



**COMMERCIAL  
BUILDING PERMIT  
CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959  
BUILDING & CODE SERVICES  
Phone 618-993-2422 Fax 618-997-9577

Permit Fee: \$ _____ <input type="checkbox"/> Check _____ <input type="checkbox"/> Card <input type="checkbox"/> Cash PERMIT# _____ <p align="center">OFFICE USE ONLY</p>
--

Date: \_\_\_\_\_

**PERMIT EXPIRES 12 MONTHS FROM APPROVAL DATE**

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Location: \_\_\_\_\_ PIN# \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Zone District: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Architect Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Civil Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician: \_\_\_\_\_ City of Marion License#: \_\_\_\_\_

Plumber: \_\_\_\_\_ State License#: \_\_\_\_\_

HVAC Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Visit [www.cityofmarionil.gov](http://www.cityofmarionil.gov) for online ordinances, section 10-1-1 and 5-11-1

**COST:**

***(Omit cents)***

Cost of Improvement..... \$ \_\_\_\_\_

a. Electrical..... \$ \_\_\_\_\_

b. Plumbing..... \$ \_\_\_\_\_

c. Heating, air conditioning..... \$ \_\_\_\_\_

d. Other (elevator, etc.)..... \$ \_\_\_\_\_

**TOTAL COST OF IMPROVEMENT..... \$ \_\_\_\_\_**

**NUMBER OF OFF-STREET PARKING SPACES:**

Enclosed \_\_\_\_\_ Outdoors \_\_\_\_\_



**COMMERCIAL  
BUILDING PERMIT  
CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959

BUILDING & CODE SERVICES

Phone 618-993-2422 Fax 618-997-9577

**TYPE OF IMPROVEMENT: (check all that apply)**

- New Building
- Addition
- Repair, replacement
- Moving (relocation)
- Foundation only
- Change in Surface/Ground Elevation  
(Dirt Hauling Permit Required)**

**PROPOSED USE:**

- Amusement, recreational
- Church, other religious
- Industrial
- Parking garage
- Service station, repair garage
- Hospital, Institutional
- Office, bank, professional
- Public utility
- School, library, educational
- Stores, mercantile
- Tanks, towers
- Other, Specify \_\_\_\_\_

Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department state, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

---

---

---

---



**COMMERCIAL**  
**BUILDING PERMIT**  
**CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959

BUILDING & CODE SERVICES

Phone 618-993-2422 Fax 618-997-9577

**OWNERSHIP:**

Private (Individual, corporation, non-profit institution, etc.)

Public (Federal, State, or local government)

**TYPE OF FOUNDATION:**

Basement  Crawl Space  Slab

Sq. ft. area of living space: 1<sup>st</sup> Flr. \_\_\_\_\_ 2<sup>nd</sup> Flr. \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_

Basement area sq. ft.: Finished \_\_\_\_\_ Unfinished \_\_\_\_\_ Total Basement \_\_\_\_\_

Garage area sq. ft. \_\_\_\_\_ Deck sq. ft. \_\_\_\_\_ Covered porch sq. ft. \_\_\_\_\_

Accessory structures sq. ft. \_\_\_\_\_ description \_\_\_\_\_

Total Lot area sq. ft. \_\_\_\_\_ Total lot covered by all buildings after construction sq. ft. \_\_\_\_\_

Percent of lot coverage (total lot area covered by all buildings divided by total lot area): \_\_\_\_\_

**PRINCIPAL TYPE OF FRAME**

Masonry (wall bearing)

Wood frame

Structural Steel

Reinforced concrete

Other \_\_\_\_\_

**PRINCIPAL TYPE OF HEATING:**

Gas  Oil  Electricity  Coal  Other \_\_\_\_\_

**TYPE OF SEWAGE DISPOSAL:**

Public or private company

Private (septic tank, etc.)

**TYPE OF WATER SUPPLY:**

Public or private company

Private (well, cistern)

**TYPE OF MECHANICAL:**  Central air conditioning  Elevator  Other \_\_\_\_\_

**FIRE SPRINKLER:**  Yes  No



**COMMERCIAL  
BUILDING PERMIT  
CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959  
BUILDING & CODE SERVICES  
Phone 618-993-2422 Fax 618-997-9577

**BUILDING PERMIT ACKNOWLEDGEMENT**

**THE UNDERSIGNED acknowledges that the basic purpose of the issuance of a building permit by the City of Marion is to allow the Building Inspector to check the applicable Zoning Regulations for the property where the building is to be constructed, renovated and/or repaired.**

**THE UNDERSIGNED further acknowledges that the issuance of a building permit by the City of Marion is not an indication, assurance, evidence or guarantee by the City of Marion that the building, location, building plans or any part thereof complies with any or all applicable State or Federal statutes, codes, rules or regulations.**

**THE UNDERSIGNED further acknowledges that it is the sole responsibility of the owner and/or builder of the building to be constructed, renovated or repaired to comply with all applicable local, State and Federal statutes, codes, rules and regulations, and that the City of Marion assumes no responsibility for such compliance.**

\_\_\_\_\_  
Applicant (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

.....  
*OFFICE USE ONLY*

**APPROVED**

**DISAPPROVED**

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



**COMMERCIAL  
BUILDING PERMIT  
CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959

BUILDING & CODE SERVICES

Phone 618-993-2422 Fax 618-997-9577

**PERMIT PROCESS**

1. Complete Building Permit Application and pay fee through Building & Code Services 618-993-2422.
2. Submit 2 sets of architectural stamped prints and site plan
3. Complete Excavation Permit Application with City Clerk's Office 618-997-6281.
4. Complete Dirt Hauling Permit Application through Building & Code Services (if required).
5. After receiving the approved Excavation Permit, pay all Water and Sewer tap fees at the Water Office 618-993-5610.
6. Commercial Occupancy Permit should be applied for approximately 1-2 months before opening of business through Building & Code Services.

Once the approved Excavation Permit has been issued and all water/sewer tap fees paid the building permit will be issued.

**BEGINNING CONSTRUCTION OF A PROJECT WITHOUT OBTAINING AN APPROVED BUILDING PERMIT CAN RESULT IN A FINE OF UP TO \$750.00.**



**COMMERCIAL  
BUILDING PERMIT  
CITY OF MARION ILLINOIS**

1102 Tower Square Plaza Marion, IL 62959

BUILDING & CODE SERVICES

Phone 618-993-2422 Fax 618-997-9577

**\$10 Zoning Fee will be added to all building permit fees**

<b>COMMERCIAL RATES</b>	
Up to 50,000 sq. ft.	\$0.12 per sq. ft.
50,001 to 200,000 sq. ft.	0.10 per sq. ft.
200,001 sq. ft. & over	0.08 per sq. ft.

**Commercial Building Codes and Requirements**

2 sets of stamped prints by an Illinois Architect  
1 site plan

**Must be stated on prints:**

2009 IBC International Building Code  
2009 International Fire Code  
2000 NFPA101 (State Life Safety Code)  
2008 National Electric Code (NEC)

Illinois Plumbing Code  
Illinois Mechanical Code

A Building Permit must also be obtained for refurbishing, additions, remodeling, or repairing of commercial structures. The permit fee is based on the valuation of the project, see table below.

VALUATION	FEE
\$0 - \$1,000	\$30.00 Minimum
\$1,001 - \$5,000	\$30.00 plus \$.80 per hundred or part thereof the estimated cost over \$5,000. Maximum \$89.00
\$5,0001 - \$10,000	\$62.00 plus \$.54 per hundred or part thereof the estimated cost over \$5,000. Maximum \$89.00
\$10,001 - \$50,000	\$89.00 plus \$.44 per hundred or part thereof the estimated cost over \$10,000. Maximum \$265.00
\$50,001 - \$100,000	\$265.00 plus \$.36 per hundred or part thereof the estimated cost over \$50,000. Maximum \$445.00
\$100,001 - \$500,000	\$445.00 plus \$.29 per hundred or part thereof the estimated cost over \$100,000. Maximum \$1,605.00
\$500,001 - \$1,000,000	\$1,605.00 plus \$.27 per hundred or part thereof the estimated cost over \$500,000. Maximum \$2,995.00
\$1,000,001 - \$5,000,000	\$2,995.00 plus \$.23 per hundred or part thereof the estimated cost over \$1,000,000. Maximum \$12,355.00