

Date of Application:	_____
Date Construction to Begin:	_____
Approx. Date of Completion:	_____
Permit Number:	_____
Fee for Building Permit:	_____
Occupancy Class:	_____

**City of Havana**  
**227 West Main Street**  
**Havana, IL 62644**

**APPLICATION FOR BUILDING PERMIT**

**Type of Construction:** *(Please select one)*  Roof  Fence  Porch/Deck  
 Garage/Shed  Carport  Remodel

**Sign:**  Residential  Commercial

**New Construction:**  Residential  Commercial

**Roof / Electrical / Plumbing:**  Residential  Commercial

**Remodel:**  Residential  Commercial

Property Owner Name: \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Sub-Division: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Lot Size \_\_\_\_\_ x \_\_\_\_\_ Building Size \_\_\_\_\_ x \_\_\_\_\_ Building Height \_\_\_\_\_ x \_\_\_\_\_

Building Dimensions: \_\_\_\_\_

Foundation Type: \_\_\_\_\_ Property Zoned as: \_\_\_\_\_

Utilities that will be added: *(check all that apply):*

Water  Sewer  Natural Gas  Propane  Electrical

Contractor/Business Name: \_\_\_\_\_

Contractor/Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

IL State Roofing or Plumbing License *(required)*: \_\_\_\_\_

Insurance Company Name \_\_\_\_\_ Policy Number \_\_\_\_\_  
*(For roofing and plumbing only)*

Approximate Cost of Construction: \$ \_\_\_\_\_

Please describe the improvements or the purpose of the project in the space listed below. Include all addition, reduction or physical changes to the building(s) and property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The City of Havana has adopted the 2018 Edition of the International Code Council, as well as the NEC 2011 Edition (National Electric Codes) and current Illinois Plumbing Code. All newly erected structures and those structures being renovated will adhere to the International Codes and City ordinances and the NFPA Life Safety 101. Failure to do so will result in fines and the revocation of this permit.

In the space provided below, please make an accurate drawing of the structure in its finished state. An overview of how the purposed structure will be located on the property along with the set back from the street(s) and neighboring properties. Plans on controlling water run off (if applicable). For new construction in C-1 and above, a stamped set of prints are required. *(If there is not enough space below, use the back of this page)*

All City ordinances are available online at [www.scenichavana.com](http://www.scenichavana.com) please read the appropriate ordinance in conjunction with your project. Each applicant will be given a copy of the City Ordinance for the project being completed. If you do not receive a copy of the ordinance or are unable to visit the website, please contact the Zoning Office at 309-543-6890 or Jesse Hall at 309-543- 3411 ext. 5, for a copy of the ordinance.

**By signing this application, I understand that I have fully read the appropriate ordinances within the Havana Municipal Code. I also understand before any permit will be issued, the Application must be completed and the property inspected by the Zoning Officer.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Building Permit Fee Schedule:**

**Residential (R-1 and R-2) and Commercial**

\$0.00	to	\$ 5,000.00	\$30.00
\$5001.00	to	\$15,000.00	\$50.00
\$15001.00	to	\$25,000.00	\$70.00
\$25001.00	to	\$50,000.00	\$150.00
\$50001.00	to	\$75,000.00	\$190.00
\$75,001.00	to	\$100,000.00	\$220.00
\$100,000.01 and over \$220.00 plus \$1.00 per \$1,000.00 per construction cost over 100,000.00			

**Commercial Signs**

\$0.00	to	\$500.00	\$ 50.00
\$501.00	to	\$1,000.00	\$100.00
\$1,001.00	and over		\$150.00

**Awnings**

\$ 20.00