



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. Applications without a site plan will not be issued.
- Two (2) complete sets for residential projects or Three (3) complete sets for commercial projects of detailed building plans and specifications. Permits without plans will not be issued.

What Happens Next?

Your application gets dropped off at the Village of Malta, Village Hall Office, 302 S. 2nd, Malta.

Allow 3-5 business days for plan review if we need anything we will contact you.

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, 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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VILLAGE OF MALTA
302 S. 2nd Street, Malta IL. 60150
www.villageofmaltail.com

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). _____

Primary Use of Property (Please Check)

Residential 1 or 2 Family Dwelling Residential Multi-Family Dwelling

Commercial Industrial Describe: _____

Structure to be Affected (Please Check)

Primary Structure/Residence Accessory Structure (Garage, etc.) Describe: _____

Type of Improvement (Please Check)

- | | | | | |
|-------------------|---|-----------------|-------------|-----------------------|
| New Structure | Fence \$100 | Wood | Metal | Plastic, PVC or Vinyl |
| Addition | Height _____ ft. | Chain Link | Other _____ | |
| Alteration/Repair | Deck/Gazebo \$150 | | | |
| Moving Structure | Pool/Spa/Pond w/electric \$150 | In-ground \$350 | | |
| Electrical | Patio/Sidewalk/foundation \$100 | | | |
| Plumbing | Driveway/Culvert \$100 | | | |
| HVAC | Roof \$100 | | | |
| Other | Shed - Size _____ ft. x _____ ft., \$100/under 120 sq.ft. \$50 Zoning Compliance only | | | |

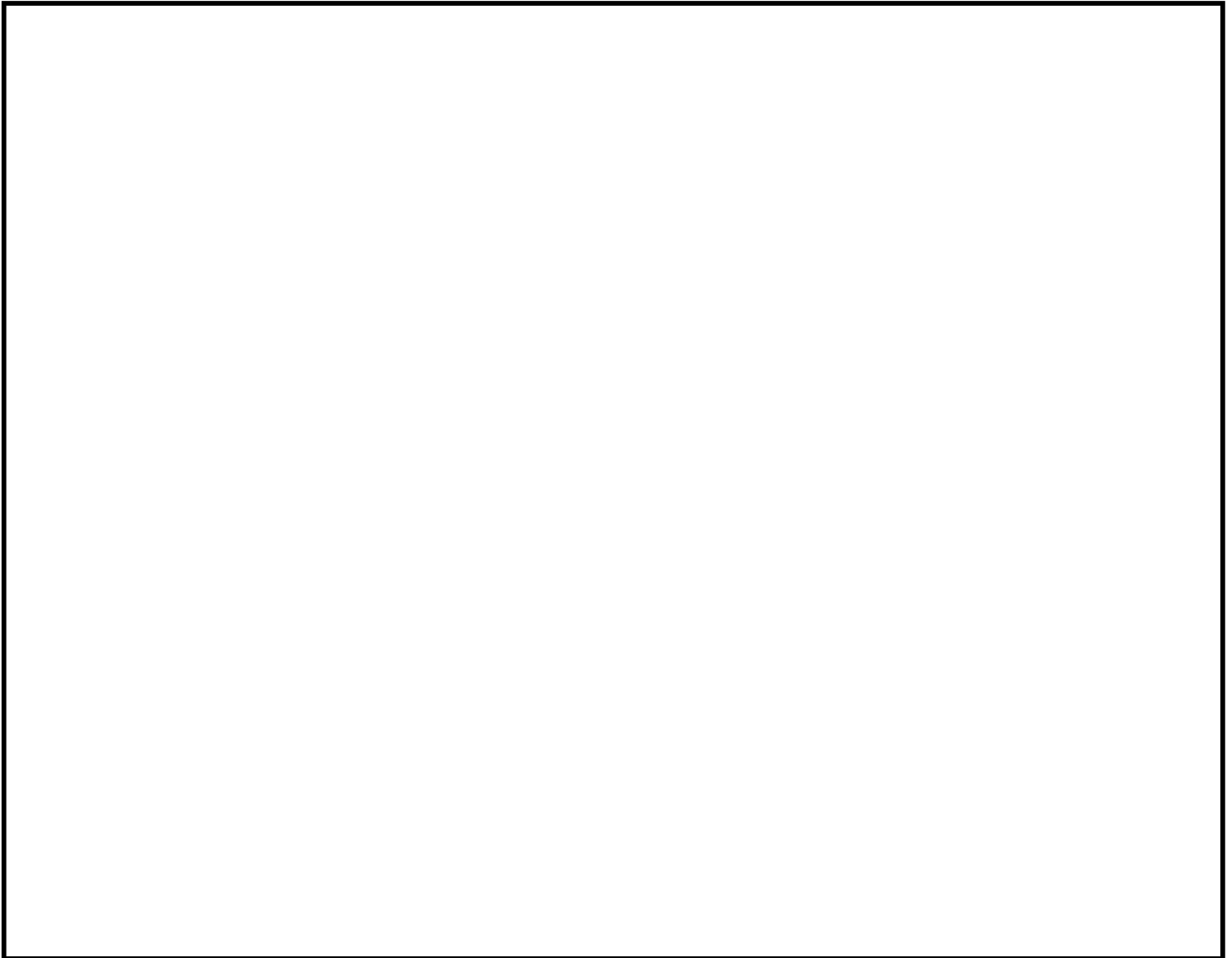
Describe Other: _____

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.

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

Basement _____ sq. ft.

Garage _____ sq. ft.

Other _____ sq. ft.

1st Floor _____ sq. ft.

Deck _____ sq. ft.

Determined by project at office:

2nd 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

Architect / Engineer

Phone # _____

Email _____

Phone # _____

Lead Cert # _____

Email _____

Framer / Carpenter

Electrical Contractor

- Include copy of Certificate of Registration

Phone # _____

Phone # _____

Email _____

Email _____

Concrete Contractor

HVAC / Mechanical Installer

Phone # _____

Phone # _____

Email _____

Email _____

Roofing Contractor

Plumbing - Licensed contractor calls Illinois State Plumbing for direct inspection of improvements.

Phone # _____

License # 058 - _____

Email _____

Registration # 055 - _____

Also include copies of Roofing Contractor's:

Email _____

- State Roofing License

Phone # _____

- 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. Applicant / Owner and any contractors will conform to the regulations set forth in the Village of Malta Zoning and Building Codes. No building or structures shall be placed in any easement or alleyway.
3. 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.
4. Applicant / Owner is aware that inspections will be required and that all necessary inspections will be conducted in accordance with the procedure sheet.
5. The permit will become null and void if no inspections are scheduled or conducted at least every 180 days.
6. 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.
7. Prairie Springs Covenants apply to the building permit process, 2024 Amended and Reinstated Covenants are available at: www.villageofmalta.com

Additional requirements set forth by the building inspector:

Notes:

Signature of Owner of property

Date: _____

Submit form to: Village of Malta, 302 S. 2nd. Street, Malta Illinois 60150 **with all attachments in hard copy.**

Note we can print attachment by e-mail if they meet an 8 1/2 by 11 page size.

www.villageofmalta@outlook.com