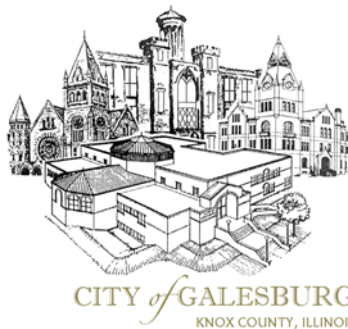


**Building In Galesburg
Planning & Public
Works Department
Inspection Division
55 W. Tompkins St.
P.O. Box 1387
Galesburg, IL 61401**

PH: (309) 345-3619

Fax: (309) 345-5704

www.ci.galesburg.il.us



•This handbook is meant to provide basic information and is not to replace or supersede the City of Galesburg adopted building codes or ordinances. You are still required to construct the building or addition in compliance with those standards. Every effort has been made to write the handbook clearly and concisely. However, we cannot be held accountable for misinterpretations.

Table of Contents

Introduction / Inspection Division	4
Codes and Ordinances	6
Why we have building codes	8
Other Agencies	10
State of Illinois Registration & Licensing	11
Contractor Licensing and Bonding	12
Permits are required	14
Permit Fees	15
Zoning Requirements	16
Required Permit Documents	18
Construction Drawing Submittal	19
Site Plan/ Drainage Plan Submittal	20
Construction Inspections	20-21
Certificate of Occupancy	21
Goofs, Foul-Ups and Blunders	22
Appealing a Decision	23
Contacts	24
Required Submittals for Commercial Permits	25

Introduction

The information in this booklet is provided to help developers, property owners, contractors and design professionals understand the working relationship between themselves and the City of Galesburg Inspection Division. The various steps and procedures involved in a construction project are explained to enable the reader to plan for and successfully complete the process.

Over the years, the Inspection Division has noted that much of the misunderstanding or confusion results from a simple lack of familiarity with the process. The topics covered here will answer some of the questions regarding the construction process in Galesburg.

In all cases, it is best to contact the Inspection Division as soon as possible during the preliminary stages of a project to verify any particular or special issues which may apply to the project.

The Inspection Division

The Inspection Division has various responsibilities. The portion of the Division specifically involved with the construction process includes a Building Inspector, Electrical Inspector & Plumbing/Mechanical Inspector. The construction inspectors have backgrounds in the construction industry. Each inspector has specific responsibilities and possesses the related experience required for the position.



The Inspector in the field is the critical link between the construction project and the laws and ordinances affecting it. Through on-site observation, the project's compliance is confirmed. Ideally the inspection should consist of nothing more than observing the project, noting that it is exactly as the plans and permit state and recording this fact. In reality only a fraction of all projects are this simple. Inevitably, the project must be evaluated based on the field conditions, and the Inspector must make determinations of code compliance based on these new conditions. In most cases, it is these field conditions that are the source of disagreement or confusion.

While some field issues result from unforeseen circumstances, the vast majority of field problems relate directly to the plans and or permit. These problems can be a result of a permit that is issued based on improper data and deviations from the plans in the field. In these situations, the Inspector is forced to react in the field to the problems at hand. By default, the Inspector ends up as the designer or arbitrator and as a result, disagreement or confusion arises.

The Inspector should only have to observe code compliance. One of the Division's long-term goals is to come as close as possible to this ideal by improving the accuracy of the permit data.

Codes and Ordinances

The City of Galesburg has adopted as law, or is required by law, to enforce a multitude of codes affecting a construction project. These include the following (periodically updated to newer additions):

Galesburg Municipal Code (www.ci.galesburg.il.us)

2012 International Building Code

2014 National Electrical Code

2012 International Mechanical Code

2012 International Fuel Gas Code

2012 International Fire Code

2012 International Residential Code

2014 Illinois State Plumbing Code

1997 Illinois Accessibility Code

State Laws Governing Architects and Structural Engineers

State Laws Governing Roofing Contractors

County Health Ordinances

Federal Flood Plain Laws

Some of these codes in turn refer to other documents by reference in order to cover the more detailed, technical aspects.

Prior to designing a project, it is always wise to double check for any revisions to the list of codes. Generally, new code editions contain minor changes that only affect limited numbers of projects, but a quick check confirms the correct editions and eliminates a possible problem. Using a more recent edition of the above codes is also usually accepted. Contact the Inspections Division for locations where copies of current codes can be obtained.



The International Code Series

The International Code Council (ICC) was formed in 1994 as an umbrella organization to support common code development. The result has been one set of codes known as the International Codes.

ICC consists of building officials, fire officials, design professionals, contractors and suppliers. Changes to the codes can be proposed by anyone. The proposed changes are discussed in public hearings where some move on to specific Code Change Committees that vote on recommended actions. The recommendation, along with any opposing arguments are presented to the ICC membership at the annual convention. The membership votes to determine whether a proposed change is adopted.

Periodically, all of the accumulated changes are published in a new edition of the code books. Once new editions are available, Galesburg, through its City Council, decides if the new edition should be adopted for Galesburg.

Why We Have Building Codes

Literally every sentence in Galesburg's adopted Building Code has been written, rewritten, scrutinized and challenged by professionals from all segments of the construction industry. Any particular provision in the code can be traced back to events which cost lives, or excessive property damage or which has caused construction problems or design difficulties. Changing technology impacts the codes as the uses of buildings change and new ways of building emerge. The Model Code Services adopted by Galesburg is recognized in the industry as the most progressive organization in this very active process of keeping building codes in pace with the industry. The City Council of Galesburg has adopted as law this Model Code Series for several good reasons:

1. Assuring a certain level of public safety, similar to providing for police or fire protection.
2. Providing consistent printed documents which serve as a basis for actions.
(The U.S. Constitution requires equal treatment for all).
3. Establishing an appeals process (also Constitutional right).
4. Protecting neighborhoods from poor construction, which can become a blighting influence in the future.
5. Protecting property values by controlling blighting influences.
6. Protecting property owners from poor construction which can cause declining property value.
7. Protecting businesses from catastrophic loss from fire or other structural dangers.
8. Protecting businesses from excessive loss of income after a disaster by limiting extent of damage.



(continued)

9. Protecting jobs by protecting businesses.
10. Protecting insurance companies from excessive claims, thus affecting insurance premiums for all.
11. Protecting the City administration from lawsuits, ultimately paid for by the taxpayers.
12. Assuring basic energy efficiency, affecting utility costs.
13. Securing a basic level of quality in the construction environment affecting the quality of life.
14. Presenting a quality, conscious image outside Galesburg, attracting investment and jobs.
15. Protecting contractors from losses caused by complaints, callbacks or lawsuits.

This list could go on and on, but one simple concept threads its way through all of these statements:

A safe, quality built environment is in the best interest of all People of Galesburg.

This is why we need building codes....and why the Inspection Division exists.

Other Agencies

Although the actual Building, Electrical and Plumbing/
Mechanical permits for a project are issued by the Inspection Division, the coordination of other City, County, State and Federal agencies is necessary in order for the permission implied by a permit to be valid and correct. The other agencies with possible impact include:

City of Galesburg: www.ci.galesburg.il.us (309) 345-3619
Zoning, Historic Preservation, Planning, Flood Plain; (309) 345-3623 Engineering (Drainage); (309) 345-3757 Fire Prevention

Galesburg Sanitary District www.gbgsd.org (309) 342-0131

Knox County: knoxcountyhealth.org (309) 344-2224
Health Department

State of Illinois:

Department of Registration & Education, Department of Public Health, Department of Transportation, State Fire Marshall, Illinois Capital Development Board, Illinois Environmental Protection Agency

Federal:

U.S. Department of Agriculture, Federal Aviation Administration

All of these agencies have their own sets of codes, ordinances or laws with which they work.

Depending on the nature of the project, one of these agencies may be involved.



State of Illinois Registration & Licensing

Architects and Structural Engineers: The City of Galesburg is required by law to make sure all structural work in all commercial, industrial, multi-family and non-residential projects be designed, documented and sealed by an Illinois Registered Architect or Structural Engineer. The State Statutes define both professions and the limitations of each. In general, if the project is only structural in nature or involves only non-occupied-type structures, a structural engineer is acceptable; all other types of multi-family, commercial and industrial projects require an architect.

In a situation involving a change of use of the structure (by code definition), this project almost always requires an architect. For clarification of what constitutes a change of use contact the Building Inspector (309) 345-3617.

Roofers: The City of Galesburg is required by law to enforce the State laws governing roofers. These laws require all roofing contractors to be licensed and bonded by the State of Illinois. All projects involving roofing of any type are affected. Illinois has two different roofing licenses, limited and unlimited. Limited roofers may only work on residential structures, while unlimited may work on both commercial and residential properties. The State identification number of the roofing contractor should be submitted with the other documents filed for permit since this number must be shown on the permit application. For more information, contact the Illinois Department of Financial and Professional Regulation at (312) 814-6910 or visit their website at www.idfpr.com.

Contractor Licensing and Bonding

Homeowners: A homeowner can do general construction, electrical, plumbing and heating work on his own residence without licenses or bonds, provided he secures the appropriate permits and provides proof that he is the bona-fide owner of the property. NOTE: Plumbing work requires that the owner occupy the residence for a minimum of six months after completion of any plumbing work.

General Construction: All General Contractor's must be registered with the City of Galesburg. "General Contractor" shall mean any person, partnership, or corporation employed directly by any person, partnership, or corporation, to erect, construct, or enlarge any building, structure or fence; to install or enlarge any swimming pool with water deeper than 24 inches; to remodel any building or structure so as to change the means of egress, walls, beams, supports, roof pitch, roofing; to change the occupancy of a building or structure; to expand or diminish the existing floor area; to install siding; or to install new windows. General Contractor work shall include modular or prefabricated structures built off site and delivered to the construction site for installation. Any persons, partnerships, or corporations who are hired by the general contractor to perform any work specified above, and who are not considered employees of said general contractor shall also be considered a general contractor and shall also be registered.

Plumbing: All plumbing work performed in the City of Galesburg requires a permit. Plumbers are required to be licensed by the State of Illinois. All plumbing work must be performed by plumbing contractors registered with the State of Illinois Department of Public Health, except resident homeowners as noted above.



Electrical: All electrical work performed in the City of Galesburg requires a permit. Electrical contractors are required to be tested, licensed and bonded by the City of Galesburg. All residential, commercial and industrial electrical work must be performed by licensed electrical contractors. **Exception:** Owners of a single-family dwelling may perform electrical work in their own homes provided proper permits are obtained.

Heating (Mechanical): Heating (Mechanical) contractors are required to be insured and bonded by the City of Galesburg to perform work in the City. Owners or occupants of a single-family dwelling may perform mechanical work in their own homes provided proper permits are obtained.

Work on City Right-of Way: Driveway approaches, utility work, public sidewalks and sewer and water lines are governed by special bonding and licensing laws. Permits and permission for the above, should be obtained from the Public Works Department/Engineering Division (345-3623). Traffic control, including flaggers, advance warning signs, cones, and barricades, will be required when working in the City right-of-way.

Sewer: Sewer contractors are required to be insured and bonded by the City of Galesburg to perform work in the City right-of-way. Sewer/plumbing contractors are also required to post a bond with the Galesburg Sanitary District. Resident homeowners may perform sewer work by posting a one-time bond. Excavation in the City right-of-way is not allowed by home owners.

Demolition: All contract demolition work must be performed by a registered demolition contractor (proof of insurance must be on file). A residential property owner can do his own demolition, provided he posts the required proof of insurance with the City.

Permits are required

The permit process opens the line of communication between the building inspector and the owner or contractor. When this process is used, a smooth project will develop. If the permit process is left out, often times the project suffers.

Using the permit process doesn't have to add costs to the project. Typically, the items required by the applicable codes are those most owners would choose anyway to maintain the safety and quality of their investment. Those who feel building codes add cost to a project are usually the individuals who have not used the permit process and as a result costs are incurred due to corrections when problems are discovered.

In the City of Galesburg, Permits are Required for the Following: (This is a representative list and not all-inclusive)

1. Erecting or Addition to fences and swimming pools.
2. Adding to, changing portions of the electrical system.
3. Adding to, changing portions of the heating/air conditioning system.
4. Adding to, changing portions of the plumbing system.
5. Constructing, enlarging, replacement of a structure.
6. Changing the use of a building.
7. Moving or demolishing a structure.
8. Constructing a storage shed (of any size).
9. Changing the pitch of a roof.
10. Installing or moving any sign.

Ordinary repairs and maintenance **NOT REQUIRING PERMITS** would include:

Painting and decorating; wallpapering; carpeting and floor finishing; repairing plumbing faucet washers and cleaning traps; replacement of electrical fixtures or devices with equivalent units approved for suitability; cleaning and repairing gutters and down spouts; re-roofing; installing siding or storm windows, storm doors or window awnings.



Permit Fees (please contact us for more specific information)

Building Permit Fees:

- Warehouses and Industrial (unfinished)
- Multifamily Residential (not including basement unless finished)
- Commercial and Institutional (when finished for office or retail)
- First \$1,000 cost or contract bid \$15.00
- Each additional \$1,000 or fraction thereof \$ 5.00
- Storage sheds ≤ 150 sq.ft., Fence and Pool Permits \$25.00

Electrical Permit Fees: Multifamily, Commercial, or Industrial

- First \$1,000 cost or contract bid \$15.00
- Each additional \$1,000 or fraction thereof \$ 5.00
- Signs per unit \$10.00

HVAC Permit Fees: Multifamily, Commercial, or Industrial

- First \$1,000 cost or contract bid \$15.00
- Each additional \$1,000 or fraction thereof \$ 5.00

Plumbing Permit Fees: Multifamily, Commercial, or Industrial

- First \$1,000 cost or contract bid \$15.00
- Each additional \$1,000 or fraction thereof \$ 5.00
- Water service taps inside corporate limits \$20.00

Moving Permits: (there are deposit & insurance requirements)

- Small buildings moved on trailers \$ 25.00
- All other buildings \$100.00

Demolition Permits: (there are insurance requirements)

- Up to 400 square feet, 1 story and no utility connection \$10.00
- Single Family & Two Family residences \$ 25.00
- Non residential buildings over 400 Sq. Ft.
 - First 2,000 Sq. Ft. \$50.00
 - Each additional 1,000 Sq. Ft. or fraction thereof \$ 1.00

Sign Permits:

- Up to 50 square feet \$20.00
- 50 to 300 square feet \$30.00
- each additional 300 square feet or part thereof \$30.00
- Petition for billboard special use permit \$150.00

Overall Code Review Commission

- Construction code variance request \$75.00

Zoning Requirements

Before a building permit is issued the Inspection Division will check to determine if the Galesburg zoning requirements are being met. The permit may not be issued if the zoning district of the proposed location of the structure does not meet the height, allowable use or setback requirements for the front, side and rear yards. If a proposed construction does not meet the zoning requirements the builder or property owner may apply for a variance from the minimum standards. The case will be heard by the Planning and Zoning Commission, which meets monthly. However, a variance may not be approved until a hardship is determined, based on specific conditions listed in the Development Ordinance.

The proposed site must also be checked to see if it is located in the Flood Plain. If it is, special requirements must be followed during construction to avoid flood damage to your building. (Site grade elevation must be set by qualified engineer from bench marks).

If the proposed construction is located in a designated landmark or a local historic district, changes may need to be approved by the Landmark Commission. The Planning Department can help you understand the process and explain what you need.

Other Fees:	
Subdivision Plats:	
-Preliminary Plat	\$15.00 per lot with a minimum of \$150.00
-Final Plat	\$150.00
-Minor-Final Plat	\$150.00
Zoning:	
-Petition for rezoning	\$150.00
-Petition for expansion of Non-conforming	\$150.00
-Site plan review (CPDD Zoning District)	\$150.00
- Site plan review (other commercial, industrial, institutional, or multi-family residential)	\$150.00
- Variance request (zoning or sign)	\$75.00
- Special use request	\$75.00



The table below provides general setbacks per zone. Single family zones are not shown, contact Community Development for specifics. Detached accessory structures, open decks, corner lots, existing lots, lots that share frontage or other yards with different districts may have different requirements. Contact the Community Development for specific projects.

Zone	District	Minimum Yards			Min. Lot Width	Min. Lot Area	Minimum Lot Area Per Dwelling Unit	Max. Height
		Front	Side	Rear				
R-2	Two Family	25	5	25	60	7,500	Two Family: 3,750	35
R-3A	Multi Family	20	5	25	50	6,000	Two Family 3,000 Multi Family 1,500	45
R-3B	Multi Family	20	5	25	50	6,000	Two Family 3,000 Multi Family 1,500	45
B-1	Neighborhood Business	20	0 or ≥ 5	20	60 (Single Family) None (Other uses)	None	Single Family 7,500	35
B-2	General Business	0 or ≥ 5	0 or ≥ 5	0 or ≥ 5	60 (Single Family) None (Other uses)	None	Single Family 7,500	45
B-3	Central Business	0 or ≥ 5	0 or ≥ 5	0 or ≥ 5	None	None	Multi Family 1,500	100*
I	Institutional	20	10	20	50	7,500	As determined at time of conditional use review	72*
O	Office	25	5	25	50	6,000	Not permitted	35
M-1	Light Industrial	0 or ≥ 5	0 or ≥ 5	0 or ≥ 5	None	None	Not permitted	45
M-2	Heavy Industrial	0 or ≥ 5	0 or ≥ 5	0 or ≥ 5	None	None	Not permitted	*100

* When adjacent to an R district, building setback is one foot for each seven foot of building height.

All permit applications must include:

- Correct address
- Suite or apartment number, if applicable
- Owner's name
- Contractor's name and address
- Daytime phone number of primary contact person
- Subcontractor names (electrical, plumbing, HVAC, roofing)
- Zoning classification
- Use group of building
- Roofer's license number
- Cost of the project

Required Permit Documents

In general, the documents to be submitted with a permit application are those necessary to communicate the scope of the project. The permit writer must be able to determine from this information if the project being proposed will be compliant with applicable requirements. Typically, items needed are:

Commercial Remodeling:

1. Floor plans showing scope of project.
2. Electrical, HVAC and Plumbing plans.
3. Details of structural work, if applicable.
4. Illinois Architects seal on drawings.

Additions: Non-Residential, Multi-family and Commercial:

1. Site plan
2. Full construction documents sealed by a licensed Illinois architect or structural engineer.
3. Possible review by Planning & Zoning Commission
4. Fire Department review
5. Sanitary sewer permit
6. Storm water drainage plan with calculations
7. Lighting plan (if adjacent to or across from residential uses or residential zoning)

New Non-residential, Multi-family & Commercial Buildings:

1. Site plan
2. Full construction documents sealed by a licensed Illinois architect or structural engineer.
3. Storm water drainage plans with calculations
4. Fire Department review (fire suppression)
5. Water and sewer tap fees (receipt)
6. Adequacy letter from Galesburg Sanitary District and or IEPA Permit
7. Lighting plan (if adjacent to or across from residential uses or residential zoning)

Pre-engineered components:

Any project utilizing roof trusses and projects utilizing pre-engineered building systems are also required to have the shop drawings submitted with a registered architect or structural engineer seal.

Remember:

The whole idea is to **communicate** the project well enough so the permit that is written truly reflects the scope of the project and no surprises develop down the road due to a misunderstanding. It is in the best interest of the permit applicant to identify any possible problems up front. **Full documentation will help.**

Construction Drawing Submittal

Construction drawings should be submitted to the Community Development Department and we will distribute to other departments.

7 sets, including a digital copy, (3 for Inspections, 1 for Fire Dept., 1 for Engineering, 1 for Water Dept. & 1 for Sanitary District) of full construction documents signed and sealed by an Illinois licensed architect or structural engineer should be provided.

A lighting plan is required for projects adjacent to or across the street from residential uses or residential zoning. A photometric plan showing foot candle readings at the property line is required. Readings at the property line should be one foot candle or less.

Site Plan Submittal

Site plan review is required for all new construction or additions and changes in use of existing buildings or parking lots which results in any exterior alteration or construction. This applies to non-residential, multi-family and commercial structures.

The Development Review Committee reviews the plan. The submittal process includes an application, 12 copies of the site plan and a \$150 review fee. Site plans are required to be drawn by a licensed architect, land planner, engineer or surveyor.

There are some exceptions to site plan requirements. Please contact the Community Development Department at (309) 345-3619 for more information.

Drainage Plan Submittal

A drainage plan is required for all new non-residential, multi-family and commercial structures, as well as, parking lots, when the total area of impervious surface added is in excess of 2,000 square feet.

Drainage plans should include direction of water flow as well as any retention or detention ponds. For more detailed information please contact the City Engineer at (309) 345-3623

Construction Inspections

Field inspection of the work is necessary to confirm the project is being built in accordance with the permit. The inspector is performing two basic functions as he walks through a project:

1. Confirming that the project matches plans.
2. Looking for problems, changes or misunderstandings which could be detrimental.

It is the **permit holder's responsibility to call in advance** for the necessary inspections. Generally a phone call early in the morning can get an Inspector out the same day.
(Legally, a 24 hour notice is required.)

**Inspections Required:**

A general rule-of-thumb to follow: "if it's getting covered up, it should be inspected."

Foundations/

- footings:** Footings prior to pouring;
Foundation system prior to backfill.
- Framing:** Rough framing prior to covering.
- Structural:** Prior to covering and final inspection.
- Sewer:** Prior to backfilling.
- Water:** Prior to backfilling.
- Plumbing:** Underground prior to backfilling
Rough-in prior to covering and final inspection.
- Electrical:** Underground prior to backfilling
Rough-in prior to covering and final inspection
- HVAC:** Rough-in and final inspection
- Final:** Final inspection by all inspectors before Occupancy Permit is issued.

Certificate of Occupancy

The City of Galesburg requires a final inspection of any new building, addition, or major remodel. A Certificate of Occupancy is issued after the project is completed and all legal requirements have been met. The completed Certificate of Occupancy is mailed to the applicant listed on the form.

The occupancy of any new building, addition, or major remodel is unlawful until a Certificate of Occupancy is issued.

If unforeseen circumstances prohibit full completion, the Inspection Division will make a determination if the building is in a reasonable condition for occupancy. If this is the case, a temporary certificate of occupancy may be issued for a specified period of time or until all required items are completed, whichever is less.

Goofs, Foul-ups, and Blunders

Citations:

The ordinances provide mechanisms for enforcing the law through citations which carry monetary fines plus court costs. Violation of any provision of an applicable ordinance can cause a citation to be issued. However, the Inspection Division typically only issues citations for violations considered serious, such as but not limited to:

- Work without proper permits
- Fraudulent or dishonest permit information
- Changes in use without proper permits
- Occupancy without a Certificate of Occupancy
- Dangerous construction practices
- Working over a Stop Work Order

Stop Work Orders:

Stop Work Orders are posted on a project if the nature of a violation is serious or contact can't be made with the parties in another way. This is a legal order to literally **stop work**. Once the issues are resolved, the order is removed. To continue working on a posted project is considered a serious violation and subject to a citation carrying a maximum fine.

Stop Work Orders are used only as a last resort. If one is encountered, the issuing Inspector should be contacted immediately.



Appealing a Decision

Should someone disagree with a decision of the Inspection Division, the issue can be appealed through established procedures. It is always best to pursue an issue one step at a time according to the following steps:

1. Field Inspector.
2. Building Official (Department Head)
3. Overall Code Review Commission
4. Galesburg City Council
5. Civil court system

WE CARE

The Building Official, Inspectors and staff of the Inspection Division are charged by the City Council of Galesburg with only one job:

Provide and promote a safe environment through enforcement of the laws of the City of Galesburg.

The way we go about this job, the priorities that are set, and the work we do outside the scope of the job are reflections of the individuals involved. Without exception, the Inspection Division staff cares about Galesburg. That is why this brochure was prepared, why we answer hundreds of construction questions each week and often times roll up our sleeves and work with contractors in solving code problems.

The phone number for the Department is (309) 345-3619. We have always and will always welcome questions about code compliance. We routinely review sketches, drawings, or actual buildings during the early stages of projects to help identify areas of concern.

In doing our jobs, we sometimes have to tell people things they don't like. That is part of the job we have to do. Fortunately most of the time we are able to approve projects and develop productive working relationships with contractors, developers and owners.

Contacts

City of Galesburg
Inspection Division
Galesburg, IL 61401
(309) 345-3619

Galesburg Sanitary District
2700 W. Main St
Galesburg, IL 61401
(309) 342-0131

Knox County Area Partnership
for Economic Development
200 E. Main St. Suite 200
Galesburg, IL 61401
(309) 275-8865
kspringer@galesburg.org

Knox County Health Dept.
1361 W. Fremont St.
Galesburg, IL. 61401
(309) 344-2224

City of Galesburg
Public Works
55 W. Tompkins St
Galesburg, IL 61401
(309) 345-3623

IL. Dept. Of Public Health
5415 N. University St.
Peoria, IL. 61614
(309) 693-5360

Galesburg Water Department
920 W. Main St.
Galesburg, IL 61401
(309) 345-3650

Galesburg Fire Department
150 S. Broad St
Galesburg, IL 61401
(309) 345-3716

Galesburg Police Department
150 S. Broad St
Galesburg, IL 61401
(309) 345-3729



Contacts

Ameren Illinois (Gas & Electric)
1824 Knox Hwy 9
Galesburg, IL 61401
(309) 345-5107

Ameren Illinois main office
Decatur, IL. 62525
1-800-892-7715

Century Link (Phone)
Residential
(800) 201-4099
Commercial
(800) 786-6272

Comcast (Cable)
(888) 736-6689

J.U.L.I.E. (Utility locate)
(800) 892-0123
or 811

Required Submittals for Commercial Permits:

The following is a quick guide to what is required to be submitted for commercial permits. Note these are general items and more information may be found in this booklet and in the Development Ordinance.

1. **Site Plan:** Site plans must be prepared by an architect, a land planner, an engineer, a surveyor or a consulting firm.
2. **Landscape Sketch:** Any development which requires the submittal of a site plan shall submit a landscape sketch. The sketch can be prepared by the owner, developer, contractor or design professional and shall include the locations of all proposed landscaping materials.
3. **Outdoor Lighting:** When a commercial structure is adjacent to a residentially zoned or used property, lighting levels must be measured at 1 foot candle or less at the property line. A lighting plan is required in this situation.
4. **Full Construction Documents:** Commercial projects, both new buildings and structural remodeling, are required to be designed and sealed by a licensed Illinois architect or structural engineer.
5. **Storm Water Drainage Plans:** New commercial buildings and additions greater than 2000 square feet have the potential of altering or restricting the flow of water. Storm water plans must be prepared and sealed by a professional engineer of the State of Illinois.
6. **Fire Department Review:** The City of Galesburg Fire Department also reviews plans for fire safety and other related codes. This includes fire suppression systems, fire alarm systems and if required fire hydrant locations.
7. **Water and Sewer Tap Fees:** New buildings and some additions may require a water and/or sewer tap. These items need to be addressed and paid for before a permit may be issued. The City of Galesburg Public Works Department and the Galesburg Sanitary District will need to be contacted.
8. **Submission Requirements:** The City of Galesburg requires that 7 sets of complete building plans for new construction and 4 sets of plans for remodels be submitted. The City also asks for 12 sets of site plans and landscape plans be submitted. A digital copy of the plans are also required.

For more information contact the Planning & Public Works Department at (309) 345-3619.



CITY of GALESBURG
KNOX COUNTY, ILLINOIS

Planning & Public Works Department
PO Box 1387
55 W. Tompkins St
Galesburg, IL 61401

Phone: 309 345-3619
Fax: 309 345-5704
ci.galesburg.il.us