



## MACON COUNTY PLANNING AND ZONING DEPARTMENT

Macon County Office Building  
141 South Main Street, Suite 501  
Decatur, Illinois 62523

PHONE: (217) 424-1466  
FAX: (217) 424-1459

### NOTICE TO APPLICANTS, OWNERS AND CONTRACTORS

Building Permits are issued based on the information that is supplied on the permit Application, Plot Plan and any required or attached documents. If the permitted construction or use of land is not done in strict conformity with the Building Permit it is subject to the issuance of a "Stop Work Order." ANY changes in the plans or the project MUST be approved by the Department prior to making those changes.  
(Failure to comply may result in a "Stop Work Order" being posted on site by the Code Enforcement Officer. A "Stop Work Order" may be lifted by the Code Enforcement Officer only after a \$100.00 fee has been paid.)

The issuance of a Building Permit does not relieve the applicant, owner or contractor from complying with any laws or private covenants (also called "Deed restrictions") which may be applicable to a particular project, use of land, or use of building and structures.

### INSPECTIONS

#### A. New Construction on Residences, Commercial or Industrial

The following inspections are **required**. Each inspection must be made **after** each step is completed, and **before** the next step of construction begins.

1. Footing inspections – before pouring concrete
2. Under slab plumbing inspections – if applicable
3. Framing inspections
4. Rough-In wiring inspection
5. Rough-In plumbing inspection
6. Final inspection – after completion of construction

#### B. New Construction on Accessory Structures: (examples: Garages, Sheds, and Post Frame etc...)

The following inspections are **required**. Each inspection must be made **after** each step is completed, and **before** the next step of construction begins.

1. Footing inspection– before pouring concrete or placement of post.
2. Framing inspection
3. Wiring inspection – finished
4. Final inspection – after completion of construction

*(Please see additional information on the reverse side)*

### C. New Construction on Telecommunications Facilities

1. Stake out of proposed center of the tower – before construction begins
2. Foundation inspection – before pouring concrete
3. Final inspection (including wiring inspection) – after completion of construction

### **SCHEDULING INSPECTIONS**

In order to schedule timely responses to requests for inspections, it is strongly suggested that the applicant, owner or contractor notify the Department a couple of days prior to the needed inspection. The Building Inspector is **Tony Van Natta**. He can be reached at **217.424.1468**.

In scheduling inspections, please be prepared to provide the following information: Applicant's name, Permit Number, Address, Type of inspection needed, Daytime Phone Number and the preferred day, date and time of the inspection.

### **RE-INSPECTIONS**

A \$50.00 Re-Inspection Fee (payable in advance) will be charged for any re-inspections when the Code Enforcement Officer (Building Inspector) finds any of the following at the requested inspection is made:

1. The particular phase of construction is not in fact ready for the requested inspection,
2. There are three (3) or more deficiencies that must be corrected or completed; or one (1) or more deficiencies identified in a previous inspection is/are still uncorrected or incomplete at the time of inspection,
3. That the building is locked or otherwise inaccessible for inspection.

The \$50.00 Re-Inspection Fee should be in the form of a check, payable to Macon County Treasurer, and sent or delivered to:

Code Enforcement Officer  
Macon County Planning & Zoning  
Macon County Building  
141 S. Main St., Suite 501  
Decatur, Illinois 62523

### **PENALTIES**

Article IV at Section 4.12, Macon County Zoning Ordinance states that:

“Any person, firm or corporation, or agents, employees, or contractors of such, who violate, disobey, omit, neglect, or refuse to comply with, or who resist enforcement of, any provisions of this comprehensive amendment, shall be subject to a fine or not more than five hundred dollars (\$500.00) or imprisonment for not more than six (6) months, or both, for each offense, and each week a violation continues to exist constitutes a separate offense.”