

# UNDERSTANDING

DOCUMENT  
16

PROJECT NAME

#	PLANS
1	I understand, accept, and agree that for all construction projects, a minimum of one (1) hard copy of construction plans and one (1) digital must be submitted for review
2	I understand, accept, and agree, that <b>PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED.</b> An automatic email response serves as proof that the permit application was received
3	I understand, accept, and agree that the application must be filled out completely and all required documentation submitted and that the review process begins once all the required information has been submitted. This document must be signed by all required parties and made part of the application
4	I understand, accept, and agree that the submitted plans must contain information as listed on PLAN REVIEW REQUIREMENTS form attached hereto and that more information may be requested, when necessary, as part of the plan review process
5	I understand, accept, and agree that the Village of Glen Carbon may consider covenant restrictions when reviewing plans for commercial developments.
6	I understand, accept, and agree that the responsibility for assuring that the structure will withstand all applied loads (live, dead, wind, snow, seismic, etc.) shall rest solely with me as the applicant and/or my engineering or architectural consultant(s), and the Village of Glen Carbon does not consider structural load calculations when reviewing plans
7	I understand, accept, and agree that upon approval, one (1) copy of the approved plans must be kept at the building site during the entire construction period
8	I understand, accept and agree that no changes will be made to the approved plans unless first reviewed and approved by the Department of Building & Zoning.
9	I understand, accept, and agree that upon completion of the project a revised set of drawings, or "As Builts," must be submitted to the Village for their records when approved changes were made to the original submitted and approved plan, prior to scheduling a FINAL INSPECTION.

#	PERMITS
10	I understand, accept, and agree that <b>I WILL BE NOTIFIED WHEN MY PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT</b> and that making multiple attempts with staff to determine the status of the permit may cause delays.
11	I understand, accept, and agree that the permit must be paid in full and picked up from Village Hall within 30 days after notification that the permit has processed. The permit fee is non-refundable.

#	PERMITS
12	I understand, accept, and agree that if any permitted work is not begun within six months from the date a permit is issued, the permit shall become null and void.
13	I understand, accept, and agree that any permit issued for any building, electrical, plumbing, mechanical, or sewer work does not grant the privilege to erect any structure or to use any property for a purpose or in a manner prohibited by the adopted codes, ordinances, or regulations of the Village of Glen Carbon.
14	I understand, accept, and agree that if the Village of Glen Carbon should issue a permit to me, it does so with the understanding that I will comply with the requirements of the Illinois Roofing Industry Licensing Act (P.A. 83-1513, Certified January 14, 1985, effective July 1, 1985), or most recently adopted.

#	SITE REQUIREMENTS
15	I understand, accept and agree that if the Village of Glen Carbon should issue a permit to me, it does so with the understanding that I will comply with the requirements of the Illinois Plumbing Code as defined in 77 Illinois Administrative Code, Part 890, or most recently adopted.
16	I understand, accept and agree that the building permit must remain visible, accessible, and kept in good condition.
17	I understand, accept and agree that I will make no modifications or changes to the site or the structure(s) unless first approved by the Village. Failure to submit information prior to such changes may result in a failed inspection, the issuance of a STOP WORK ORDER, or denial of a Certificate of Occupancy.
18	I understand, accept, and agree that all required setbacks for any buildings or structures are to be measured from property lines and that measurement from curbs and similar landmarks can produce errors which may halt construction and require that any part of any structure built in error, be removed.
19	I understand, accept, and agree that the property corners will be properly staked, with string lines running along both left and right sides of the property, and that said stakes and string line will remain in place and undisturbed until after the footing AND foundation inspections have been completed. Failure to install stakes and string lines prior to the footing inspection(s) will result in a failed inspection.
20	I understand, accept, and agree to install a temporary rock driveway, minimum of 6" in depth, to allow for access and delivery of building materials if applicable.
21	I understand, accept, and agree that I am required to provide for on-site temporary electrical service which must have GFI protection and that at no time will I or my designees trespass onto another's private property with the intent to utilize their electricity.
22	I understand, accept, and agree that I am required to provide water on-site if needed and that at no time will I or my designees trespass onto another's private property with the intent to utilize their water.

#	SITE MAINTENANCE
23	I understand, accept, and agree to provide erosion control and siltation protection prior to breaking ground, as required, to protect streets and other property owners from runoff. Failure to do so may result in a STOP WORK ORDER.
24	I understand, accept, and agree to keep the streets and roadways clean and clear of mud, dirt, and debris during the constructions process. Failure to do so may result in a STOP WORK ODER.
25	I understand, accept, and agree that all trash, debris, and scrap must be placed into appropriate containers and secured and disposed of properly to prevent particles from becoming air borne. Failure to do so may result in a STOP WORK ORDER.
26	I understand, accept, and agree that burning of any kind is prohibited.
27	I understand, accept, and agree that an on-site dumpster and restroom facility is required but cannot be placed on the street.
28	I understand, accept, and agree that commercial vehicles, trailers, and equipment cannot be left on the street overnight.
29	I understand, accept, and agree that if any damage occurs to any public improvement (street, curb, gutter, sidewalk, sanitary or storm sewer, etc.) caused by me or any sub-contractor employed by or through me, that I will be responsible for all necessary repairs.

#	INSPECTIONS
30	I understand, accept, and agree that inspection of all work is required by law and that failure to request and secure such inspection is a violation of the Village Code.
31	I understand, accept, and agree <b>that INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED.</b> An automatic email response will serve as proof my inspection request was received and I will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff. Making multiple requests via email and phone calls will delay the process rather than expedite it.
32	I understand, accept, and agree that all inspection requests must be submitted via email to <a href="mailto:inspections@glen-carbon.il.us">inspections@glen-carbon.il.us</a> and that a minimum of 24 hours advance notice is required prior to when the inspection is needed. The Village attempts to complete each inspection within 48 hours of the request but offers no guarantee to do so. Inspections are conducted Monday through Friday, excluding holidays when the Village is closed.
33	I understand, accept, and agree that inspections will be scheduled in block times of 1.5 hours and that I must have someone present if the inspection requires entrance into an enclosed building.
34	I understand, accept, and agree that <b>SEWER LATERAL INSPECTIONS</b> are only made through the Department of Public Works between the hours of 8:00 am and 4:30 pm, Monday through Friday, excluding holidays when the Village is closed. To schedule an inspection, you must call Village Hall’s main line at (618) 288-1200. Those inspections are not scheduled through the Department of Building & Zoning.

#	PERMITS						
35	<p>I understand, accept, and agree that if scheduled inspections are missed because the Contractor or his/her designee is not present when required or if the scheduled inspection is not ready for inspection as requested by the Contractor or his/her designee, the following fees will apply and that no further inspections will be scheduled until the fees are paid in full:</p> <table border="1"> <tr> <td>1<sup>st</sup> missed inspection</td> <td>\$50.00</td> </tr> <tr> <td>2<sup>nd</sup> missed inspection</td> <td>\$150.00</td> </tr> <tr> <td>3<sup>rd</sup> missed inspection</td> <td>\$300.00</td> </tr> </table>	1 <sup>st</sup> missed inspection	\$50.00	2 <sup>nd</sup> missed inspection	\$150.00	3 <sup>rd</sup> missed inspection	\$300.00
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3 <sup>rd</sup> missed inspection	\$300.00						

#	CERTIFICATE OF OCCUPANCY
36	<p>I understand, accept, and agree that no CERTIFICATE OF OCCUPANCY will be issued until ALL inspections are completed and approved as FINAL. Occupancy (in whole or in part) is strictly prohibited until a Final Inspection is completed, passed, and a Certificate of Occupancy is issued by the Department of Building &amp; Zoning.</p> <p><b>EXCEPTION:</b> When the redistribution of soil and seeding of lawn cannot be completed between November 1 and March 31, the applicant shall submit the attached <b>ESCROW DEPOSIT AGREEMENT</b> signed by the contractor/developer and the property owner stating that redistribution of soil and seeding of lawn will be done during the immediately following planting season as set forth in Section 11-5-2: E (6) of the Village Code of Ordinances. The work must be completed by <b>April 30</b> of the construction year unless weather conditions exist that require and extension.</p> <p>A cash escrow for performance of <b>1% of the value of improvements</b> (cost of construction) is required. <b>The escrow deposit will be returned upon proof of performance.</b></p>
37	<p>I understand, accept, and agree that No CERTIFICATE OF OCCUPANCY will be issued for new construction until a completed "RES-CHECK" report is submitted to the Village indicating the building follows the most current and adopted Illinois Energy Conservation Code. The completed compliance report must be submitted directly from the company with a representative's signature, the subject property address, and signature of the developer/contractor. This must be submitted via email to <a href="mailto:permits@glen-carbon.il.us">permits@glen-carbon.il.us</a> prior to scheduling a FINAL INSPECTION.</p>

#	VILLAGE CODES
38	<p>I understand, accept, and agree that the responsibility for assuring the plans for any proposed construction are in compliance with the provision of the adopted codes, shall rest solely with me as the applicant.</p>

## SIGNATURES REQUIRED

*I certify by my signature below, that I have read, understand, and accept the provisions above and will abide by them, the codes, ordinances, regulations, laws, and statutes as adopted by the Village of Glen Carbon and the State of Illinois.*

*Failure to abide by the rules and regulation adopted by the Village of Glen Carbon may result in the issuance of a STOP WORK ORDER or the assessment of fines/fees per Village Code.*

PRINTED NAME OF PETITIONER	SIGNATURE OF PETITIONER	DATE

PRINTED NAME OF OWNER	SIGNATURE OF OWNER	DATE