



**VILLAGE OF MALTA**

**302 S. 2nd Street**

**Malta IL. 60150**

**(815) 825-2330 ext. 2**

**www.villageofmalta.net**

**villagehallmalta@outlook.com**

## **Building Permit/Certificate of Zoning Compliance Application Instructions**

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### **Permit Submittal Checklist:**

- Permit application filled out completely
- Site plan (drawing) of improvement with structures existing and proposed and/or Plat of Survey completed with project information.
- Two (2) complete sets for residential projects or Three (3) complete sets for commercial projects of detailed building plans and specifications.

### **What Happens Next?**

Your application and all submittals may be dropped off at the Village of Malta, Village Office.

A Zoning Review of the application, followed by a Site Inspection, will then be conducted. You are required to indicate the location of the proposed structure on the property; stakes, flags, spray paint, or any other marking is sufficient (if a Site Development Permit Application is required in conjunction with the application, the site inspection will not occur until after that application has been processed). Applications for residential construction will then be reviewed by the Building Inspector. Commercial and Industrial projects will be sent to a third-party plan review service (additional review fees will be incurred). Depending on the complexity of your project, turnaround time will typically take between one (1) to three (3) weeks. Thoroughness and attention to detail in your application and submittals will help expedite the process.

When your permit is ready, you will be contacted by the Building Department.

You will receive a permit card to be placed in the window at the improvement site and a plan review relating to your specific project, and any additional fees will be collected at this time. You may not begin work until the permit is issued; doing so may incur fines. Your permit card must be displayed on the property. You should carefully read the plan review for important information regarding your project. Then, it is your responsibility to call for all required inspections as outlined in your permit package.

**Casper Manheim**  
**Building & Code Official**



**815-440-2146**

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**302 S. 2nd Street**  
**Malta IL. 60150**  
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OFFICE USE ONLY	
Permit No.	_____
Fee	_____
Receipt No.	_____
Zoning District	_____
Date of Application	_____
Site Development Permit (Y / N)	_____
Received by	_____

**Building Permit Application**

**Note: If improvements are made by someone other than the homeowner, or if the structure is commercial, industrial, or multi-family structure, a licensed/registered plumber, roofing contractor and electrician are required to do the work.**

Application is hereby made for a building permit involving premises described below.

Applicant \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Telephone Number \_\_\_\_\_

Applicant's Email Address \_\_\_\_\_

Applicant's Interest in Property: Owner \_\_\_\_\_ Contractor \_\_\_\_\_ Other \_\_\_\_\_

Owner of Record \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

Parcel Number \_\_\_\_\_

Estimated Value of Improvement (Rounded to nearest \$100). \_\_\_\_\_

<b>Primary Use of Property (Please Check)</b>				
<input type="checkbox"/> Residential 1 or 2 Family Dwelling	<input type="checkbox"/> Residential Multi-Family Dwelling			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	Describe: _____		
<b>Structure to be Affected (Please Check)</b>				
<input type="checkbox"/> Primary Structure/Residence	<input type="checkbox"/> Accessory Structure (Garage, etc.) Describe: _____			
<b>Type of Improvement (Please Check)</b>				
<input type="checkbox"/> New Structure	Fence \$100	Wood	Metal	Plastic *Prairie Springs Covenants
<input type="checkbox"/> Addition	Height _____ ft.		Front Yard	Rear Yard
<input type="checkbox"/> Alteration/Repair	Deck/Gazebo			
<input type="checkbox"/> Moving/Relocating	Pool/Spa/Pond \$100			
<input type="checkbox"/> Electrical Service	Patio/Sidewalk/foundation Certificate of Zoning Compliance \$50			
<input type="checkbox"/> Plumbing	Driveway/Culvert \$100			
<input type="checkbox"/> HVAC	Roof			
<input type="checkbox"/> Other	Shed - Size _____ ft. x _____ ft., \$100 over 120 sq. ft. \$50 under 120 sq. ft. (Cert. Comp.)			
Describe Other: _____				

Please provide total square footage of each area to be constructed and/or altered.

Basement \_\_\_\_\_ sq. ft.

Garage \_\_\_\_\_ sq. ft.

Other \_\_\_\_\_ sq. ft.

1<sup>st</sup> Floor \_\_\_\_\_ sq. ft.

Deck \_\_\_\_\_ sq. ft.

*Determined by project at office:*

2<sup>nd</sup> Floor \_\_\_\_\_ sq. ft.

Porch \_\_\_\_\_ sq. ft.

Plumbing \_\_\_\_\_

Electrical \_\_\_\_\_

Mechanical \_\_\_\_\_

Height (Accessory Structures Only): \_\_\_\_\_

FEE AMOUNT (Rounded to nearest dollar) \$ \_\_\_\_\_ (completed by building department)

Please provide the names, addresses, and telephone numbers of all contractors. Incomplete information will delay permit:

**General Contractor**

\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Lead Cert # \_\_\_\_\_

**Architect / Engineer**

\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Framer / Carpenter**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Electrical Contractor**

\_\_\_\_\_  
\_\_\_\_\_

- Include copy of Certificate of Registration

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Concrete Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**HVAC / Mechanical Installer**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Roofing Contractor**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

**Plumbing**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License # 058 - \_\_\_\_\_

Registration # 055 - \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

Also include copies of Roofing Contractor's:

- State Roofing License

- Signed Contract or Letter-of-Intent

**The authorized applicant / property owner's signature below attests:**

1. All information contained in the application and on any accompanying documents is true and correct.
2. Proposed construction is not allowed in any granted easement (other than fence), public or private.
  - a. If fence is in any easement, the property owner or applicant given authority agrees that the Village shall not be liable for the fence or its removal. The Village retains the right to remove all structures from the easement without notification or financially compensating property owner.
  - b. Prairie Springs applicants: issuance of a permit reflects solely that the application complies with Village of Malta Ordinances. The Village of Malta is not responsible to enforce covenants. This means a permit issued by the Village of Malta does not mean that the proposed improvement is permitted by local covenant restrictions, removal of any improvement may occur if the permittee constructs improvements that violate covenants.
3. Applicant / Owner and any contractors will conform to the regulations set forth in the Village of Malta Zoning and Building Codes.
4. All work performed under said permit will be in accordance with the plans and plat diagram which accompany this application, except for changes as may be authorized by the Building Officer.
5. Applicant / Owner is aware that inspections will be required and that all necessary inspections will be conducted in accordance with the procedure sheet.
6. The permit will become null and void if no inspections are scheduled or conducted at least every 180 days.
7. Work will not commence until after the permit has been picked up and signed for at the Village of Malta, Village Hall located at 302 S. 2nd. Street, Malta. Per the Village of Malta Code, permit fees will be DOUBLED if work is started without first obtaining a permit.

**Additional requirements set forth by the building inspector:**

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\_\_\_\_\_  
Signature of Owner or Applicant

Date: \_\_\_\_\_

**SITE PLAN**

**FOR ACCESSORY STRUCTURES (decks, sheds, fences, etc.) OR RESIDENTIAL ALTERATIONS OR ADDITIONS ONLY, THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):**

1. Lot size and dimensions
2. Name and location of all roads abutting property.
3. Structures on the property (existing and proposed).
4. Front, side, and rear yard setbacks (Distance between the lot line and structures).
5. Distance in feet between all structures on the lot.
6. Drive aisles and parking areas (existing and proposed).
7. Please indicate north by an arrow.

STAKE OUT DATE \_\_\_\_\_



**NOTE: ALL SITE PLANS FOR COMMERCIAL CONSTRUCTION OR NEW PRIMARY RESIDENTIAL STRUCTURES MUST BE PROVIDED ON OFFICAL PLAT OF SURVEY.**