work and the cost of electrical, plumbing, and other mechanical work if needed. This is NOT a permit to do electrical, plumbing, and/or heating work, which requires a separate inspection permit for *each*. All concealed mechanical work and framing must be inspected and approved before permission to cover will be given. Applicant shall call for the inspection of own work. The Applicant hereby agrees to perform said work and construct said building as contemplated in the foregoing application and in accordance with plans and specifications submitted and agrees to comply with the Peoria City Code in performance of same.

**NO BUILDING SHALL BE OCCUPIED UNTIL THE CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED BY THE BUILDING OFFICIAL.** Call 494-8620 for required inspections. Inspectors are available between 7:30–8:30 AM and 3:00–4:00 PM.

PLEASE MAKE CHECKS PAYABLE TO: CITY OF PEORIA.

CHECKS MAY BE MAILED TO: 456 FULTON STREET, SUITE 401, PEORIA, IL 61602-1220.

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 24 hours prior to needed inspection. Violation of City of Peoria Building Code will subject person to appropriate penalty.

Address for new construction, vacant lot: Peoria City Hall, Public Works, Room 307 – 494-8813.