

**Building Permit Application
Village of San Jose**

Pursuant to the Village Code of San Jose, (particularly Title 9, Chapter 1 and Title 10, Chapter 4), the undersigned hereby makes application for a building permit, and by so doing states that they are familiar with the provisions of the Building Code and its requirements.

Address where construction is to take place: _____

Cost of such construction or alterations: _____

State whether the construction, alteration, remodeling or improvement will change or affect any bearing wall beams, supports, or roof, and the nature of which it will make such a change.

Description of work proposed:

Name and address of the architect, engineer, contractor, or person who proposes to accomplish project:

Name: _____

Address: _____

The applicant hereby attaches plans and specifications as required by *Title 10, Chapter 4* of the San Jose Village Code and acknowledges that all building will be done in strict compliance with said Building Code.

Penalty: Any person violating any provisions of this chapter shall be fined not less than \$250.00, nor more than \$750.00 for said offense; and each day that such a violation exists or continues shall be deemed a distinct and separate offense. (Ordinance 21-562 04/19/2021)

I fully understand that the structure will be erected according to the village ordinance, is subject to the building inspector approval and the work will be initiated within 90 days of receipt of permit and completed within 1 year of permit issuance date. After 1-year permit will be invalid per 9-1-4F. Permit fee attached.

Owner Signature: _____ **Date:** ____/____/____

Address: _____ Phone: _____

Value of Proposed Structure: _____ Amount Paid for Permit: \$ _____

Signed as received by Village Clerk: _____ Date: _____

Approved by Building Inspector: _____ Date: _____

****PERMIT FEE IS NON-REFUNDABLE****

Please submit a Drawing/Sketch of the proposed structure and include ALL provisions:

- A. Dimensions by footage is: _____
- B. Label ALL areas by footage
- C. LABEL directions of North, South, East and West
- D. Specify footage in relation to nearby structures such as distances from other buildings, alleys, streets, neighbor's boundaries, edges of your property, etc. Use and attach a separate sheet if needed. **It is your responsibility to know your property boundaries.**

-DRAWING/SKETCH-

-PERMITS-

As the resident occupying the above said property, I duly understand that knowledge of all property lines as boundaries is my responsibility and that the Village of San Jose is hereby exempt regarding any legalities and or knowledge of these property boundaries.

Applicant Signature: _____

Date: ____ / ____ / ____

Inspector's Comments:

Inspected by: _____

9-1-4 E: 1. FEES ESTABLISHED:

a. Permits: The fees for permits shall be as follows:

- (1) Fence permit: Sixty dollars (\$60.00).
- (2) Any structure inspected by the zoning/building inspector: Sixty dollars (\$60.00).

<u>COST OF CONSTRUCTION</u>	<u>PERMIT FEE</u>
\$1.00 to \$5,000.00	\$60.00
\$5,001.00 to \$10,000.00	\$70.00
\$10,001.00 to \$15,000.00	\$80.00
\$15,001.00 to \$20,000.00	\$90.00
\$20,001.00 to \$25,000.00	\$100.00
\$25,001.00 to \$30,000.00	\$110.00
\$30,001.00 to \$35,000.00	\$120.00
\$35,001.00 to \$40,000.00	\$130.00
\$40,001.00 to \$45,000.00	\$140.00
\$45,001.00 to \$50,000.00	\$150.00

\$2.00 per \$1,000.00 Construction cost after \$50,000.00

VILLAGE OF SAN JOSE

ORDINANCE NO. 21-566

AN ORDINANCE AMENDING TITLE 9: BUILDING DEVELOPMENT, CHAPTER 1: BUILDING CODE & REGULATIONS, SECTION 4: PERMIT REQUIREMENTS, 1: FEES ESTABLISHED, A: PERMITS

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE VILLAGE BOARD OF THE VILLAGE OF SAN JOSE, MASON AND LOGAN COUNTIES, ILLINOIS THIS 15th DAY OF NOVEMBER 2021, EFFECTIVE NOVEMBER 25, 2021.

PASSED BY THE BOARD OF TRUSTEES
THE VILLAGE OF SAN JOSE
NOVEMBER 15, 2021
NOVEMBER 25, 2021

APPROVED: VOTE: AYES: 5

NAYES: 0

DUANE WORLOW

DUANE WORLOW PRESIDENT OF THE BOARD OF TRUSTEES OF THE VILLAGE OF SAN JOSE, ILLINOIS

ATTEST

JAYNE A. CUSTODIO

JAYNE A. CUSTODIO
VILLAGE CLERK
NOVEMBER 15, 2021

VILLAGE OF SAN JOSE
ORDINANCE 21-566


An ordinance amending fees for Permits, for the Village of San Jose, as approved, by unanimous vote, at the November 15, 2021 Monthly Board Meeting of the Board of Trustees, of the Village of San Jose.


NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF SAN JOSE, ILLINOIS

SECTION ONE: The Village of San Jose hereby amends Title 9: Building & Development;
Chapter 1: Building Code & Regulations, Section 4: Permit Requirements;
E: Permit and Inspection Fees: 1 Fees Established: a. Permits: 1: Fence permits and
2: Structure

SECTION TWO: This Ordinance shall be in full force and effective from November 25, 2021, after its passage, approval, and publication in the Village Code as provided in Title 1, Chapter 1: Section 3 of the Village Code.

PASSED AND APPROVED by the President and Village trustee of this Village of San Jose, Mason and Logan County, Illinois, this 15th day of November 15, effective November 25, 2021.


Duane Worlow, Village President

ATTEST:

Jayne A. Custodio, Village Clerk
11/15/2021
Date

ORDINANCE NO. 21-562

AN ORDINANCE AMENDING TITLE 1: ADMINISTRATION, CHAPTER 4: GENERAL PENALTY, SECTION 1A: GENERAL PENALTY IMPOSED

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE VILLAGE BOARD OF THE VILLAGE OF SAN JOSE, MASON AND LOGAN COUNTIES, ILLINOIS THIS 19th DAY OF APRIL 2021.

PASSED BY THE BOARD OF TRUSTEES

THE VILLAGE OF SAN JOSE

APRIL 19, 2021

EFFECTIVE APRIL 29, 2021

APPROVED: VOTE: AYES: _____

NAYES: _____

COPY

DUANE WORLOW PRESIDENT OF THE BOARD OF TRUSTEES OF THE VILLAGE OF SAN JOSE, ILLINOIS

ATTEST:

COPY

JAYNE A. CUSTODIO

VILLAGE CLERK

4/19/2021

ORDINANCE 21-562

An ordinance amending and adding to the provisions of the Village Code Book Title 1: Administration, Chapter 4: General Penalty, Section 1A: General Penalty Imposed

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF SAN JOSE, ILLINOIS

SECTION ONE: The Village of San Jose hereby amends Title 1, Chapter 4, Section 1A to its Code.

SECTION TWO: Title 1, Chapter 4, Section 1A, of the Village of San Jose is enacted hereby as an amendment to said Code entitled "General Penalty Imposed".

SECTION THREE: The Village Clerk shall publish in pamphlet form for inspection by any interested party in the Village Hall of this Village these regulations;

SECTION FOUR: This Ordinance shall be in full force and effect from 10 days after its passage, approval and publication in the Village Code as provided in Title 1, Chapter 1, Section 3 of the Village Code.

PASSED AND APPROVED by the President and Village Trustees of the Village of San Jose, Mason and Logan County, Illinois, this 19th day of April, 2021, effective April 29, 2021.

Duane Worlow, Village President

ATTEST:

Jayne A Custodio, Village Clerk

4/19/2021

1-4-1A: GENERAL PENALTY IMPOSED: Fine; Imprisonment: Unless specifically provided elsewhere in this code, any person found to have been in violation of the terms and provisions of this code shall be fined in an amount not less than \$250.00 nor more than \$750.00 for said any one violation. No imprisonment for failure to pay such fine, penalty of cost shall exceed 6 months for each offense. Each day that such violation continues or exists after the expiration of the specified notice period shall be deemed to be a separate offense. The penalty for a second or subsequent offense committed within a twelve (12) month period beginning on the date of the first offense shall follow the penalty schedule listed below:

1st and 2nd offense - \$250.00

3rd, 4th and 5th offense - \$500.00

6th offense and over - \$750.00

This General Penalty applies to the following penalties in the Code Book of the Village of San Jose:

5-2B-7

5-3-2C

5-3A-7

5-4-3L 1

5-4-3L 3

5-4-4F

5-4A-1C

5-4A-2D

5-4A-3

5-5-3

5-5B-11 B1

5-5D-2B

5-6-1 D4

6-1-7

6-2-4D

6-4-16C

6-4-19C

6-4-20C

6-4-21C

6-5-6B

6-5-7F

6-5-12

6-5-14C

6-7-7 B3

6-9-12

6-10-11

7-1-4

7-2-8

7-3-4

8-1-11

8-2-8C

9-1-8

9-2-8

9-3-7

9-4-8B

10-1-5A

10-4A-6

BUILDING CODES AND REGULATIONS

9-1-1: SHORT TITLE:

9-1-2: ADMINISTRATION AND ENFORCEMENT OFFICIALS:

9-1-3: CODES ADOPTED:

9-1-4: PERMIT REQUIREMENTS:

9-1-5: FIRE LIMITS:

9-1-6: MANUFACTURED HOMES:

9-1-7: INSPECTIONS AND STOP WORK ORDERS:

9-1-8: PENALTY:

9-1-1: SHORT TITLE:

This chapter shall be known and may be cited as the *VILLAGE OF SAN JOSE BUILDING CODE AND REGULATIONS*. (2016 Code)

9-1-2: ADMINISTRATION AND ENFORCEMENT OFFICIALS:

A. Building Inspector:

1. Qualifications:

- a. The person holding the title of "building inspector" shall be an insured contractor in the state of Illinois with a minimum of ten (10) years' experience in all aspects of construction.
 - b. The person shall be educated in all zoning regulations and building codes set forth in this code.
 - c. Candidates shall present their qualifications to the village board of trustees and shall be approved by a two-thirds ($\frac{2}{3}$) majority vote of the board.
2. May Serve As Zoning Inspector: The building inspector may serve as the zoning inspector when needed.

B. Zoning Inspector:

1. Qualifications: The person holding the title of "zoning inspector" shall be educated in all zoning regulations set forth in this code to include easements and setback requirements. (Ord. 14-492, 2-16-2015)
2. Duties: The zoning inspector shall be responsible for the issuance of fence permits and any permit required for a premanufactured structure that is affixed to "skids", i.e., portable storage units or garden type sheds. Any structure in question shall be taken to the building and grounds committee or village president for final determination. (Ord. 14-492, 2-16-2015; amd. 2016 Code)
3. Restrictions: The zoning inspector may not serve as the building inspector. (Ord. 14-492, 2-16-2015)

9-1-3: CODES ADOPTED:

The village hereby adopts the following codes and standards as the building codes of the village:

- 2015 International building code.
- 2015 International fire code.
- 2015 International residential code.
- 2015 International mechanical code.
- 2004 Illinois plumbing code.
- 2015 International private sewage disposal code.
- 2015 International fuel gas code.
- 2015 International energy conservation code.
- 2015 International property maintenance code.
- 2014 National electrical code.
- 2015 International existing building code.

Three (3) copies of the codes adopted in this section are on file in the office of the village clerk for public use and inspection. (Ord. 14-492, 2-16-2015; amd. 2016 Code)

9-1-4: PERMIT REQUIREMENTS:

- A. Permit Required: It shall be unlawful to construct any building or structure in the village where the value of such construction exceeds two hundred fifty dollars (\$250.00) or to alter or remodel any building or structure so as to change the bearing walls, beams, supports or roof thereof without having first secured a permit therefor. In the event any person commences construction of any structure without obtaining a permit, the application fee is increased to twice the fee charged for application made prior to construction. Further, by accepting such fee, the village does not waive any requirements or violations of this chapter and enforcement of same as the case may be. (Ord. 14-492, 2-16-2015)

- B. Application For Permit: Applications for permits shall be made to the village clerk and shall be accompanied by plans and specifications, in duplicate, showing the work to be done. Such plans shall be verified by the signature either of the owner of the premises or by the architect or contractor in charge of operations. Every such application for a permit shall describe the land upon which the proposed building or work is to be done, by house number, lot, block or tract, or similar general description that will readily identify and definitely locate the proposed building or work. Copies of drawings and specifications for the proposed improvement and a plot diagram showing the location of the proposed improvement and of every existing building thereon shall accompany every application for a permit required by this section and shall be filed in duplicate with the building/zoning inspector; provided, however, that the building/zoning inspector may authorize issuance of a permit without drawings or specifications for minor work not involving

structural alterations. Complete drawings or facsimile of same showing all important dimensions shall be drawn to scale, and the specifications shall be of sufficient clarity to indicate the nature and character of the work proposed and to show that there will be compliance with the same according to law. Computations, strain sheets, stress diagrams and other data which are necessary to show the correctness of the drawings shall accompany the drawings and specifications when required by the building/zoning inspector. Any specifications in which general expressions are used to effect that work shall be done in accordance with the building code or to the satisfaction of the president and village board shall be deemed imperfect and incomplete, and every reference to such code shall be to the section or subsection applicable to the material to be used or to the method of the construction proposed. All drawings, specifications and other instruments of service filed with an application for a building permit shall bear the signature and seal of a registered architect of the state or a registered engineer of the state. (Ord. 385, 11-18-2002, eff. 12-1-2002; amd. 2016 Code)

C. Approval Of Plans: Applications with plans shall be referred to the building/zoning inspector, who shall examine the same to determine whether the proposed operations will comply with the provisions of this chapter relating thereto. Upon approval, one set of plans shall be returned by the building/zoning inspector. No permit shall be issued except after approval of the plans and payment of the fee herein provided. The issuance or granting of a permit or approval of the plans and specifications referred to in this section shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter. No permit presuming to give authority to violate or cancel the provisions of this chapter shall be valid, except insofar as the work or use which it authorized is lawful. The issuance of a permit upon plans and specifications shall not prevent the president and village board from thereafter requiring the correction of errors in such plans and specifications, or from preventing building operation from being carried on thereunder when in violation of this chapter or any other ordinance of the village. (1982 Code § 4-1-1-3; amd. 2016 Code)

D. Notice Of Permit; Issuance; Posting Required: Upon issuance of a building permit to the applicant, the building/zoning inspector shall also issue the applicant a placard which shall be a notice that a valid permit has been obtained. Each placard or notice shall identify the type of construction being initiated and the site on which it is to be initiated. The placard or notice is to be erected and maintained at the construction site at all times during construction in such a manner which will allow it to be clearly visible from the street on which the site is located. It shall be unlawful to fail to display said notice on the construction site in the manner indicated prior to initiating any construction work. (1982 Code § 4-1-1-4; amd. 2016 Code)

E. Permit And Inspection Fees:

1. Fees Established:

a. Permits: The fees for permits shall be as follows:

(1) Fence permit: Forty dollars (\$40.00).

(2) Any structure inspected by the zoning inspector: Forty dollars (\$40.00).

b. Inspections:

- (1) The building inspector shall review all permit applications submitted and shall determine the number of inspections needed to properly ensure the safety of the structure throughout the building process of the project. The fee for each inspection shall be fifty dollars (\$50.00) and shall be payable prior to issuance of the permit.
 - (2) Each permit application shall state the estimated cost of construction, alterations or remodeling. (Ord. 14-492, 2-16-2015)
2. Waiver Of Permit Fees: The permit fees for not for profit corporations are hereby waived. A "not for profit corporation" means a corporation subject to the Illinois general not for profit corporation act of 1986 and organized solely for one or more of the purposes authorized by section 103.05 of the act, which is incorporated herein by reference. (Ord. 363, 4-17-2000, eff. 5-5-2000)

F. Time Limits For Construction And Completion:

1. An applicant receiving a building permit shall have ninety (90) days from its date of issuance in which to start the construction authorized under the permit. If no work has been initiated within the ninety (90) day period, the permit shall expire and the applicant will be required to obtain another building permit in the required manner before construction will be authorized by the building/zoning inspector. (1982 Code § 4-1-1-5; amd. 2016 Code)
2. The applicant shall have one year in which to complete the work authorized by the building permit. (Ord. 14-492, 2-16-2015)

G. Variations: It shall be unlawful to vary from the approved plans and specifications deposited with and approved by the building/zoning inspector unless amended plans and specifications showing such proposed alteration or variation are first filed with the building/zoning inspector and approved thereby. If such variation involves an increase in the total cost of the work, a statement to that effect shall be made and the necessary additional fee shall be paid. (1982 Code § 4-1-1-7; amd. 2016 Code)

9-1-5: FIRE LIMITS:  

All that part of the village which is zoned for business, commercial or industrial purposes is hereby designated as the fire limits of the village. (1982 Code § 4-1-2-1)

9-1-6: MANUFACTURED HOMES:  

A. Village Requirements: All the following apply to manufactured homes within the village:

1. The land and the manufactured home must be owned by the same person.
2. All manufactured homes must be permanently secured to their foundation-footings or poured concrete walls. The foundation must be of solid construction, not mounted panels like underpinning.
3. All manufactured homes must be manufactured in accordance with the national manufactured home construction and safety standards act.
4. All manufactured homes must meet snow loads and wind ratings established for central Illinois.

5. The roof pitch for all manufactured homes must be at least five to twelve (5:12). If the roof pitch is less than five to twelve (5:12), the owner of the manufactured home must receive approval from the village zoning board of appeals.
6. All manufactured homes must have interior walls of not less than two inch by four inch (2" x 4") construction.
7. All manufactured homes must contain at least one thousand one hundred sixty (1,160) square feet of living space, not including the garage.
8. All wheels and tongues must be removed from the manufactured home and must be removed completely from the property.
9. All manufactured homes must be titled as real estate and recorded as such at the county recorder's office.

B. Federal Regulations Adopted: The village hereby adopts part 3280, manufactured homes construction and safety standards, of the code of federal regulations, housing and urban development. (2016 Code)

9-1-7: INSPECTIONS AND STOP WORK ORDERS:

A. Inspections: The building/zoning inspector is hereby empowered to make such inspections as may be necessary to see to the enforcement of this chapter, and to make any tests or examinations of materials or methods to be used for the purpose of seeing if they comply with the requirements of this chapter. (1982 Code § 4-1-1-8; amd. 2016 Code)

B. Stop Work Orders: The building inspector, or such other person as may be authorized by the president or village board of trustees, may order work stopped whenever any construction, alteration or repair work is being done in violation of any provisions of this chapter. Such stop order, when oral, shall be followed by a written stop order within twenty four (24) hours. It shall be unlawful to continue with any such work in violation of a stop order until such order has been revoked by the person issuing it or by the president or village board of trustees. (1982 Code § 4-1-1-10; amd. 2016 Code)

9-1-8: PENALTY:

Any person or entity convicted of violating any provision of this chapter shall be fined not less than one hundred dollars (\$100.00) nor more than seven hundred fifty dollars (\$750.00) for said violation, and each day that such a violation exists or continues shall be deemed a distinct and separate offense. (Ord. 14-485, 1-20-2014)

ARTICLE A. A SINGLE-FAMILY DWELLING DISTRICT

10-4A-1: SCOPE:

10-4A-2: PERMITTED USES; FLOOR AREA AND SIZE:

10-4A-3: LOT AND AREA REGULATIONS:

10-4A-4: BUILDING HEIGHT:

10-4A-5: PARKING REGULATIONS:

10-4A-6: PENALTY:

10-4A-1: SCOPE:

The regulations set forth in this article, or set forth elsewhere in this title when referred to in this article, are the district regulations in a single-family dwelling district. (See section 10-2-1 of this title for the definition of single-family dwelling.) (Ord. 383, 11-18-2002, eff. 12-1-2002)

10-4A-2: PERMITTED USES; FLOOR AREA AND SIZE:

A building or premises shall be used only for the following purposes:

Single-family dwellings of a minimum of one thousand (1,000) square feet of floor area for the main structure, exclusive of one story open porches and garages or eight hundred fifty (850) square feet with full basement or multiple story structure.

Accessory buildings including a class I garage and accessory uses customarily incidental to the above uses, not involving the conduct of a business. Accessory buildings shall also include places of worship but only when off street parking is provided upon the lot or within two hundred feet (200') thereof, which space is adequate to accommodate one car for every eight (8) persons for which seating is provided in the main auditorium of the place of worship. Also public schools, elementary, high, colleges or private schools, having no rooms used for housing or sleeping purposes.

Signs appertaining to the lease, hire or sale of a building or premises, not exceeding ten (10) square feet in area are acceptable. (Ord. 383, 11-18-2002, eff. 12-1-2002; amd. 2016 Code)

10-4A-3: LOT AND AREA REGULATIONS:

A. Building Setback; Permitted Encroachments:

1. No building, except garages and other buildings incidental to home occupancy, whether stationary or portable shall be erected closer than twenty five feet (25') to the property line nor more than fifty six feet (56') from the property line where a street exists, this measurement being to the front foundation line of the building.
2. Unenclosed covered porches, the floors of which are not higher than the level of the first floor may encroach such restricted areas by projection thereon not more than five feet (5') and not exceeding fifty (50) square feet in area. Uncovered porches and terraces may encroach on such areas by projecting thereon not more than fifteen feet (15').

B. Yards:

1. Front Yard: The front yard shall be determined by the twenty five foot (25') setback.

2. Side Yards:

- a. Interior lots (other than corner lots): Except as may be hereinafter provided, there shall be a side yard on each side of the building having a width of not less than five feet (5') measured from the foundation of the major structure; except, that a detached garage or other outbuilding, whether stationary or portable, located fifty six feet (56') or more from the front property line, may be located within three feet (3') of the property line
- b. Corner lots:

(1) The measurement on the lot division line side shall apply as stated in subsection B2a of this section.

(2) To the street side, subsection B2a of this section shall apply; with the exception, that a detached garage or other outbuilding located fifty six feet (56') from the front property line shall have at least the same setback from the street side property line as the existing main structure.

3. Rear Yard:

a. The rear yard shall consist of twenty percent (20%) of the area of the lot.

b. No building shall be built closer than thirteen feet (13') to the rear property line; the "rear property line" being defined as the center of the alley if such exists. If no alley exists, it shall be five feet (5') from the rear of the property line.

C. One Building Per Lot: Not more than one dwelling shall be occupied or constructed on any one lot in the village within the A district.

D. Permitted Encroachments: Uncovered porches or terraces may be built and maintained within any part of the front and open spaces as long as they do not encroach within five feet (5') of a lot division line.

E. Variations: Should any change or variation from the regulation of this section be requested on the building permit the building permit shall be denied by the building/zoning inspector and returned to the village clerk who will notify the zoning board of a need for a meeting of said board to consider the variation and then they will make a recommendation to the village board who will determine the final decision. (Ord. 383, 11-18-2002, eff. 12-1-2002; amd. 2016 Code)

10-4A-4: BUILDING HEIGHT:

No building shall exceed two and one-half (2¹/₂) stories or forty feet (40') in height, measured from the ground level excluding basement, to the highest point of the roof. (Ord. 383, 11-18-2002, eff. 12-1-2002)

10-4A-5: PARKING REGULATIONS:

Off street parking shall be provided for a minimum of two (2) vehicles. A suitably surfaced driveway will satisfy this requirement. (Ord. 383, 11-18-2002, eff. 12-1-2002)

10-4A-6: PENALTY: see attached 21-502

~~Any person or entity convicted of violating any provision of this article shall be fined not less than one hundred dollars (\$100.00) nor more than seven hundred fifty dollars (\$750.00) for said violation, and each day that such a violation exists or continues shall be deemed a distinct and separate offense. (Ord. 14-485 1-20-2014)~~