

**APPLICATION FOR ZONING CERTIFICATE
(COMMERCIAL/INDUSTRIAL BUILDINGS OR STRUCTURES)
OGLE COUNTY PLANNING & ZONING DEPARTMENT**

DATE: _____

TO: OGLE COUNTY ZONING ADMINISTRATOR
911 W. PINES RD.
OREGON, IL 61061
PHONE: (815) 732-3201 EXT. 237 FAX: (815) 732-3709

FROM: (APPLICANT) _____
(STREET OR RURAL ADDRESS) _____
(CITY, STATE, ZIP) _____
(PHONE) _____
(OWNER IF NOT SAME AS ABOVE) _____

PLEASE PROVIDE THE FOLLOWING:

- 1) Proposed building or structure and use to be made of said building or structure: _____

- 2) The above building or structure will be located on the following described parcel of land:
 - A) Property Code (____ ____) - ____ ____ - ____ ____ - ____ ____ ____ - ____ ____ ____
 - B) Brief legal description by lot # and subdivision name (if applicable), 1/4 1/4 Section, Township and Range:

- 3) The above property is currently zoned: _____

- 4) Will the proposed building(s) or structure(s) be located in a "Special Flood Hazard Area"? ____ Yes ____ No.
If yes, what zone? _____ Base flood elevation? _____ Ft.

- 5) Please attach a scaled and fully dimensioned site plan. The site plan must show the following:
 - A) Existing Conditions: Lot lines (property lines) of the subject parcel(s) or zoning lot(s), any existing building(s) and/or structure(s), easements (drainage, utility, etc.), public right-of-way (include street or road names), and any other critical information including graphic scale and north arrow.
 - B) Proposed Improvements: Proposed buildings and/or structures and proposed screening and/or landscaping as may be required. Indicate linear distances from proposed building(s), structure(s), screening and/or landscaping to lot lines, street or road right-of-way lines, and existing buildings and/or structures. For minimum building setback and yard area requirements, and screening and landscaping requirement and standards, please refer to the *Ogle County Amendatory Zoning Ordinance*.
 - C) Proposed Off-Street Parking and Loading Facilities: Provide a parking plan (see Division 7, Section 7.03 of the *Ogle County Amendatory Zoning Ordinance*) demonstrating that all requirements for off-street parking and loading pursuant to Division 7 of the *Ogle County Amendatory Zoning Ordinance* will be met.

(OVER)

D) Any required landscaping and/or screening: When required (refer to the *Ogle County Amendatory Zoning Ordinance*), landscaping and screening shall be provided in accordance with the provisions and requirements of the *Ogle County Amendatory Zoning Ordinance*.

*If a plat of survey or subdivision plat has been completed for the subject property, please complete site plan on a copy of said plat of survey or subdivision plat. Said plat of survey or subdivision plat may be xerographically enlarged or reduced to a suitable scale for completion of the site plan.

6) Please submit or attach a set of construction plans for the proposed project affixed with the seal of a licensed architect or engineer and containing the *Illinois Accessibility Code* "Statement of Compliance" signed by a licensed architect or engineer.

Submitted or Attached? Yes No.

7) The "landscaped surface area ratio" (see Division 2, Section 2.02 of the *Ogle County Amendatory Zoning Ordinance*) of the subject site is _____.

8) Floor area of proposed building or structure: _____ Square Feet.

9) Rough dimensions of proposed building or structure: _____ Ft. x _____ Ft.

10) Height above the average elevation of the adjoining ground: _____ Ft. Number of stories: _____

11) For auditoriums, churches, clubs, lodges, meeting rooms, libraries, reading rooms, theaters, or any other facility for public assembly - Maximum capacity of proposed building or structure: _____

12) For a new commercial or industrial building - Number of employees in the largest shift: _____

13) For an addition to a commercial or industrial building or use -

A) Present number of employees in the largest shift: _____

B) Number of employees in the largest shift after said addition: _____

14) Copy of septic system installation permit from the Ogle County Health Department attached, if applicable?

Yes No. If "No", why? (Explain) _____

15) Estimated completion cost of proposed building or structure: \$ _____

16) Copy of "Drainage Permit" issued by the Ogle County Engineer. Attached? Yes No

PLEASE SIGN BELOW.

16) I certify that all of the information presented on the foregoing application and any and all other accompanying documents presented herewith, including the site plan, are complete and accurate.

(Signed) _____

.....
(OFFICE USE ONLY)

FEE: _____ DATE PAID: _____ RECEIPT NUMBER: _____

ZONING CERTIFICATE NUMBER: _____

ONE (1) COPY TO HEALTH DEPT. _____ STATE PLUMBING INSP. _____

HEALTH DEPT. COMMENTS: _____

HOUSE NUMBER/RURAL ADDRESS ASSIGNED: _____

Rev. January 3, 2006

Ogle County Planning & Zoning Department

911 W. Pines Road
Oregon, IL 61061
(815) 732-1190
Fax: (815) 732-2229

EFFECTIVE: July 1, 2011

TO ALL BUILDERS OF NEW COMMERCIAL STRUCTURES

This is to inform you that under Public Act 096-0704, effective July 1, 2011, in order to obtain an Occupancy Certificate from the Ogle County Planning & Zoning Department, which is required prior to occupying any building or structure, you will now be subject to the enforcement of building codes. The new law states that in any municipality that has not adopted a building code or in the unincorporated area of a county that has not adopted a building code, the following shall apply to commercial structures, not including single or two-family structures or farm buildings:

Public Act 096-0704

Section 5. The Capital Development Board Act is amended by adding Section 10.09-1 as follows:

(20 ILCS 3105/10.09-1 new)

Sec. 10.09-1. Adoption of building code; enforcement.

(a) After July 1, 2011, no person may occupy a newly constructed commercial building in a non-building code jurisdiction until:

(1) The property owner or his or her agent has first contracted for the inspection of the building by an inspector who meets the qualifications established by the (Capital Development) Board; and

(2) The qualified inspector files a certification of inspection with the municipality or county having such jurisdiction over the property indicating that the building meets compliance with the building codes adopted by the (Capital Development) Board for non-building code jurisdictions based on the following:

(A) The 2006 or later editions of the following codes developed by the International Code Council:

- (i) International Building Code;
- (ii) International Existing Building Code; and
- (iii) International Property Maintenance Code.

(B) The 2008 or later edition of the National Electrical Code NFPA 70.

(b) This Section does not apply to any area in a municipality or county having jurisdiction that has registered its adopted building code with the (Capital Development) Board as required by Section 55 of the Illinois Building Commission Act.

(c) The qualification requirements of this Section do not apply to building enforcement personnel employed by jurisdictions as defined in subsection (b).

(d) For purposes of this Section:

"Commercial building" means any building other than a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or townhomes or a farm building as exempted from Section 3 of the Illinois Architecture Practice Act.

"Newly constructed commercial building" means any commercial building for which original construction has commenced on or after July 1, 2011.

"Non-building code jurisdiction" means any area of the State not subject to a building code imposed by either a county or municipality.

"Qualified inspector" means an individual qualified by the State of Illinois, certified by a nationally recognized building official certification organization, qualified by an apprentice program certified by the Bureau of Apprentice Training, or who has filed verification of inspection experience according to rules adopted by the Board for the purposes of conducting inspections in non-building code jurisdictions.

(e) New residential construction is exempt from this Section and is defined as any original construction of a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or townhomes in accordance with the Illinois Residential Building Code Act.

(f) Local governments may establish agreements with other governmental entities within the State to issue permits and enforce building codes and may hire third-party providers that are qualified in accordance with this Section to provide inspection services.

(g) This Section does not regulate any other statutorily authorized code or regulation administered by State agencies. These include without limitation the Illinois Plumbing Code, the Illinois Environmental Barriers Act, the International Energy Conservation Code, and administrative rules adopted by the Office of the State Fire Marshal.

(h) This Section applies beginning July 1, 2011.

PLAIN ENGLISH:

In order to obtain an Occupancy Certificate for a newly constructed commercial structure, construction of which has commenced after July 1, 2011, the builder/owner will be required to present this office with a certificate of inspection, signed by an inspector who is qualified under the terms of Public Act 096-0704 (above). Once a certificate of inspection is presented to this office and an inspection conducted, the Occupancy Certificate will be issued, provided the provisions of the *Ogle County Amendatory Zoning Ordinance* have been met.

I, _____, hereby certify that I have received, read, understand, and will comply with the above requirements of Public Act 096-0704.

Signature

Dated this _____ Day of _____, 20_____.

GUIDELINES FOR TECHNICAL SUBMISSIONS

From "Manual for Code Enforcement Officials and Design Professionals To Comply with the Illinois Architecture Practice Act, Illinois Professional Land Surveyor Act, Illinois Professional Engineering Act, and Illinois Structural Engineering Practice Act" published by the State of Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, August 2012.

“Technical submissions” are the designs, drawings, specifications, studies, and other technical reports and calculations that establish the standard of quality for materials, workmanship, equipment, and the systems, and are prepared, signed and sealed in the course of a design professional's practice in conformance with all applicable laws, codes and ordinances. Technical submissions may include manufacturer's/contractor's fabrication details of components/systems which require the design and seal of a licensed design professional. Technical submissions intended for use in construction in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

The following guidelines for technical submissions are oriented toward a typical commercial or institutional building project and are directed toward the usual submissions submitted to a code enforcement official for the purpose of obtaining a construction permit. Special use facilities, such as industrial plants, large multi-story buildings, amusement park rides, etc., will require different types of technical submissions. In any case, the following guidelines must not be construed as the complete set of documentation required to implement a typical construction project.

Code officials shall not issue a construction permit unless the technical submissions have been signed and sealed by appropriate design professionals.

Technical Submissions Reviews

Technical submissions for construction projects filed for approval for buildings, structures, or engineering works and plats of survey are to be prepared under the direct supervision and control of the design professional sealing and signing the documents. Such documents are generally reviewed by the code enforcement official to assure conformance with local laws, zoning, deed restrictions, codes and regulations, as well as applicable State and Federal laws. Technical submissions for all non-exempt (regulated) buildings or works are to have the seal(s) and original signature(s) of the design professional(s) with a current valid license who prepared or caused the submissions to be prepared. Seals shall be affixed in accordance with the respective Acts. When required by the local jurisdiction, technical submissions for exempt projects shall also comply with all standards and codes, as well as the Architecture Act, and shall be signed and sealed by the responsible architect.

In most cases, plans and specifications for buildings, structures or engineering works must be prepared by Illinois licensed design professionals. In some instances, plans and specifications for exempt buildings may not require the services of a licensed architect. However, local jurisdictions may require the services of a licensed architect even for exempt buildings. Local jurisdictions have the right to enact ordinances more stringent than those of the State.

Technical submissions submitted to the code enforcement official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. Scope of the work;
2. Building code compliance;
3. Structural integrity;
4. Life safety assurance;
5. Architectural and environmental barriers;
6. Electrical and mechanical system design details;
7. Industrial process design details including analysis of operational hazards.

The minimum required technical submissions will depend upon the size, nature and complexity of the project. All technical submissions must comply with the design professionals Acts and Rules, and follow a reasonable standard of care. They should contain sufficient information about the design basis and assumptions to permit review and reproduction of the design solution.

Technical submissions include (but are not limited to):

1. Drawings

(Some of the data may be included in other technical submissions such as specifications, studies, or calculations)

a. Cover Sheets

- (1) Project shall be identified.
- (2) Project address.
- (3) The Professional Design Firm(s) and the firm registration number(s) issued by the Department of Financial and Professional Regulation shall be shown.
- (4) All applicable codes utilized on the project shall be listed.
- (5) Index of all drawings shall be included.
- (6) Seal(s) and signatures(s) of responsible design professional(s) and indication as to which of the indexed drawings the seal applies, the expiration date of the license, and registration number of the Professional Design Firm shall be affixed.
- (7) Other items required by the local enforcement agency shall be included.

It is common for technical submissions to contain drawings prepared by several professionals (i.e. architect, structural engineer, professional engineer, and professional land surveyor). Each design professional will seal and sign that portion of the technical submissions for which they are responsible. Therefore, one set of technical submissions may contain drawings that bear the seal and signature of more than one licensed design professional and professional design firm

b. Land Surveys

- (1) Boundary Survey - A boundary survey establishes the location of property lines in relation to well recognized and established points of reference, adjoining properties, and rights of way. It shows angles, bearings or azimuths, linear

dimensions and curves. Typically, boundary surveys may also show improvements (buildings, roadways, utilities, etc.), rights of way, easements, vegetation, FEMA flood plain designations, and required setbacks. Boundary surveys can only be prepared by professional land surveyors.

(2) Topographic Survey - A topographic survey shows the horizontal and/or vertical locations of existing natural or man-made features of a particular piece of land. A topographic survey may also depict land boundaries, in which case it is a boundary and topographic survey. A licensed professional engineer knowledgeable in topographical survey may perform a topographic survey specific to his/her design project. A licensed professional engineer may not, however, offer topographic surveying services independent of his/her specific design project. A boundary and topographic survey can only be prepared by a professional land surveyor.

c. Site Plan

A site plan shows the proposed building location as it relates to the property. It may also show existing and proposed utilities, roadways, topography, drainage and other improvements. If a site plan shows any technical information, such as dimensions or bearings, relating to boundaries, the site plan must be signed and sealed by a professional land surveyor, as well as the design professional responsible for the proposed conditions. This includes the case where a boundary survey of existing conditions is used as an underlay or background for the proposed conditions.

d. Floor, Roof and Reflected Ceiling Plans

e. Exterior Elevations

f. Building Sections and Wall Sections

g. Foundation Plan - Geotechnical reports must be prepared by or under the supervision of a licensed professional engineer.

h. Floor and Roof Framing Plans

i. Mechanical System/Mechanical Arrangement Drawings - No part of the mechanical design may be delegated by the design professional via a "performance specification" to a mechanical contractor who is not a licensed design professional.

j. Plumbing System

k. Fire Protection

l. Fire Suppression System - No part of the fire suppression system may be delegated by the design professional via a "performance specification" to a contractor who is not a licensed design professional.

m. Electrical System - No part of the electrical design may be delegated by the design professional via a "performance specification" to an electrical contractor who is not a licensed design professional.

2. Structural Calculations

When required by the code enforcement official, provide calculations for the structural system of the project for both vertical and lateral loads. For computer analyses, sufficient input, output, design assumptions and other information should be submitted to permit review and reproduction of the calculations.

3. Specifications

4. Addenda and Changes

5. Quality Standards

Sealing and Signing Plans and Specifications

By affixing the design professional's seal and signing the technical submissions, the design professional affirms that the technical submissions submitted to the code enforcement official for review and permit issuance have been prepared by or under the direct supervision and control of that licensed design professional and to the best of the design professional's knowledge and belief those documents comply with applicable laws, codes and ordinances. Design professionals can affix their seal and signature only to work that they have prepared themselves, or was prepared under their supervision. Code enforcement officials may question the licensee or request documentation to ensure that the work was legitimately provided by or under the supervision of the licensee, and that the design professional did not engage in illegal "plan stamping." ("Plan stamping" is affixing a seal and signature to work not performed by the licensee or under their supervision, for which the licensee has little or no personal knowledge.)

In addition to the drawings and project manuals which are sealed and signed, all loose individual copies of drawings or specifications, change orders that alter technical submissions, and other documents utilized as technical submissions to the code enforcement official shall also bear the design professional's seal and signature.

Permit Issuance

Permits for construction should be issued only for projects which comply with the above requirements. Before a permit can be issued by the local jurisdiction, special permits may be required from the Illinois Historic Preservation Agency, the U.S. or Illinois Environmental Protection Agency, the U.S. or Illinois Department of Transportation, the U.S. Army Corps of Engineers, Department of Natural Resources, the U.S. Coast Guard, Federal Aviation Administration, or other federal, state or local agencies and jurisdictions. The owner or design professional(s) should investigate fully what codes and regulations pertain to the project and the site.

Modifications of Technical Submissions

No modifications to technical submissions shall be made except by the design professional(s) of Record who signed and sealed the documents. The code enforcement official may require that such modifications be filed with the approving jurisdiction. All modifications shall be treated the same as the original documents, and shall bear the seal and signature of all pertinent design professionals.