

VILLAGE OF MANHATTAN

APPLICATION DATE: _____

260 MARKET PLACE, MANHATTAN, IL 60442

P: 815-418-2042 F: 815-478-5103

INSPECTION HOTLINE: 815-418-2060

BUILDING@VILLAGEOFMANHATTAN.ORG

VALUE OF WORK: _____

\$ _____

BUILDING PERMIT APPLICATION

(For minor permits, not additions or new construction)

PERMIT TYPE

PERMIT # _____

☐ ACCESSORY STRUCTURE (i.e. Detached Garage)	☐ DECK	☐ ELECTRIC SERVICE UPGRADE	☐ EVENT TENT
☐ FENCE	☐ FURNANCE	☐ GENERATOR	☐ HOT TUB
☐ LAWN SPRINKLER SYSTEM ☐ Waiver	☐ PERGOLA/ROOF STRUCTURE	☐ ROOF/SIDING/GUTTERS	☐ SOLAR PANELS
☐ PATIO/FLATWORK/DRIVEWAY ☐ Under 225 sq ft ☐ Over 225 sq ft ☐ Concrete/Asphalt ☐ Brick/Paver ☐ With handrails/steps ☐ Without handrails/steps	☐ SHED ☐ Over 60 sq ft ☐ With foundation ☐ Without foundation ☐ Pre-manufactured ☐ Not pre-manufactured	☐ SIGN ☐ Ground ☐ Wall ☐ With electric ☐ Without electric	☐ ABOVE-GROUND POOL ☐ With deck ☐ Without deck
	☐ OTHER		☐ INGROUND POOL ☐ POOL HEATER-separate ☐ WINDOWS

****PLAT OF SURVEY (IF NEEDED): DO NOT PROVIDE ORIGINAL COPY. VILLAGE HALL DOES NOT KEEP PLATS ON FILE.****

DESCRIPTION OF WORK

PROPERTY INFORMATION:

STREET ADDRESS	SUBDIVISON	HOA
		☐ YES ☐ NO

PROPERTY OWNER INFORMATION:

LAST NAME OR BUSINESS NAME	FIRST NAME	PHONE	EMAIL
STREET ADDRESS	CITY	STATE	ZIP

CONTRACTOR INFORMATION

NAME(S) OF CONTRACTOR(S)	ADDRESS	PHONE	EMAIL

I certify that I am the owner of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Manhattan.

Signature of Property Owner

Signature of Contractor

For Office Use Only

Contractor(s) Registered: YES NO

HOA Sent _____ HOA Received _____

Plan Review _____

Approved: _____ Issued: _____

☐ Pick up permit at Village Hall

☐ Email Permit to: _____

If selecting "Email Permit", you'll need to be able to print, sign, and scan back to our office

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FENCE GUIDELINES

PROJECT & FEES

Project:

Material: ☐ Vinyl/Plastic ☐ Wrought Iron/Metal ☐ Wood ☐ Chain Link

Style: ☐ Privacy ☐ Decorative/40% open

Height of Fence: _____

Corner Lot: ☐ Yes ☐ No If Yes, Height on corner side yard: _____

Permit Fee:

Permit fee is paid when the permit application is submitted. NO work can commence until the permit has been issued. Work started prior to issuance of the permit will incur a penalty resulting in the cost of the permit fee to double.

\$90.00

DETAILED DESCRIPTION OF ITEMS TO SUBMIT

1. Complete Permit Application Form
2. Plat of survey – draw on the plat the location of the fence with the distance from the lot lines and house/structures.
3. Estimate from contractor.
4. If no contractor, and the homeowner is completing work, provide purchase receipt of materials or list of materials being used and the length of the fence section(s).
5. Contractor Registration – confirm all contractors are registered with the Village of Manhattan. Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org
6. HOA Approval letter – if you have an HOA, reach out to them for an approval letter. This can be a timely process.

CHECKLIST – ITEMS TO SUBMIT

- ☐ Completed Permit Application
- ☐ Plat of survey
- ☐ Estimate
- ☐ Receipt or list of materials and length of the fence section(s)
- ☐ Contractor Registered
- ☐ HOA Approval letter

OTHER IMPORTANT INFORMATION

- Post depth for fences **must be no less than 42 inches**.
- The fence cannot extend beyond your property line.
- Fences not exceeding three (3) feet in height above natural grade may be constructed in a front yard past the front building line.
- Fences not exceeding six (6) feet in height may be constructed in the side and rear yards.
- Homeowners with corner lots have location restrictions, check with the Building Department before applying for a fence permit.
 - **Privacy/closed-style fences are not allowed within 30 feet of the lot lines on any road frontage.**
- **NO FENCE may be placed on a pipeline without the pipeline's approval.**
- **NO fence** within the Village of Manhattan shall contain barbed wire, razor, electrified elements, or any components determined by the village to constitute a public safety hazard.
- **If you plan on installing a pool in the future, please note the gates must swing open away from the pool & self-latch.**
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration, or repair may only occur between the hours of 7:00am and 9:00pm Monday through Friday, and 8:00am and 9:00pm Saturday and Sunday

CHECKLIST - INSPECTIONS

- ☐ Call Julie 2 working days prior to digging to locate utilities
- ☐ Post holes before posts are installed

Please note, any failed inspections will assess a re-inspection fee.

- Julie, Inc. 811 or 800-892-0123
- Post hole inspections must be completed, or the responsible party will be subject to a penalty in the amount of an additional permit fee.
- Inspections Hotline 815-418-2060 or email building@villageofmanhattan.org contact name, phone number, address, permit number, type of inspection and date inspection to be scheduled.
- All inspections must be called in by 3:00pm for next business day inspection.
- Inspections are done Monday-Friday excluding holidays.