



Shelby County Zoning Office

315 ½ East Main Street

Shelbyville, IL 62565

Phone: (217) 294-3876

Email: Shelbyzoning@shelbycounty-il.gov

Website: www.shelbycounty-il.gov



Comprehensive Zoning Application – Building Permit

Contact Information

Name: _____

Phone: _____

Email: _____

Current mailing address: _____

Location of Property

☐ Same as Above OR Address: _____

OR Parcel Number: _____

Request for Improvement Location Permit (Building Permit)

Instructions to Applicants: All information requested below must be provided before any permits will be issued. Applicants are encouraged to contact the office of the Zoning Administrator for any assistance needed in completing this form.

Please Select **ALL** that apply:

☐ New Residence

☐ Stick Built

☐ With Concrete Foundation

☐ Addition or Alteration

☐ Pole Built

☐ With Heat / AC

☐ Accessory Building

☐ Metal

☐ With Bathrooms

☐ New Commercial Primary

☐ Modular

☐ With Solar

☐ Commercial Accessory

☐ Manufactured

☐ For Agricultural Purposes

☐ Commercial / Tower Addition

☐ Mobile Home

☐ Located in Flood Plain

Remarks: _____

Square Feet of Structure: _____

Present Use of Property:

- ☐ Vacant Lot
☐ Single Family
☐ Multi-Family; Number of Units ____
☐ Business
☐ Industrial
☐ Other: _____

Estimated Construction Cost: _____

- ☐ Private Sewer
or
☐ Public Sewer

Sewer Permit # _____

This number is required if there will be a new sewer system installed and must be received before any permit can be issued. A sewer permit can be obtained from the Shelby County Health Department at 1700 W. South 3rd Street, Shelbyville, Illinois. Phone # 217-774-9555.

Fee Schedule - The Fee for a building permit shall be collected upon receipt of application.

Please make all checks payable to "Shelby County Treasurer"

New Residence	\$175
Residential Addition	\$125
Accessory Building	\$125
New Commercial Building	\$500
Commercial Accessory Building	\$250
Commercial Addition	\$250
Communication Towers	\$500
per foot over 50 feet	+\$15

Application is hereby made for an Improvement Location Permit – Building Permit, as required under the Zoning Ordinance for the erection, placement, or alteration, and use of buildings and premises. In making this application the applicant represents all the statements and any attached maps and drawings to be a true description of the proposed new or altered uses and/or buildings. The undersigned agrees that the permit issued may be revoked without notice on any breach of representation or conditions. All construction shall adhere to the International Building and Residential codes as adopted by Shelby County and adherence shall be the responsibility of the property owner. After construction is complete, the undersigned agrees to a final inspection by the Zoning Administrator for verification of compliance with all of the provisions of the Shelby County Zoning Ordinance at the time of the administrators choosing with or without the presence of the landowner. It is understood that any permit issued on this Application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, or by other ordinances, codes, or regulations of Shelby County and the State of Illinois.

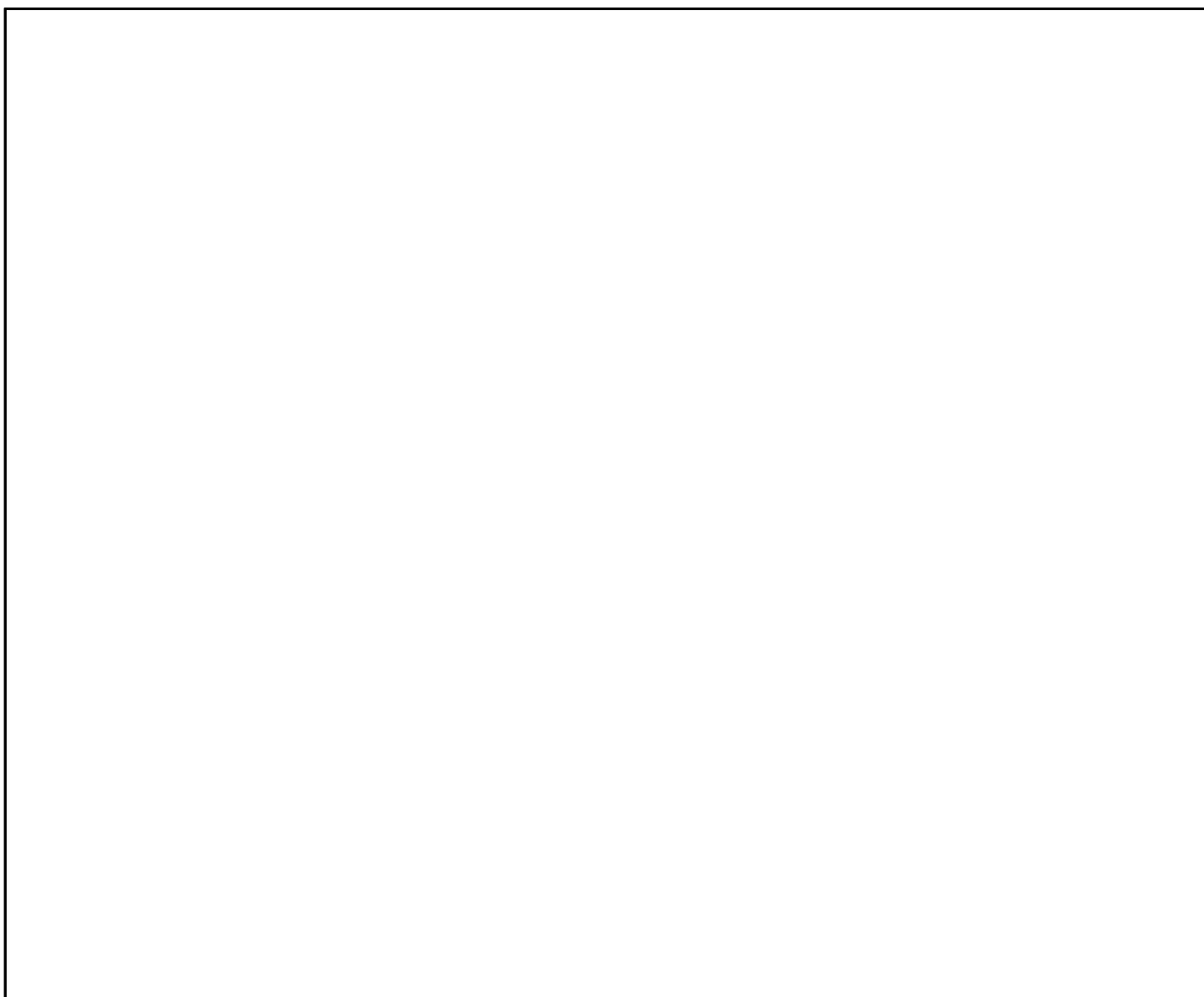
Date:

Applicant(s):

A site plan MUST be attached or hand drawn on the next page at a scale large enough for clarity showing the following information:

- Location and dimensions of: Lot, building, driveways, and off-street parking spaces.
- Distance between: Buildings and front, side and rear lots lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- Any additional information as may reasonably be required by Zoning Administrator and applicable sections of the Zoning Ordinance.

Scale: 1" _____



Setbacks	Agricultural - AG	Single Family - R1	Rural Residential – RR	Business
Minimum Frontage				
• County Road	40	40	40	40
• Collector Street	30	30	30	30
• Unincorporated Village Street	25	25	25	25
Minimum Side Yard	15	6	20	5
Minimum Rear Yard	20	20	40	20
Max Building Height	35	35	35	75
Side Yardage for Accessory	10	3	3	PG41
Rear Yardage for Accessory	20	20	20	15
Minimum Lot Width	100	60	300	50
Minimum Lot Square Footage	900	900	900	900

Additional Application Requests

This section is provided for applicants requesting variances, special exemptions, and/or the rezoning of property. **Variances** are modifications to specific requirements (such as setbacks, minimum ground floor size, building height, etc.) and shall be permitted only when they are in harmony with the general purpose and intent of the Zoning Ordinance and only in cases of practical difficulties or particular hardship in the way of carrying out the provisions of any regulations relating to the construction, or alteration of buildings or structures or use of land. **Special Exemptions** are for non-conforming uses such as dog kennels, RV parks, or solar and wind energy facilities. **Amendments** are made during the rezoning of property, such as from Agricultural use to General Business use. The Zoning Administrator may ask for additional information during the application process. Applications for Variances, Special Exemptions, and the Rezoning of property shall require a public hearing before the Board of Appeals. The Board of Appeals shall give due notice of such hearings in a newspaper of general circulation and notice shall be given to any landowner within 250 feet of the property. The fees for these notices shall be the responsibility of the applicant and collected as part of the fee schedule listed below.

Please indicate any or all of which you are applying for

- ☐ Variance

Additional \$250
- ☐ Special Exemption

Additional \$150
- ☐ Rezoning of property

Additional \$250
- *Please make all checks payable to “Shelby County Treasurer”

REASON FOR REQUEST:

Date:

Applicant(s):

ADJACENT PROPERTY OWNERS:

Name	Address

APPLICATION APPROVAL – FOR OFFICIAL USE ONLY

The plans and specifications submitted with this application are in conformity with the zone district requirements applicable to the subject property. This permit shall be a final permit when signed by the Zoning Administrator after a required final inspection.

Permanent Parcel Number: _____ Current Zoning _____

Fee: _____ Fee Paid Date: _____

Application Approval (☐) YES (☐) NO

Permit Approval Number: _____

Zoning Administrator: _____ Date: _____

Certificate of Occupancy

The final inspection of the premises having been made and compliance with the original building permit and other County Zoning regulations having been indicated, the premises are hereby approved for occupancy in accordance with the Zoning Ordinance of Shelby County.

Zoning Administrator: _____ Date: _____

Remarks:
