

Village of Fontana on Geneva Lake

**Residential Building Permit
Information Packet**

Single Family Dwellings

**New, Additions,
Alterations and
Renovations**

Village of Fontana on Geneva Lake

REQUIREMENTS FOR BUILDING PERMIT APPLICATION

The following information may be required per Section 14-96 of the Fontana Municipal Code prior to processing most permits:

1. Completed Building Permit Application Form
2. Three (3) sets of complete plans
3. Heat loss calculations New House
4. Truss engineering
5. Survey of property: Existing and Proposed
6. Topographical Surveys: Existing and Proposed
7. Tree Protection Plan (per Section 18-28)
8. Construction Site Management Plan
9. Soil Erosion/Storm Water Plan
10. Zoning District of project location. Note: Project must meet zoning requirements.
11. Contractual agreement with the Village stating that the homeowner and/or contractor is financially responsible for all costs incurred in remedying violations of the zoning code.
12. As-Built Survey showing the actual location, height and dimensions of the structure performed by a certified surveyor prior to the issuance of an Occupancy Permit.
13. All building permits for properties and/or structures located within Planned Developments shall be referred to Plan Commission.

ASSOCIATION APPROVAL:

It is the responsibility of the property owner to comply with all covenants, restrictions, and by-laws as required by the Association the property is located in.

PERMIT CARDS:

Please remember to place the permit card in a conspicuous place on the premises, visible from the street where building is to be erected and protected from weather.

NOTE:

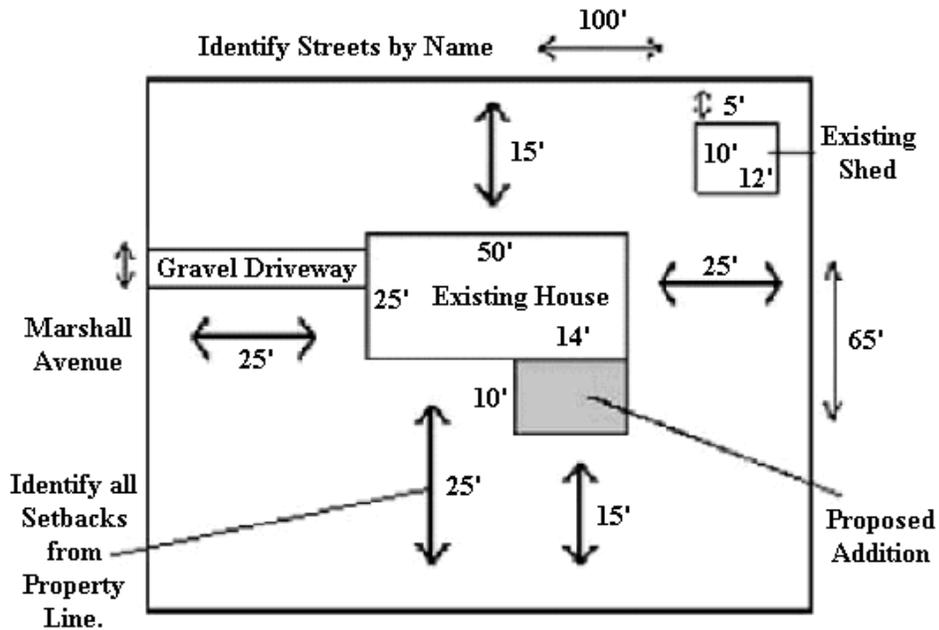
Any person(s) who shall violate any of the provisions of the Inspection requirements, will be subject to fines which shall be levied against the owner(s) of said property or each violation, and/or any other violations of Local and/or State Codes.

If no violations of the ordinance or any law is found, the Building Inspector shall issue a Certificate of Occupancy stating the purpose for which the building is to be used. No building or part thereof shall be occupied until such certificate has been issued; nor shall any building be occupied in any manner, which conflicts with the conditions set forth in the certificate of occupancy.

Site Plan Requirements:

1. Address of property where work is requested.
2. Legal description (lot & block #) of property.
3. Names of all abutting streets and rights-of-way.
4. Dimensions of all Structures currently existing on site – width, length & height.
5. Dimensions of lot - width & length.
6. Dimensions & type of driveways - width & length, gravel/concrete/other?
7. Size & Type of any vegetation to be removed.
8. Dimensions of all structures proposed to be built.
9. Proposed structures **must be** distinguished from existing structures.
10. All trees located on site that are

EXAMPLE



Required Inspections & Certification Surveys

Building Inspections

Performed in accordance to Section 14-96 of the Village of Fontana Municipal Code.

Erosion Control & Tree Protection Inspections

Performed concurrently with all other required inspections.

Foundation Certification Survey

Submittal required prior to commencement of first floor framing., verifying setback locations and foundation wall height.

Height Certification Survey

Submittal required within ten days of the highest portion of the roof being installed.

As-Built Certification Survey

Submittal required prior to occupancy permit issuance, verifying actual placement, height, greatest horizontal cross-section (as measured to the overhangs), and all pertinent topographical information.

Occupancy Permit Issuance

A building may not be occupied until an occupancy permit has been issued. An occupancy permit may only be issued if the municipality determines no critical violations of the UDC exist, no zoning violations exist as a result of the construction, all conditions of an applicable conditional use permit and/or developer's agreement have been met, and all fees relating to the project have been paid in full. These fees may include outstanding permit fees, re-inspection fees and cost-recovery fees.

Installing Sewer and Water Laterals

Sewer laterals must be tested per:

- Comm 82.21(1)(b)(2) – Plumber shall make arrangements for inspector to inspect all parts of plumbing system.
- Comm 82.21(5)(d)(b) – All plumbing to be left exposed until it has been tested.
- Comm 82.21(5)(d)(b)(2)(a)&(b) – Building sewer to be tested with a head of water not less than 10' for 15 minutes or with air at three pounds per square inch for 15 minutes.
- Comm 82.30(11)(3)(c) – Building sewers to be protected from frost which are located less than 42" below finish grade.
- Comm 82.30(11)(e)(2)(a) – Building sewers to have the trench bottom excavated 3" below sewer and brought back to grade with sand, pea gravel or a graded stone bedding no more than a $\frac{3}{4}$ " sieve. Backfill of building sewer shall be a minimum depth of 12" over sewer.
- Comm 82.35(3)(b) – Cleanouts to be provided on sanitary building sewers.

Water laterals must be tested per:

- Comm 82.21(6) – Water lateral to be tested under normal working pressure.
- Comm 82.40(8) – Water laterals to be protected from frost per 82.30-1 and Table 82.30-6.
- Comm 82.40(8)(4)(a)(b)(6)(7) – Water laterals to be a minimum 12" above building sewer line or a minimum 30" away horizontally.

Water Department Requirements:

- Foot block required for valve box.
- Check curb box for leaks and operation.
- Valve box and extension to have no bends.
- Locate and identify curb stop.
- Extend curb box to grade.

Building and Zoning Code Requirements:

- Repair and replace erosion control measures.
- Clean up street of mud and gravel.
- Repair and replace damage to site (lot).

Required Documentation Checklist

For office use.

Permit #: _____

Name: _____

Project: _____

Received ("y" or "n/a")	Date Received	
		building permit application form
		three complete sets of plans and specifications
		survey existing
		survey proposed
		topographical existing
		topographical proposed
		tree protection plan [sec. 18-28(d)(8)]
		construction site management plan
		soil erosion/storm water plan
		heat loss calculations
		attic ventilation
		truss engineering
		home owner's association approval
		zoning review worksheet
		foundation certification
		height certification
		as-built survey
		final inspection
		occupancy permit