



City Of Edwardsville

Public Works Department

200 East Park Street

Edwardsville, IL 62025

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Hours: Monday thru Friday 8:00 AM to 4:30 PM

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# Single Family Residential Building Permit Questions & Answers

Information provided within this guideline booklet does not fully summarize the entire code and is not intended to circumvent adopted code requirements.

Revised 05/01/2023

**Q. If I want to build a single-family house, room addition, or an accessory building on my property, are there zoning rules and regulations to follow?**

A. Yes. The following is a brief description of the zoning rules and regulations you must follow. (Please verify with the Public Works Department that the zoning of the property in question is zoned R-1 Single-Family. Please refer to the Zoning Ordinance for further details.)

### **R-1 Single Family Residential District**

#### **1. Lot Size**

Every single-family dwelling shall be located on a lot having an area of not less than 7,500 square feet, and a minimum width at the established building line of not less than 75 feet.

#### **2. Yard Dimensions for Principal Building**

a) Front Yard – Not less than 25 feet from lot line (not from street).

b) Side Yard –

- 10 feet on each side of a non-corner lot.
- Where side yard adjoins a street, minimum width shall be 20 feet.

c) Rear Yard – Not less than 30 feet in depth.

d) Lot Coverage – The floor area may not exceed 30% of the lot area.

### **3. Dwelling Standards**

- a) One story dwellings shall have a total ground floor area of not less than 750 square feet.
- b) Every dwelling of more than one story shall have a total ground floor area of not less than 1,000 square feet.

### **4. Accessory Buildings**

- a) No accessory building shall be located closer than five (5) feet to the side lot line or rear lot line.
- b) No accessory building shall be closer than 10 feet to the principal building.
- c) No accessory building(s) shall occupy more than 30% of the area of a required rear yard.
- d) No accessory building shall exceed 15 feet in height.
- e) No accessory structures of any kind will be allowed within an easements.

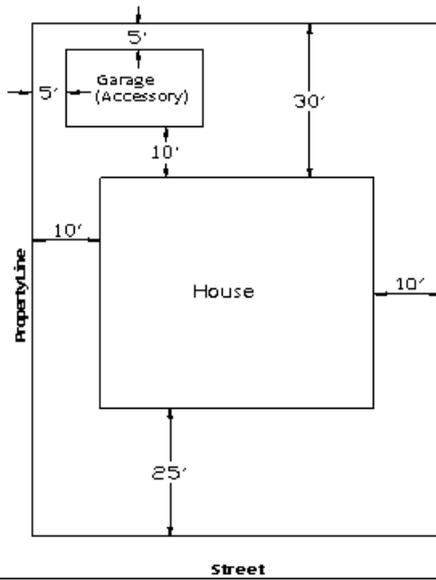
#### **Q. What is a setback?**

- A. A setback is the required distance from the property line to the structure.

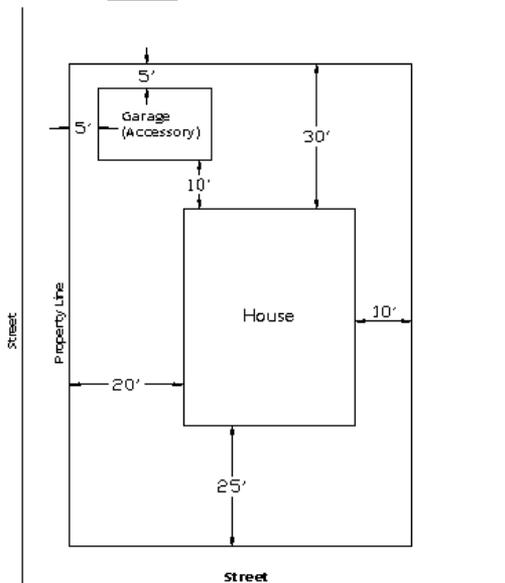
**Note: See Exhibit A for illustrations  
of setback requirements.**

# Exhibit A

## R-1 Setback Requirements



## R-1 Corner Setback Requirements



## Q. WHEN IS A PERMIT REQUIRED?

A. A permit is required if any of the following work is to be done:

1. New Home
2. Home Addition / Remodel (including window installation or replacement)
3. Garage/Shed (regardless of size)
4. Basement Finish
5. Patio Covers / Enclosures / Screened Porches / Pergola
6. Roof
7. Siding
8. Swimming Pool
9. Electrical / Plumbing Upgrade (including irrigation)
10. Signs
11. Fence
12. Carport or other roofed structures
13. Decks
14. Any type of demolition work
15. Retaining Walls (over 4 feet tall & plans requires a structural engineer's seal)

**\*\*No accessory structure or fence will be allowed within an easement.\*\***

Please note that a Certificate of Appropriateness may be required for homes or buildings located within our historic districts (Leclaire, St. Louis & Downtown). This may also include basic maintenance.

## Q. What Codes does the City of Edwardsville follow?

A. The following is a list of Codes adopted by City Council enforced by the City of Edwardsville.

## Codes In Effect within the City of Edwardsville

- \* International Building Code – 2021 Edition
- \* International Fire Code – 2021 Edition
- NFPA 101 Life Safety Code
- Illinois State Plumbing Code
- National Electrical Code – 2020 Edition (*with amendments*)
- \* International Mechanical Code – 2021 Edition
- \* International Property Maintenance Code – 2021 Edition
- \* International Residential – 2021 Edition (*with amendments*)
- Illinois Energy Conservation Code
- Americans with Disabilities Act
- Illinois Accessibility Code
- City Land Development Code & Zoning Ordinance
- Illinois Energy Code

**\* 2021 edition of codes were adopted January 2023**

### **Q. Do Building Permits expire?**

- A. Building permits expire 1 year from date of issue or 6 months after issued work is suspended or abandoned.

### **Q. What happens if my permit expires before the work is completed?**

- A. A written letter stated why the work is not completed and how long it will take to complete the project needs to be submitted to the Public Works Department. Upon review by the City Engineer, a letter would be sent either allowing or denying the request. Extensions of more than 3 months require permit renewal fees to be paid.

**Q. Are there fees for a permit?**

A. See the fee chart below (*Current Fees as of 5/1/22*)

**Building Permit Fees:**

Based on Square Footage: (Residential & Commercial)

- First 500 square feet - \$30.00
- 501-4000 square feet - \$.07 each add. foot
- 4001 square feet & up - \$.03 each add. foot

\*\* All accessory structures 10 x 10 or larger - \$30.00

(All accessory structures require a permit; however, there is no fee for any structure under 100 square feet)

**Electrical Permit Fees:**

One-Family Dwellings:

- Upgrade or replacement of service - \$20.00
- 100 amp service (new) - \$25.00
- 200 amp service (new) - \$35.00
- 400 amp service (new) - \$45.00
- Over 400 amp service (new) – 1.25 % of estimated cost of work

Multi-Family - \$20.00 per each unit

**Plumbing Permit Fees:**

Upgrade, renovation or relocation - \$20.00

Single Family (new) - \$40.00

Multi-Family (new) - 1.25% of estimated cost of work

**Miscellaneous Fees:**

Driveway/Curb Cut - \$10.00

Demolition Permit

Principal Building - \$25.00

Accessory Building - \$10.00

Fence - \$30.00

Swimming Pool Permit - \$100.00 (+\$20.00 for Electrical Permit)

Roof Permit - \$25.00

Siding Permit - \$30.00

Re-inspection Fee - \$25.00

(Building, Electrical, Plumbing)

**Water Tap-On Fees (May 1, 2023 – April 30, 2024)\***

Water Taps:

- In-City Tap-On Fee - \$3,600.00
- Out-of-City Tap-On Fee - \$4,600.00
- In-City Tap-On Fee (over 1" in size up to 2") - \$3,800.00 plus \$200.00 per inch or fraction thereof greater than 2" plus time and material
- Activation Fee (Meter) - \$25.00

**\* On May 1<sup>st</sup> of every year, single-family water tap-on fees shall be increased by \$100.00.**

**Sewer Tap-On Fee (May 1, 2023 – April 30, 2024)\*\*\***

Single Family:

- In-City - \$7,420.00
- Out-of-City - \$8,820.00

**\*\* On May 1<sup>st</sup> of every year, single-family sewer tap-on fees shall be increased by \$210.00.**

**Q. When do I pay for these fees?**

- A. Typically, the fees are paid for at the time the permit is picked up.

**Q. How long does it take to get a permit?**

- A. Electrical permits for repair or service upgrades are issued at the time the application is submitted to the Public Works Department.

Building permits that require plans have to be reviewed which could take up to 11 working days.

**Q. What needs to be submitted for a permit?**

- A. A building permit packet is available in the Public Works Department which has a list of items that needs to be submitted.

**Q. What needs to be done if approved plans change?**

- A. A code official must approve of any changes to permitted plans. Additional requirements may be necessary as on-site conditions change and work progresses.

**Q. What are the Office hours to submit a permit?**

- B. Business hours are 8:00 AM to 4:30 PM Monday through Friday, closed for City holidays.

**Q. Once I get my permit, are there any inspections required?**

- A. The following are inspections required by the City of Edwardsville:

## INSPECTIONS

### **BUILDING INSPECTIONS:**

- **Footing:** Property lines must be located, staked and strung to show all setbacks from footings. All easements on the site must also be staked. Inspection will be made before footing or foundation is poured.
- **Foundation Steel:** Inspection will be made of the vertical & horizontal rebar installation located in the foundation wall prior to placing concrete.
- **Foundation Final (Drainage):** Inspection will be made after water-proofing, drain tile, ¾" rock cover, support piers, interior fill, etc. prior to backfilling.
- **Sill Plate:** All sill plates, anchor bolts, 2x2" x 3/16" washers must be installed. *Inspection must be made prior to bandboard and floor decking installed.*
- **Vapor Barrier:** Six (6) millimeter plastic vapor barrier stalled between basement rock base and concrete floor. *Inspection must be done prior to placing floor after underground plumbing is approved and before basement floor is placed.*
- **Framing:** Inspection will be made after plumbing, heating and electrical have been roughed-in. Do not insulate or drywall until all rough-ins are approved.
- **House Sealant:** Inspection as per energy code requirements.
- **House Wrap:** Inspection as per REScheck specifications.
- **Insulation:** Inspection of exterior walls and/or foundation walls.
- **Drywall:** Inspection will be made after drywall is hung, but before it is taped.
- **Building Final:** All new home construction must have a house number placed on the structure before any Occupancy Permit is issued. *Inspection will be made after structure is completely finished but before an Occupancy Permit is issued.*

### **ELECTRICAL INSPECTIONS:**

- **Underground Electrical:** Inspection to be made before backfill or encasement.
- **Electrical Service:** Inspection will be made prior to utility company installation.
- **Electrical Rough-In:** Inspection will be made after lines are run and boxes are installed, but before device installation or concealment by insulation, drywall, ceiling systems or concrete.
- **Electrical Final:** Inspection will be made after structure is completely finished but before Occupancy Permit is issued.

### **PLUMBING INSPECTIONS:**

- **Underground Plumbing:** Inspection will be made before the basement floor is poured.
- **Plumbing Rough-In:** Inspection will be made prior to insulation and drywall installation.
- **Plumbing Final:** Inspection will be made after structure is completely finished but before Occupancy Permit is issued.

### **SITE WORK:**

- **Erosion Control:** Periodic inspections will occur. No call in is necessary.
- **Site Drainage:** Inspection will be made before footing or foundation is poured.
- **Sewer Tap:** Inspection will be made prior to backfill of the sewer line.
- **Driveway Sidewalk:** Inspection will occur after subgrade preparation, and formwork and expansion materials are in place, but prior to placement of concrete.
- **Sidewalk Final:** All public sidewalks will be inspected after construction for compliance with all applicable codes.
- **Site Final (Plantings):** Inspection will occur when all exterior site work is complete but before an Occupancy Permit is issued.
- **Swimming Pools:** Preliminary inspection before permit is issued, footing inspection, and final inspection after pool is completed. This includes electrical and site inspections.

- **Fence:** Preliminary inspection before permit is issued and final inspection after fence is completed.

**INSPECTION SCHEDULE:**

- (1) Footings/piers
- (2) Sill plate – when applicable
- (3) Rough-in – framing, plumbing and electrical
- (4) Insulation – also, at all stages
- (5) Drywall
- (6) Final – building, plumbing and electrical

**Q. Who do I contact to schedule inspections?**

- A. Inspections can be requested by calling the Public Works Department at (618) 692-7535.

**Q. How long does it take to have an inspection done?**

- A. If the inspection request is called in to the Public Works Department by 9:30 AM, the inspection will be done the same day. If the inspection is **not** called in by 9:30 AM, the inspection will be the next business day.

**Q. Can a bedroom be made in a basement?**

- A. All sleeping rooms, including basement bedrooms, must meet the building code egress requirements. This typically requires a window or door with a clear minimum opening of 5 square feet and other specifications required by the IRC code.



## TELEPHONE GUIDE

Office of the Mayor	692-7530
Office of the City Administrator	692-7520
City Clerk's Office, 118 Hillsboro	692-7531
Finance Office, 118 Hillsboro	692-7500
Public Works, 200 East Park Street	692-7535
Rental / Vacant / Property Maintenance	692-2331
ECTV Cable, 118 Hillsboro	692-7551
Fire Department, 333 South Main	692-7541
Parks Department, 118 Hillsboro	692-7538
Police Department, 333 South Main	656-2131
Public Library, 112 South Kansas	692-7556

AmerenIP	1-800-755-5000
AT&T	1-800-244-4444
Chamber of Commerce	656-7600
Charter Communications (Cable TV)	1-877-728-3121
Edwardsville Community Schools, 708 St. Louis Street	656-1182
Edwardsville Township, 300 W. Park St.	656-0292
JULIE Locating	1-800-892-0123
Republic Services – Trash Company	656-6883
RP Lumber Center, 6289 Tiger Dr.	307-1707
Southwestern Electric	1-800-637-8667
U.S. Post Office, 145 N. Kansas St.	656-8460
Watershed Nature Center, 1591 Tower Ave.	692-7578
Wildey Theater, 252 N. Main St.	307-1750