



# City of Pana, Illinois

## Building Permit Application

*Pursuant to Pana City Code Chapter 25, Section 25-102*



This is an application only and does **not** constitute a permit or permission to build or construct.

The owner of the property and the contractor of the structure are both required to sign this permit application. The information provided with the application must be true and accurate, adhere to all City of Pana ordinances ([https://library.municode.com/il/pana/codes/code\\_of\\_ordinances](https://library.municode.com/il/pana/codes/code_of_ordinances)) and adhere to any codes the city has adopted.

Our office will provide you with a copy of the appropriate city ordinance that pertains to your project. If you have any questions regarding this building permit application or the ordinance, call 217-562-2741.

The following items are important for your application to be considered:

- This building permit packet must be completed in its entirety
- The construction area must be accurately marked using flags provided by the city
- A JULIE dig number must be provided
- A site plan must be drawn out on the form provided
- Owner is responsible for locating property pins. City recommends use of a licensed land surveyor

Other items to consider as you prepare for your construction project:

- A survey by a licensed land surveyor will be required for any fences or structures that are near property lines
- No structure will be allowed over any service line unless approved by the Utility Company
- Building permits are valid for only 90 days
- The city reserves the right at any time to require that you provide a survey from a licensed land surveyor
- Starting any construction before the actual permit is issued will result in a citation being assessed in any amount between \$50.00 - \$750.00
- Having inaccurately marked property lines or setbacks can result in civil action

By signing this application, I understand that both the owner and the contractor take full responsibility if the property lines or setbacks are not accurate or true. Failure to comply with applicable codes may result in a stop order, fines, penalties or removal of improper work.

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Signature of Owner

Date

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Signature of Contractor

Date



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Date Of Applicaton: \_\_\_\_\_

Applicant Name

Applicant Phone No.

Address

City

State

Zip Code

Address of construction site if different

Lot Size: \_\_\_\_\_ Parcel No: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Contractor Name

Contractor Phone No.

Address

City

State

Zip Code

**JULIE Dig Number (1-800-892-0123)**

Type of construction: \_\_\_\_\_

*If any of the below are not applicable, leave blank*

Material of Structure:  Wood  Metal  Other: \_\_\_\_\_

Type of Siding:  Vinyl  Metal  Other: \_\_\_\_\_

Type of Roof:  Shingle  Metal  Other: \_\_\_\_\_

City Water Hook-up:  Yes  No City Sewer Hookup:  Yes  No

Tapping Permit:  Yes  No

If on a Lake Lot:  Well  Septic  Holding Tank

Value of Construction: \$ \_\_\_\_\_ Permit fee: \$ \_\_\_\_\_

Signature of Applicant

Date

Office use only

Issued  Yes  No

Ordinance Officer Signature

Date

If denied, explain: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Cash

Check

Check #: \_\_\_\_\_



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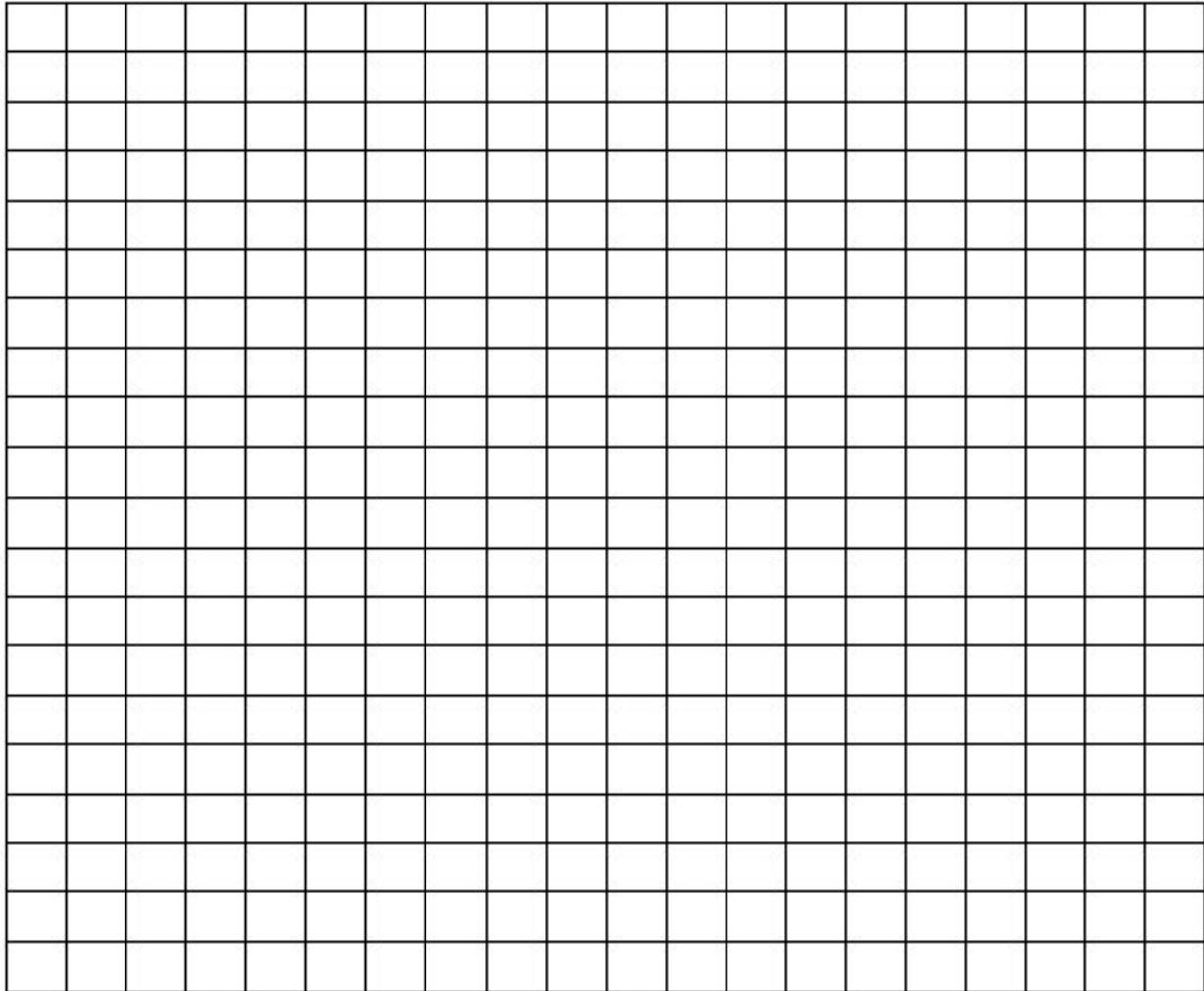
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**SHOW ALL EXISTING AND PROPOSED BUILDINGS OR STRUCTURES ON SITE PLAN; INCLUDE ALL DEMENSIONS, SETBACKS AND DISTANCES BETWEEN STRUCTURES (SEE ADDITIONAL PAGES FOR INFORMATION).**

**NOTE: Other structures should include but not be limited to: sheds, pools, fences, carports, garages, barns, etc.**

**OWNER IS REQUIRED TO LOCATE ALL PROPERTY PINS**



**LOT DIMENSIONS: LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ SQ. FEET \_\_\_\_\_**

**SET BACKS: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDES \_\_\_\_\_**