

VILLAGE OF MACKINAW BUILDING PERMIT

- A building permit is required for all construction and must be obtained seven days before construction begins.
- A pavement permit is required for all construct, reconstruct or resurface (exclusive of sealcoating) any asphalt, concrete or similar pavement type surface on any lot within the Village. There shall be no fee for a pavement permit.
- New construction of a home, commercial or industrial requires a building permit, pavement permit and if water and/or sewer hookup is required application of connection. Please note there are two (2) applications for connection Mackinaw corporate limits and Heritage Lake.
- There are different fees for sheds, garages and demolition. Please see attached for the list of fees for your particular project. Fees are based on the square footage of the footprint of the building including the garage for new homes. Currently the fee charged is \$6.00 per one hundred (100) square feet.
- Following is some pertinent information of requirements for building:
 - ❖ Required setbacks for new residential are twenty-five (25') feet from the front lot lines, twenty-five (25') feet from rear lot lines and ten (10') feet from the side lot lines.
 - ❖ Required setbacks for commercial areas are zero (0') feet from the lot line for front yard; unless a fuel storage is in front then ten (10') from the lot line for front yard, twenty (20') from lot line for rear yard and zero (0') from lot line for side yard.
 - ❖ Required setbacks for industrial areas are zero (0') feet from any lot line.
 - ❖ Fence height requirements: front property and side property to building setback cannot exceed four (4') feet. Side and rear property from building setback cannot exceed eight (8') feet.
 - ❖ The combined square footage of the footprints of all buildings on a lot cannot exceed thirty (30%) percent of the square footage of the lot.
 - ❖ Building height cannot exceed thirty-five (35') feet, detached accessory structure cannot exceed twenty-five (25') feet or the height of the existing principal structure and shed walls cannot exceed eight (8') feet in height.
- Pole buildings are only allowed to be constructed on lots containing at least 1.5 acres and only after the principle residence has been constructed.

PLEASE NOTE: Damage to curb stop or service connection by subsequent construction activity will be responsibility of contractor or homeowner.

***If you have any other questions pertaining to General regulations and land usage, see Chapters 9 and 15 of the Village Code, this information can be found on the Village website www.mackinawil.gov or at the Village office during regular office hours. Be advised that all building construction is subject to the code of ordinances. We do not enforce any local covenant rules.**

PERMIT# _____

**VILLAGE OF MACKINAW
BUILDING PERMIT APPLICATION**

**100 E. Fast Ave., PO Box 500
Mackinaw, IL 61755**

Phone: (309) 359-5821

Fax (309) 359-8704

Zoning Officer – Joe McGrath

(PLEASE PRINT)

Name and Address of Property Owner: _____

Phone Number: _____

Address of Proposed Construction: _____

Name and Address of Contractors: _____

Contractor's Phone Number: _____

LEGAL DESCRIPTION OF PREMISES

1. Subdivision: _____

(Subdivision, Lot Number and Block Number)

2. Size of Lot: _____

3. Corner or Interior: _____

4. PIN Number: _____

5. Existing Buildings: _____

TYPE OF WORK

Check one and describe proposed use

1. Main or Principal Structure: _____

2. Type of Construction: _____

(Conventional, Modular, or Manufactured)

3. Accessory Structure: _____

4. Shed: _____

(Size of Shed)

5. Deck or Porch: _____

6. Demolition: _____

7. Fence: _____

(Type and Height)

8. In-Ground Pool: _____

(Size and Gallons)

9. Solar Energy System: _____

(Residential Roof Mount Only)

DETAILS OF PROPOSED CONSTRUCTION

1. Size of Building in Feet: _____
 2. Height of Building in Feet: _____
 3. Depth of Building in Feet: _____
 4. Number of Stories: _____
 5. Size of Front Yard: _____
(Measure from property line to structure)
 6. Size of Side Yard: _____
(List both sides measured from property line to structure)
 7. Size of Rear Yard: _____
(Measure from rear property line to structure)
 8. Present Classification: _____
(Residential, Commercial, Industrial, Agricultural)
 9. Estimated Cost: _____
-

ALL applications shall be accompanied by plans and specifications including a plot plan drawn to scale including the following:

1. Actual dimensions of the lot for the proposed construction.
2. Size, shape and location of the structure to be constructed.
3. Size, shape and location of all existing structures located on lot.
4. Entrance/Exit from the street.
5. Other information as may be necessary for proper administration and enforcement of the Zoning Code.

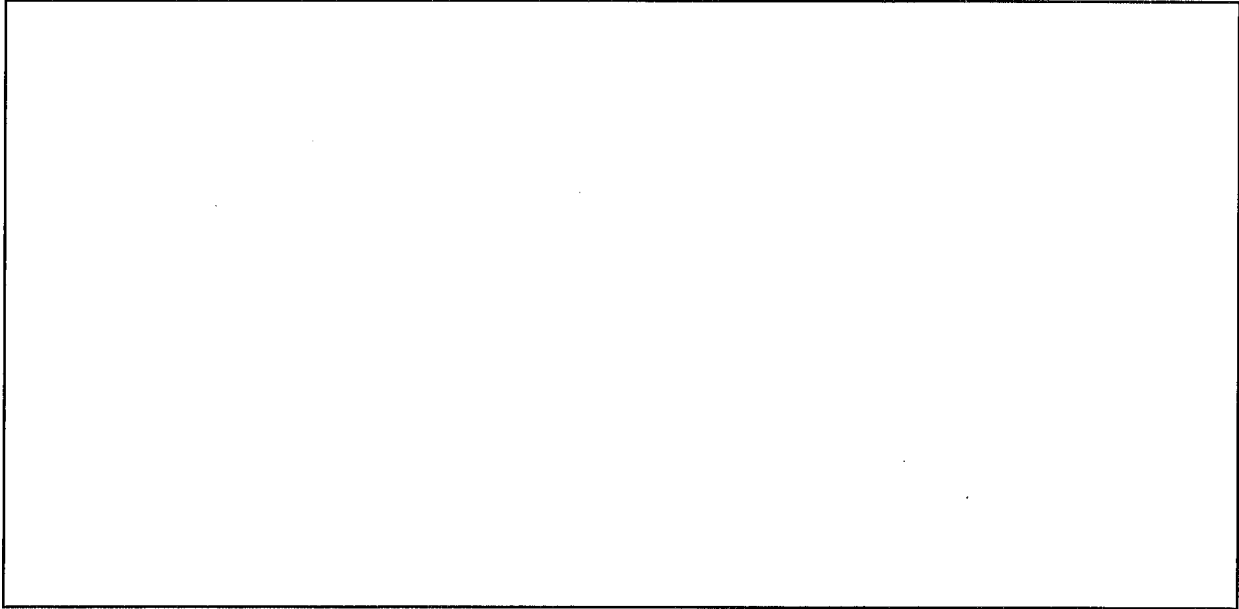
The information listed above is hereby factual and shall be used for the consideration of the issuance of a building permit within the limits of the Village of Mackinaw. I agree to conform to all provisions of Chapter 153 of the Village of Mackinaw Zoning Code of Ordinances. I also state that all listed proposed and existing building of the property shall be used or allowed to be used for only the purpose(s) that are set forth or permitted for its zoning classification.

Date

Owner/Applicant

**NOTE: ALL PERMIT APPLICATIONS FOR NEW
CONSTRUCTION MUST BE ACCOMPANIED BY TWO
SETS OF PLANS.**

ZONING APPLICATION DIAGRAM



NOTE: All construction authorized by this permit shall begin within six (6) months after the date issuance or the permit shall automatically become void and fees forfeited.

Authorized construction shall be completed within one (1) year for any new construction and within six (6) months for remodeling (or construction on existing improvements) or permit holder will be subject to fines set forth in the Village Code, §153.999. In the event of unavoidable delays occur during construction and the contractor can prove satisfaction to the Zoning Officer a reasonable extension may be granted.

Within thirty (30) days following the expiration of the construction time period of the work authorized by this permit, the permit holder shall seek final inspection by notifying the Zoning Officer who shall make such final inspection promptly.

Applications for Certificate of Occupancy (new construction only) are available at the Village office and must be completed within thirty (30) days following the expiration of the construction time period of work authorized by this permit.

OFFICE USE ONLY

Fee Paid: _____
Check Number: _____
Cash: _____
Date: _____
Authorized Signature: _____
Permit Number: _____
Final Inspection
Completed Signature: _____
Date of Final Inspection: _____

ORDINANCE NO. 905

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO CONSTRUCTION FENCING

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW:

SECTION 1: Chapter 136 of the Village Code of the Village of Mackinaw is hereby amended by adding a new §136.11 which shall be as follows:

§136.11 COVERING OR FENCING EXCAVATION OR BASEMENT.

The corporate authorities of the Village of Mackinaw find and determine that unbarricaded, unfenced, and unsecured excavations of greater than eighteen inches in depth, and partially completed but unfinished basements pose a threat to public safety. At all times, any excavation of greater than eighteen inches in depth, and any partially completed basement shall be barricaded, fenced or secure in a method and manner compliant with the minimum standards set forth in this Section. The obligation to fence, barricade or secure a partially completed basement shall terminate when the floor joists and subfloor are installed. The minimum requirements for fencing, barricading, or securing excavations or partially completed basements are as follows:

- (a) Fencing, barricades or barriers used shall be a minimum of thirty-six inches in height
- (b) Fencing, barricades, or other barriers shall fully enclose and surround the excavation or uncompleted basement without any gaps, openings, or voids in the perimeter
- (c) The fencing, or other barriers shall not have any tears, rips, seams, or openings greater than one square foot in size.

Plastic snow fencing installed securely with posts shall satisfy the minimum required standards under this Section. Fencing, barricades or barriers shall be installed at the start of any excavation, or when construction begins on a basement and shall be maintained until excavation is completed and the excavation has been backfilled. The depth of the excavation shall be measured from the lowest point of the excavation to the prevailing grade immediately surrounding the excavation.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect 10 days after publication thereof as provided by law.

RESOLUTION (Pending vote 7/27/20)

A RESOLUTION ESTABLISHING THE FEE TO BE CHARGED PURSUANT TO SECTION
153 OF THE VILLAGE CODE OF THE VILLAGE OF MACKINAW

BE IT RESOLVED by the Board of Trustees of the Village of Mackinaw as follows:

SECTION 1: The following fees shall be charged in connection with Zoning Fees, Permits, and
Applications:

A. The following fees shall be charged for the processing of application and the issuance of
Zoning Use Permits, and shall be collected by the Zoning Officer, who shall be
accountable to the Village for such fees:

- | | |
|--|---------|
| 1. New construction of a main or principal structure of one thousand (1,000) square feet of floor area or less | \$60.00 |
| 2. New construction of a building of more than one thousand (1,000) square feet of floor area per 100 square feet of floor area or additional fractional thereof | \$ 6.00 |
| 3. New construction of an accessory structure | \$40.00 |
| 4. New construction of a storage shed | \$20.00 |
| 5. Alter, remodel, or extend a major or principal structure for the first three hundred (300) square feet of floor area or less | \$18.00 |
| 6. Alter, remodel, or extend an accessory structure | \$20.00 |
| 7. Establish a use of land where no structure is involved | \$70.00 |
| 8. Move a structure from one lot to another | \$30.00 |
| 9. To demolish any structure, whether accessory or principal structure | \$10.00 |
| 10. Applications or petitions for variance, special use, change in use, or amendments | \$70.00 |
| 11. New construction of installing fencing | \$10.00 |
| 12. New construction of installing in-ground pool | \$25.00 |
| 13. Solar Energy Systems installation | \$50.00 |

SECTION 2: If any section or part of this Resolution is held invalid, it shall not affect the validity of the remainder of this resolution.

SECTION 3: This Resolution shall be in full force and effect from and after its passage.

Adopted this ____ day of _____, 2020.

Craig M. Friend, President of the Board of Trustees
of the Village of Mackinaw

ATTESTED TO:

Village Clerk of the Village of Mackinaw

AYES: _____

NAYES: _____

ABSENT: _____

PAVEMENT PERMIT# _____

**VILLAGE OF MACKINAW
PAVEMENT PERMIT APPLICATION
100 E. Fast Ave., PO Box 500
Mackinaw, IL 61755**

Phone: (309) 359-5821

Fax (309) 359-8704

Zoning Officer – Joe McGrath

(PLEASE PRINT)

Name and Address of Property Owner: _____

Phone Number: _____

Address of Proposed Construction: _____

Name and Address of Contractors: _____

Contractor's Phone Number: _____

SIZE OF PAVEMENT IN FEET

1. Front: _____

2. Right: _____

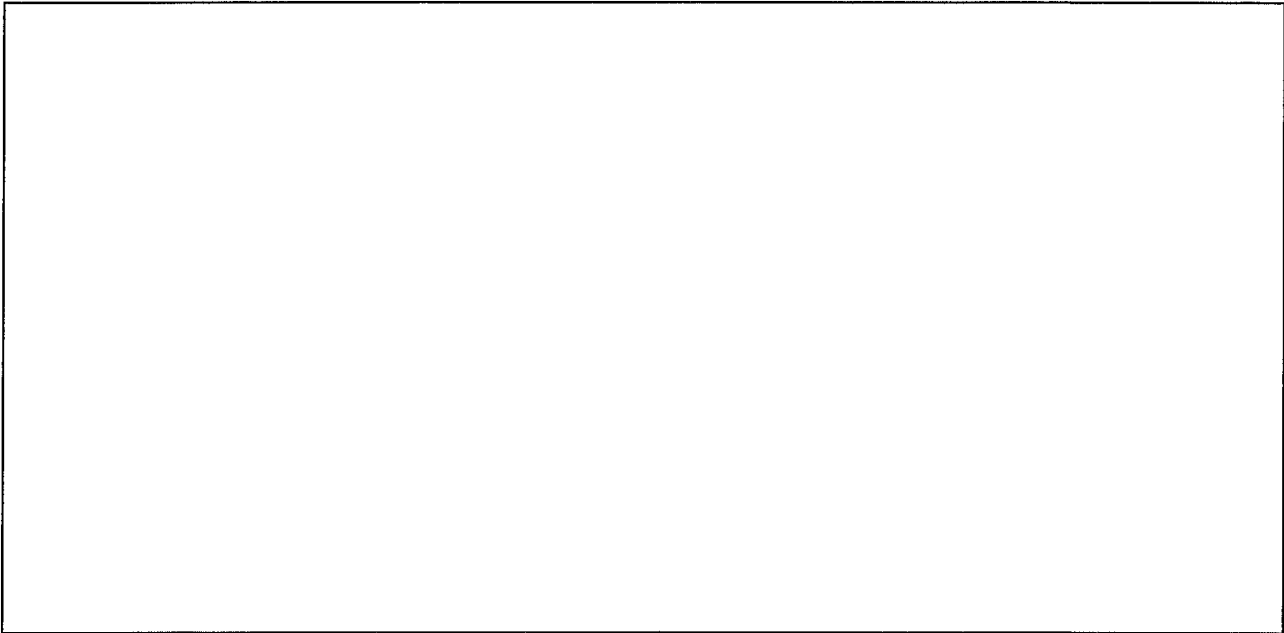
3. Left: _____

4. Rear: _____

Date

Owner/Applicant

ZONING APPLICATION DIAGRAM



NOTE: All pavement authorized by this permit shall begin within six (6) months after the date issuance or permit shall automatically become void and fees forfeited.

Authorized pavement shall be completed within one (1) year for any new construction and within six (6) months for remodeling (or construction on existing improvements) or permit holder will be subject to fines set forth in Village Code, Section 153.999. In the event of unavoidable delays occurring during construction and the contractor can prove satisfaction to the Zoning Officer a reasonable extension may be granted.

Within thirty (30) days following the expiration of the construction time period of the work authorized by this permit, the permit holder shall seek final inspection by notifying the Zoning Officer who shall make such final inspection promptly.

OFFICE USE ONLY

Date: _____

Zoning Officer Signature: _____

Public Works Signature: _____

Pavement Permit Number: _____

ORDINANCE NO. 945

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO PAVEMENT PERMITS

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW:

SECTION 1: Chapter 153 of the Village Code of the Village of Mackinaw is hereby amended by inserting a new §153.038 which shall be as follows:

§153.038 PAVEMENT PERMIT. No person shall construct, reconstruct or resurface (exclusive of sealcoating) any asphalt, concrete or similar pavement type surface on any lot within the Village of Mackinaw whether such pavement surface is intended as a driveway, a patio, a basketball court, or for any other purpose without first having applied for and obtained a permit pursuant to Chapter 153 of the Village Code from the Village of Mackinaw. There shall be no fee for a pavement permit. The application for a pavement permit shall be on a form supplied by the Village of Mackinaw.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect 10 days after publication thereof as provided by law.

SECTION 4: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance.

March 1, 2023

VILLAGE OF MACKINAW

Application for Connection to Water and or Sewer

Meter #: _____ Construction Address: _____

Name: _____

Billing Address: _____

City/State/Zip: _____

Phone Numbers: _____

I hereby apply for a permit to connect the above property to the Village of Mackinaw: water/sewer system (designate one or both by circling). I attest that all rules, regulations, conditions, and provisions of Chapter 51 of the Public Works Section of the Village Code of Ordinances and any other ordinance of the village relating to the Waterworks and Sewage Systems will be complied with.

Signature and Date

Some of the key rules and regulations covering water and sewer connections are:

1. Payment of tap-on fees which have been set by the Village Board are required before connection can be made to the water/sewer systems. A SEVEN-DAY NOTICE IS REQUIRED FOR ALL TAP-ONS.
2. In addition to the tap-on fee, the property owner is responsible for the cost of pipe, materials and labor required to run the service connection from either the main into the owner's property (sanitary sewer) or the curb stop (water) to the premises served.
3. Work shall be done by a qualified, licensed contractor subject to inspection. All materials used must comply with specifications set forth in Village ordinances and all work is subject to inspection by Village personnel.
4. If owner's property does not have access to water or sewer main, an extension of the existing water/sewer main may be necessary. Subject to terms and conditions of village ordinances, a property owner desiring to extend water or sewer mains for the benefit of his property may do so at their expense. (See chapter 51.085 and 51.102 of the Village Code of Ordinances for the specific requirements relating to such extensions.)
5. **For connections that require boring under the street, the property owner shall be responsible for the additional cost of the bore. The additional cost for boring shall be paid before the water service is activated. (See chapter 51.106 of the Village Code of Ordinances)**
6. **All premises using the village water supply must be equipped with an adequate water meter furnished by the village and paid for by the consumer. (See chapter 51.140 of the Village Code of Ordinances)**
7. Please note the Public Works Manger makes the determination on whether an in-house water meter or a pit & vault water meter will be used on the property. Please contact the Village office for determination on what water meter will be used.

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Sewer Tap-On Fee	\$ 500.00	_____
Water Tap-On	\$ 711.57	_____
Water Meter Fee	\$ 300.00	_____
Pit & Vault Meter Fee	\$1,065.17	_____

Total Fees \$ _____

The above applicant has paid applicable fees in the amount of \$ _____, check # _____ and is hereby authorized to connect to the Village water/sewer system.

Copies to: Applicant
 Public Works Manager
 Public Works Assistant
 Original to be filed with Collector

(Authorized Signature/Date)

HERITAGE LAKE

Application for Connection to Water

Meter #: _____ Construction Address: _____

Name: _____

Billing Address: _____

City/State/Zip: _____

Phone Numbers: _____

I hereby apply for a permit to connect the above property to the Village of Mackinaw: water system. I attest that all rules, regulations, conditions, and provisions of Chapter 51 of the Public Works Section of the Village Code of Ordinances and any other ordinance of the village relating to the Waterworks and Sewage Systems will be complied with.

Signature and Date

Some of the key rules and regulations covering water connections are:

1. Payment of tap-on fees which have been set by the Village Board are required before connection can be made to the water system. A SEVEN-DAY NOTICE IS REQUIRED FOR ALL TAP-ONS.
2. In addition to the tap-on fee, the property owner is responsible for the cost of pipe, materials and labor required to run the service connection from either the main into the owner's property (sanitary sewer) or the curb stop (water) to the premises served.
3. Work shall be done by a qualified, licensed contractor subject to inspection. All materials used must comply with specifications set forth in Village ordinances and all work is subject to inspection by Village personnel.
4. If owner's property does not have access to water, an extension of the existing water main may be necessary. Subject to terms and conditions of Village ordinances, a property owner desiring to extend water for the benefit of his/her property may do so at their expense. (See chapter 51.085 and 51.102 of the Village Code of Ordinances for the specific requirements relating to such extensions.)
5. For connections that require boring under the street, the property owner shall be responsible for the additional cost of the bore. The additional cost for boring shall be paid before the water service is activated. (See chapter 51.106 of the Village Code of Ordinances)
6. All premises using the village water supply must be equipped with an adequate water meter furnished by the village and paid for by the consumer. (See chapter 51.140 of the Village Code of Ordinances)
7. Please note the Public Works Manger makes the determination on whether an in-house water meter or a pit & vault water meter will be used on the property. Please contact the Village office for determination on what water meter will be used.



Water Tap-On	\$711.57	_____
Water Meter Fee	\$300.00	_____
Pit & Vault Meter Fee	\$1,065.17	_____
Total Fees	\$	_____

The above applicant has paid applicable fees in the amount of \$ _____, check # _____ and is hereby authorized to connect to the Village water system.

Copies to: Applicant _____ (Authorized Signature/Date)
 Public Works Manager
 Public Works Assistant
 Original to be filed with Collector