

PLAN REVIEW HIGHLIGHTS ONE & TWO FAMILY DWELLINGS

PLEASE SUBMIT TO CHARLESTON PLANNING DEPARTMENT A COMPLETED BUILDING PERMIT APPLICATION AND TWO (2) SETS OF YOUR BUILDING PLANS.

The items listed below are essential and will expedite our process. Please include these minimum requirements to help us with your plans.

PLOT PLAN:

Please provide building location, city setbacks, indicate easements & right of ways, plot lines, future & existing supply lines, any underground services, impervious surfaces, and any attached or detached structure(s).

(2) sets of BUILDING PLANS:

Designer or architectural sealed plans are not required. Please provide construction details, elevations details (including below grade), electrical, plumbing, HVAC details or layouts, and exterior structures and/or impervious surface details

Please provide details on these items:

footings
foundations
framing-includes walls, floors, & roof
grade
slabs-includes slab on grade, driveways, walkways, & patios

**(please refer to International Residential Codes/International Building Codes '2003
National Electrical Code '2002 & Illinois State Plumbing Code)**

Please call with any questions concerning:

Plot, setbacks, or boundaries
Steve Pamperin, City Planner
(217) 345-8452

Building Plans
Thomas White, Building Code Official
(217) 345-8460

Note: The above items are for your reference and some additional information maybe required depending on the submitted plans, occupancy classification, & construction type