

# **General Provisions of the Building Code**

## **of the City of Nokomis**

**1.) Permit Required.** It shall be unlawful to construct any building or structure, in the city where the cost of such construction exceeds five hundred dollars (\$500.00) or to alter or remodel any building or structure so as to change the bearing walls, beams, supports or the roof thereof, without having first secured a permit therefore.

**2.) Application.** Application for such permits shall be made to the clerk and shall be accompanied by plans and specifications in duplicate showing the work to be done; such plans shall be verified by the signature either of the owner of the premises, its representative, or by the architect or contractor in charge of operations.

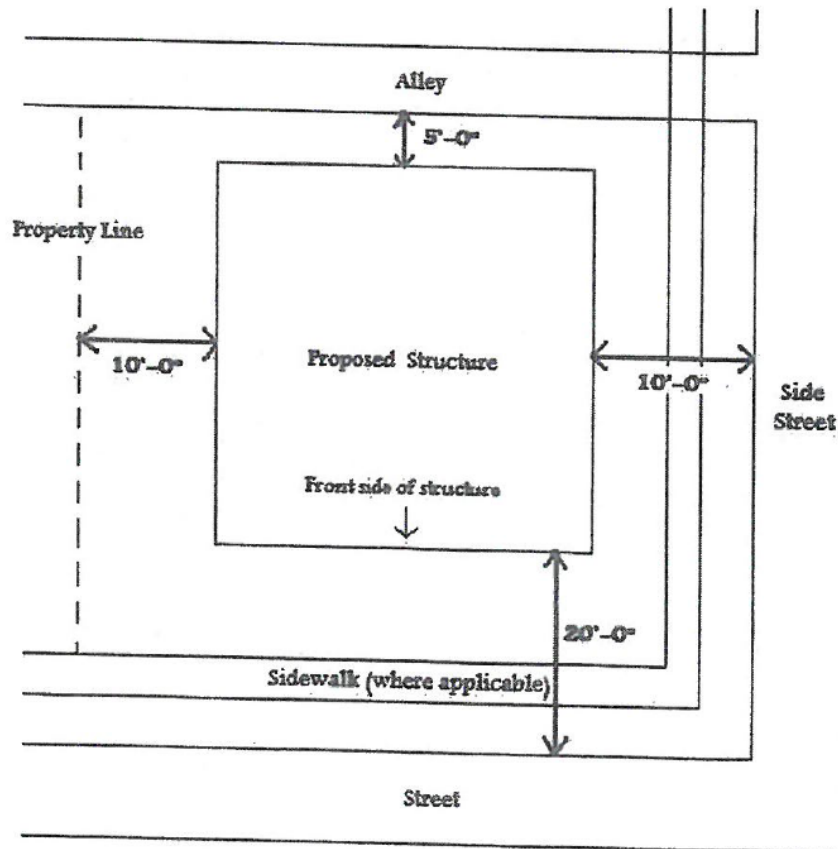
**3.) Approval of Plans.** Such application with plans shall be referred to an authorized person who shall be appointed by the City Council, who shall examine the same to determine whether the proposed operations will comply with the ordinance provisions relating thereto. Upon approval, one set of plans shall be returned by the City of Nokomis, if necessary. No permit shall be issued except after approval of the plans and payment of the fee herein provided for.

**4.) Fee.** The fee for such permits shall be one dollar (\$1.00) for the first one thousand dollars (\$1,000.00) or fraction thereof of the cost of the proposed building or alterations, and one dollar (\$1.00) for each additional one thousand dollars (\$1,000.00) or fraction thereof of such cost. Each application for a permit shall state the estimated total cost of such alteration, construction or remodeling.

**5.) Variations.** It shall be unlawful to vary from the approved plans and specifications deposited with, and approved by the City of Nokomis unless amended plans and specifications showing such proposed alteration or variation are first filed with the City of Nokomis and approved by it; if such variation involved an increase in the total cost of the work, a statement to that effect shall be made and the necessary additional fee shall be paid.

## Minimum Setback Requirements

Pictured below is a diagram of a typical property layout. Your property may be different than the diagram shown below. This illustration should only be used as a guide. The measurements noted in the illustration are the minimum setback requirements for the City of Nokomis. Please ensure that your project adheres to all minimum setback requirements as shown in the diagram below. If you have any questions concerning setback requirements, please call the Nokomis City Hall at (217) 563-2514.



**City of Nokomis**

22 S. Cedar

Nokomis, IL 62075

(217) 563-2514/ Email: [rachel@cityofnokomis.com](mailto:rachel@cityofnokomis.com)

Permit Fee: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

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

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

**BUILDING PERMIT APPLICATION**☐ **Commercial**☐ **Residential**

<b>APPLICANT</b>	Date	Applicant Name	Email
	Relationship to Project		Contact Phone No.
	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor		

<b>PROPERTY INFORMATION</b>	Owner, Tenant or Business Name		Project Address	
	City	Zip Code	County	No. of Stories
	Block/Lot (Only for New Construction)		Parcel Number (Only for New Construction)	Tract

<b>RESPONSIBLE PARTY</b>	General Contractor	Address	City	Zip Code
	Email	Phone Number		

<b>TYPE OF STRUCTURE</b>	<b>Residential</b>		<b>Commercial</b>	
	<input type="checkbox"/> Single Residence	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Office	<input type="checkbox"/> Other
	<input type="checkbox"/> Duplex	<input type="checkbox"/> Fence ( No fee)	<input type="checkbox"/> Warehouse	
	<input type="checkbox"/> Carport	<input type="checkbox"/> Storage Shed	<input type="checkbox"/> School	
	<input type="checkbox"/> Garage	<input type="checkbox"/> Other _____	<input type="checkbox"/> Fence	
			<input type="checkbox"/> Apartment	

<b>PROJECT INFORMATION</b>	<b>Scope of Project</b>		Total Cost of Improvements	Square Footage (added)
	<input type="checkbox"/> New Construction	<input type="checkbox"/> Foundation	\$	
	<input type="checkbox"/> Addition	<input type="checkbox"/> Other:	Construction Type	Materials Used
	<input type="checkbox"/> Remodel			
	<input type="checkbox"/> Repair			
	<input type="checkbox"/> Demolition			

**Don't forget to call J.U.L.I.E. before you dig at 811 or 800-892-0123**

Other Remarks:

**Warning:** The issuance of a permit does not authorize construction on, or use of, any property in violation of deed restrictions. Any misrepresentation on this application will render the permit void.

**Building permit fee: \$1 per \$1,000 of the cost of labor and materials. Fences excluded.**

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

Date \_\_\_\_\_



**Office of The  
Supervisor of Assessments  
Montgomery County  
1 Courthouse Square, Room 201  
Hillsboro, IL. 62049**

**Ray Durston, CIAO-I  
Chief County Assessment Officer**

**Phone: 217-532-9595  
Fax : 217-532-9599**

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June 9, 2014

Montgomery County Village Clerks

Re: Montgomery County Ordinance Establishing a Structural Improvement Notification Procedure

In 1996 the County Board approved the above listed ordinance requiring that a Notification of Structural Improvement be given the Supervisor of Assessments Office for any improvement or new construction of \$1000.00 or more. We are asking your help in making the public more aware of this requirement by assisting us with this process. Enclosed you will find a copy of the Supervisor of Assessments Office worksheet for starting this notification process and brief instructions on how to complete the worksheet. If your municipality issues building permits process I would ask that you give them a copy of this worksheet to them when completing your permit. If you have no permit process please give a copy of this worksheet to any taxpayer that is either adding a new structure or making an improvement to an existing structure. After completion the worksheet should be returned to our office for processing. When the process is completed a copy of the notification will be mailed to the taxpayer and filed in our office. There is no fee for filing this notice but there can be a fine of up to \$500 for not doing so. If you have any questions or would like additional copies of this worksheet please contact our office or you can go to [www.montgomeryco.com](http://www.montgomeryco.com) then open the Supervisor of Assessments page the click on the Structural Improvement tab on the left side of the page and print the worksheet as needed.

Thank you for your assistance.

Sincerely,

Ray Durston CCAO



**Montgomery County Structural Improvement Assessment Office Work Sheet  
Instructions**

Check the appropriate circle: On Worksheet

- ☐ Improvement to an existing structure only and a new 911 address is not needed
- ☐ New structure that will require a new 911 address (includes: houses, barns, sheds, etc.).

Enter Property owner name and address, improvement information, an estimated starting date and a cost estimate. The property number and legal description is available from the Supervisor of Assessments Office. Notification number will be assigned by the Supervisor of Assessments upon completion.

Return work sheet to the Supervisor of Assessments Office. Please call if you have any questions. Property owners can complete the worksheet by phone if they prefer.

Montgomery County

Supervisor of Assessments

1 Courthouse Square Room 201

Hillsboro, IL 62049

Phone: 217-532-9595

Fax: 217-532-9599

Email: [assessor@montgomeryco.com](mailto:assessor@montgomeryco.com)

Notification of Building Construction/Improvement and New 911 Address Assignment - Montgomery County, Illinois

All persons shall be required to provide notice of building construction/improvements to real property in Montgomery County. The term "Building construction/improvements" includes but is not limited to all houses, garages, barns, sheds, storage units, of any kind, commercial buildings, etc. Failure to file a Notification of Building Construction/Improvement prior to construction shall constitute an offense punishable by fine up to \$500.00 each day in which work proceeds and each day following completion of the structure shall constitute a separate offense.

Check One:

- ☐ Improvement to an existing structure only and a new 911 address is not needed
- ☐ New structure that will require a new 911 address (includes: houses, barns, sheds, etc.).

Property No.: \_\_\_\_\_

Notification No.: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Road Name Driveway: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Alternate No.: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Commercial \_\_\_\_\_ Home \_\_\_\_\_ Out Building \_\_\_\_\_ Other: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_

Legal Description

Township Name: \_\_\_\_\_

Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Range: \_\_\_\_\_

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

Lot/Land Size: \_\_\_\_\_

Tax Group Code No: \_\_\_\_\_

Your legal description can be obtained from your assessor or the Supervisor of Assessments office.

This acknowledgement satisfies the Montgomery County Notification Process.  
All other city, township, subdivision and state ordinances must be followed!