

Grundy County Land Use

1320 Union Street

Morris, IL 60450

Heidi Miller, Director

815-941-3229

hmill@grundycountyil.gov

8/28/2023

Beth Skoff, Assistant

815-941-3228

bskoff@grundycountyil.gov



TO: Industrial/Commercial Developer and General Contractors

FROM: Heidi H. Miller; Director

RE: Permit Information

We look forward to working with you as you construct in Grundy County.

As a service organization, we would like to provide you with as much information on the steps to obtain a permit.

Packet:

In this packet you will find:

- An application which includes the contractors listing for the project
- Setback requirements
- Inspections required.
- Road Commissioner information
- Fire Department information
- MSDS compliance sheet

Submittal:

The following items shall be completed and turned into our office for review:

- 1) Complete approval by Review Engineer for the Site Development Permit (earth work)
- 2) Final Engineering plans providing full survey, soil erosion control plans, and all details.
- 3) One set of 2 x 3 plans that are stamped and signed by an IL Registered Architect and/or Engineer.
- 4) One complete Specification Book and MSDS Sheets (if applicable).
- 5) Plans need to show compliance to the 2021 International Building Code, 2020 National Electric Code, 2018 II Energy Code, and the current II State Plumbing Code.
- 6) ComCheck and a Manual J need to be provided.
- 7) Approved landscaping plans
- 8) Approval of the Fire Department District and the Road Commissioner/Highway Engineer for road improvements and any other necessary approvals.
- 9) Approved septic and well permits.

Review:

Once all the information is obtained, it will take a minimum of 15 business days to review the plans. Based on the type of plans and time constraints of the office, plans may be reviewed by a consultant and charges will be absorbed by the developer which may have a different review time.

Permit Approval:

Once the plans are approved, a permit will be issued if:

- All contractors are licensed through Beth Skoff our Executive Assistant (815-941-3228).
- Building Fees are paid.

If there are any questions, please feel free to contact my office at either (815) 941-3229 or hmill@grundycountyil.gov.

We are here to help you as much as possible and welcome you to the County.

Grundy County Land Use
1320 Union Street
Morris, IL 60450

Heidi Miller Director,
815-941-3229

hmillier@grundycountyil.gov

Beth Skoff Assistant
815-941-3228

bskoff@grundycountyil.gov



COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION

Owner: _____

Owner Address: _____

Cell Phone: _____

Email Address: _____

Construction Address: _____

Property Index Number: _____

General Contractor/Project Manager: _____

Contractor Email: _____ Contractor Phone # _____

(Additional Subcontractors must be listed on next page.)

Description of Improvement:

Estimated Cost of Improvement: _____

Dimensions of Improvement (width, length, height): _____

Stories added: _____ Bathrooms added: _____ How many Fixtures: _____

Electric added: YES or NO

Signature of Owner: _____ Date: _____

Signature of Contractor: _____ Date: _____

Office Use Only

Approved: _____ Date: _____ Expiration Date: _____

Total Cost of Permit: _____ Permit #: _____

Additionally Approval Dates: EH: _____ Fire Department: _____ Floodplain: _____

Payment: **Cash** Check# _____ Courtmoney# _____ Date: _____

Receipt #: _____

Calculation of Permit Fees:

Contractors Listing:

(If there are changes to any of the contractors the GC must contact 815-941-3228, Thank You)

GENERAL Contractor: _____

Phone Number: _____ Email: _____

EXCAVATOR: _____

Phone Number: _____ Email: _____

CARPENTER: _____

Phone Number: _____ Email: _____

ELECTRICIAN: _____

Phone Number: _____ Email: _____

ROOFING: _____

Phone Number: _____ Email: _____

CONCRETE: _____

Phone Number: _____ Email: _____

PLUMBING: _____

Phone Number: _____ Email: _____

INSULATION: _____

Phone Number: _____ Email: _____

DRYWALL: _____

Phone Number: _____ Email: _____

HVAC: _____

Phone Number: _____ Email: _____

OTHER: _____

Phone Number: _____ Email: _____

OTHER: _____

Phone Number: _____ Email: _____

Grundy County Land Use

1320 Union Street

Morris, IL 60450

Heidi Miller Director,

815-941-3229

hmill@grundycountyil.gov

Beth Skoff Assistant

815-941-3228

bskoff@grundycountyil.gov



Application for Contractor License

Company Name: _____

Street Address (No PO Box): _____

City: _____ State: _____ Zip: _____

Contact Information:

Name: _____

Title: _____

Email: _____

Cell Phone: _____

Construction Work Performed by the Company:

In order to obtain a contractor license, please provide the following:

- 1) A current certification of insurance for the minimum coverage of the following:
 - \$500,000.00 Personal Property Damage and Bodily Injury Naming Grundy County as Holder
- 2) A current licensing and permit bond (L & P Bond) in the amount of \$10,000.00 that covers all aspects of the construction work performed by the Company.
- 3) Fee of \$150.00
- 4) Roofing, fire sprinkler, irrigation, and private alarm contractors shall provide the current state license for their company and complete this form. Insurance and fees are **not** required for these contractors.

I agree to comply with the current Grundy County Building Codes and Requirements of the Land Use Department:

Signature: _____ Date: _____

For Office Use Only:

Date: _____

Expires: _____

Initials: _____

Payment: **CASH** Check #: _____

Courtmoney# _____

Receipt: _____