



# VILLAGE OF MANHATTAN

## RESIDENTIAL BUILDING PERMIT GUIDE

260 MARKET PLACE  
MANHATTAN, IL 60442

815-418-2100  
FAX: 815-478-5103

[www.villageofmanhattan.org](http://www.villageofmanhattan.org)

2.11.2025

## **ZONING**

The Village of Manhattan is divided into individual zoning districts. Zoning Districts are very exact about what you are allowed to do on your property. They are for the protection of you, your neighbor and the Village. In an attempt to maintain the design and character of your neighborhood, the codes impose certain regulations about where you can build on your property. Zoning codes can make your plans illegal no matter how well you design the project, so be sure to check setback regulations, height of structures, and any other specific restrictions that may apply.

## **BUILDING CODES**

The building codes are designed to safeguard health and safety in every building, identified usually as Building, Plumbing, Mechanical and Electrical. Zoning relates to your property and its relationship to the neighborhood but building codes deal with the building itself. These building codes are followed when the plans are reviewed at the time of the building permit.

The Village of Manhattan has adopted and enforces the 2021 International Residential Code with local amendments. A copy of the amendments are available on the village web site. [www.villageofmanhattan.org](http://www.villageofmanhattan.org)

Good drawings are one of the most important steps in completing your building project. If something is not in compliance with the code, we do our best to catch it on the plans rather than in the field during construction. Correcting a problem in the field can be very costly and time consuming.



## **BUILDING PERMIT REQUIREMENTS** **AND INSTRUCTIONS**

The Manhattan Building Department requires the following to process your home building permit application. Residential permits may be issued to the owner of the dwelling or residential property, or any contractor registered with the Village of Manhattan. A homeowner can do construction on their own house, but **any contractors hired by the homeowner must be registered with the Village**. Also remember, as the owner of the property or General Contractor, you are responsible for full code compliance.

### **AN INCOMPLETE APPLICATION WILL BE RETURNED TO THE APPLICANT AND NOT PROCESSED UNTIL PROPERLY COMPLETED.**

1. **Completed building permit application (6-part form and 2 inserts)**
  - A) Page 1: All blanks must be filled in completely.
  - B) Page 2:
    - a) Section 5: Fill in all blanks that apply to this application.
    - b) Section 6: Electrical – Need total Service Amps and Estimated Value.
  - C) Page 3:
    - a) Section 7: Plumbing – Fill in all blanks that apply to this application.
    - b) Section 8: Mechanical – Fill in all blanks that apply to this application.  
**Need total BTU's and number of tons of furnace and A/C**
  - D) Page 4: Submit survey or draw site plan showing the following information:
    - a) All lot lines with lot dimensions.
    - b) Indicate streets adjoining lot lines.
    - c) Show all structures with dimensions
    - d) Show dimensions of all setbacks from lot lines.
  - E) Pages 5 & 6 are for Department Use.

2. Two complete sets of construction plans.

A) All plans for residential construction shall be drawn to scale and shall be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the provisions of all relevant codes (2021 IECC & 2023 NEC), laws, ordinances, rules and regulations.

B) All plans for residential construction shall be prepared by a registered design professional consistent with the professional registration laws of the State of Illinois. The plans shall include the name and address of the registered design professional and shall be signed, sealed, and dated by the registered design professional in accordance with the professional registration laws of the State of Illinois.

C) All plans for residential construction shall

- 1) Verify compliance with the Illinois Energy Efficiency Act and how compliance is obtained or
- 2) Provide ResCheck completed by Registered Design Professional.
- 3) REM/Rate or comparable residential energy analysis and rating software.

3. Complete electric panel worksheet.

4. Complete fee calculation worksheet.

5. Submit a complete list of all contractors that will be performing work on the home. All contractors must be registered with the Village of Manhattan. If a change is made in contractors during the construction of the home, the Building Department must be advised of the change and the new contractor must also be registered. (A list of registered contractors is available from the Building Department)

6. If the lot is subject to a homeowners association (HOA) or an architectural review committee (ARC), and the plans have not been previously approved by the HOA or ARC, a letter indicating compliance with the covenants and/or architectural requirements must be submitted.

7. Building Permit/Inspection and Plan Review Fees are due at the time of application.

## **CONTRACTOR REGISTRATION**

**IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT ALL CONTRACTORS ARE PROPERLY REGISTERED. IF IT IS DETERMINED THAT AN UNREGISTERED CONTRACTOR IS WORKING ON THE SITE, A STOP WORK ORDER WILL BE ISSUED BY THE BUILDING DEPARTMENT. NO WORK IS TO BE COMMENCED UNTIL THE BUILDING PERMIT HAS BEEN ISSUED AND PAID FOR.**

**THE GENERAL CONTRACTOR IS RESPONSIBLE TO ENSURE THAT THE STREET RIGHT OF WAY AND ADJACENT PROPERTY IS KEPT FREE FROM CONSTRUCTION DEBRIS. ANY MUD, DIRT OR ROCKS DEPOSITED ON THE STREET FROM THE CONSTRUCTION SITE MUST BE REMOVED IMMEDIATELY.**

## **RESIDENTIAL PLAN REVIEWS**

### **First Review:**

- The Village will send one set of plans to B&F Construction Code Services, Inc. for review. B&F Construction will have nine (9) business days from the date of receipt to complete the review.
- B&F Construction offers the option for a three (3) business-day review at a cost of 2.5 x the plan review fee.
  - Example: Plan review fee is \$594.00 x 2.5 = \$1485.00
- The builder will be directed to contact B&F Construction directly for questions or clarifications associated with the review.
- The builder shall re-submit any plans for re-review to the Village for distribution to B&F Construction.
- The Village will also review the plans to ensure compliance with zoning, setbacks, anti-monotony, brick requirements, etc.

### **Re-Reviews:**

- B&F Construction will have five (5) business days from the date of receipt to complete any re-reviews necessary.
- There are no additional costs associated with re-reviews.

**Plan Approval:**

- Once approved, B&F Construction will provide a letter stating the plans comply with the Village Code.
- In most cases, building permits will **NOT** be issued on a conditional basis unless a letter of compliance is received from B&F Construction.

**Previously Approved Plans:**

- If a model was previously reviewed, a new review is not necessary, provided that, there are **NO** changes to the plans and all current codes are followed. The plan review cost will be waived for previously reviewed models with no plan changes.
- If there are minor changes to the plans or additional options added, only those changes or options shall be required to be submitted for review at a reduced cost.

## **Insulation & Air Sealing Checklist**

Air Barrier and Thermal Barrier	A continuous air barrier shall be installed in the building thermal envelope. Exterior thermal envelope contains a continuous air barrier. Breaks or joints in the air barrier shall be sealed. Air-Permeable insulation shall not be used as a sealing material.
Ceiling/Attic	The air barrier in any dropped ceiling/soffit shall be aligned with the insulation and any gaps in the air barrier sealed. Access openings, drop down stair or knee wall doors to unconditioned spaces shall be sealed.
Walls	Corners and Headers shall be insulated, and the junction of the foundation and the sill plate shall be sealed. The junction of the top plate and top of exterior walls shall be sealed. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with air barrier. Knee walls shall be sealed.
Windows, Skylights and Doors	The space between window/door jambs and framing and skylights and framing shall be sealed.
Rim Joist	Rim Joist shall be insulated and include an air barrier.
Floors (including above garage & cantilevered floors)	Insulation shall be installed to maintain permanent contact with the subfloor decking. The air barrier shall be installed at any exposed edge of insulation.
Crawl Space Walls	Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawl space walls. Exposed earth shall be covered with a class 1 vapor retarder with over lapping joints taped.
Shafts and Penetrations	Duct shafts, utility penetrations and flue shaft opening to exterior or unconditioned space shall be sealed.
Narrow Cavities	Batts in narrow cavities shall be cut to fit, or narrow cavities shall be filled by insulation that installation readily conforms to cavity space.
Garage Separation	Air sealing shall be provided between the garage and conditioned space.
Recessed Lighting	Recessed lighting fixtures installed in the building thermal envelope shall be airtight, IC rated and sealed to the drywall.
Plumbing and Wiring	Batt insulation shall be cut to fit around wiring and plumbing in exterior walls, or insulation that on installation readily conforms to the space.
Shower/Tub on exterior wall	Exterior walls adjacent to showers and tubs shall be insulated and the air barrier installed separating them from the showers and tubs.
Electrical/Phone Box on exterior walls	The air barrier shall be installed behind outlets or air sealed boxes shall be installed.
HVAC Register Boots	HVAC register boots that penetrate the building thermal envelope shall be sealed to the subfloor or drywall.
Fireplace	An air barrier shall be installed on fireplace walls. Fireplaces shall have gasketed doors.

## **INDIVIDUAL LOT TOPOGRAPHICAL SURVEYS**

The following surveys are required for all individual lots within a subdivision as part of the home-building process:

**Permit Plats must be submitted to the Village's Engineers, Robinson Engineering, for review and approval prior to issuance of a building permit (Please contact the Building Department for contact information). Please allow for adequate review time and any necessary re-submittals.**

(A) Permit Plat: Two (2) copies of a permit plat, dated not more than six (6) months from the date of submission, shall be submitted with the application for principal structure permit to the Building Department, containing the following information:

1. Legal description of the property.
2. Lot number, street address, lot size and building setback line.
3. Location of existing utility, drainage or other easements.
4. North arrow and scale.
5. Bench mark, plainly labeled and within three hundred feet (300') of the proposed developed lot.
6. Location and size of the proposed building on the lot, with dimensions to the front, rear and side property lines indicated.
7. Proposed elevations for the top of foundation (including any steps) and adjoining finished adjacent grade.
8. Proposed finished elevations for all property corners, side-yard summits, and any additional spot elevations required to indicate overland drainage patterns. Any specific cross-sectional details for overland flood routing shall be indicated as well.
9. Elevations for the top of existing foundations in the adjacent properties.
10. Proposed driveway and sidewalk placement, proposed driveway slope, proposed sanitary sewer and water service locations, and soil erosion control plan.
11. Indication of any special architectural features necessary to ensure proper drainage for the site (i.e., dropped siding, brick ledge, or retaining walls).
12. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified).



(B) Top of Foundation Survey: Two (2) copies of a Top of Foundation Survey shall be submitted to Robinson Engineering for approval after the foundation walls have been completed and before further construction is undertaken, containing the following information:

1. Exact location of the structure in relation to the lot lines.
2. Elevation of the top of foundation (including any steps).
3. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified), including the following statement: "The top of foundation survey substantially complies with the approved Permit Plat for the lot." In the event that the final grading of the lot differs from the approved Permit Plat, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during this Top of Foundation Survey preparation, providing that the changes do not adversely affect the drainage on the land in question or other lands.

(C) Final Grading Survey: Prior to issuance of a certificate of occupancy for any building and after installation of topsoil and prior to installation of landscaping, the builder shall be required to submit two (2) copies of the First Lot Grading Survey to Robinson Engineering for approval, containing the following information:

1. Legal description of the property.
2. Builder's name, unit number, lot number, street address and building setback line.
3. Location of existing utility, drainage or other easements.
4. North arrow and scale.
5. Bench mark, plainly labeled and within three hundred feet (300') of the proposed developed lot.
6. The existing elevation of the top of foundation (including any steps) and adjoining finished adjacent grade.
7. Existing elevation of the garage floor at the front of the garage.
8. Location and elevation of any special architectural features (i.e., dropped siding, brick ledge, or retaining walls).

9. Indicate existing driveway slope measured along the center line of the driveway in percentage to house side edge of sidewalk, or to top of curb if there is no sidewalk.
10. Existing finished elevations for all property corners, side-yard summits, and any additional spot elevations required to indicate overland drainage patterns, as well drainage arrows.
11. Elevations for the top of existing foundations in the adjacent properties.
12. Location of water service b-box and location and elevation of any additional utility structures on the lot.
13. Location with measurements of any additional accessory or detached building.
14. All concrete, masonry, or brick flatwork.
15. Stamp and signature of a Registered Land Surveyor or Registered Professional Engineer (both Illinois certified), including the following statement: "The final grading of the lot has been completed and substantially complies with the Permit Plat for the lot." In the event that the final grading of the lot differs from the approved Permit Plat, a statement must be made as to the nature of the change. The Village Engineer may approve minor changes discovered during the Final Lot Grading Survey preparation, providing that the changes do not adversely affect the drainage on the land in question or other lands.

## **FEES DUE AT TIME OF APPLICATION**

A. The building permit/inspection fee for the construction, erection of or addition to a building or structure shall be at the rate of: Total square feet of exterior dimension of usable area (including basements and garages) x \$0.272 cents per square foot. **(MINIMUM OF \$1200)**

B. The plan review fees for the construction, erection of or addition to a building or structure shall be at the rate of: Total square feet of exterior dimension of usable area (including basements and garages) x \$0.198 cents per square foot. **(MINIMUM OF \$635)**

## **FEES DUE AT FINAL OCCUPANCY**

A. Impact Fees (see attached chart)

B. Water Fees:

- (a) Water Tap-on fees if applicable - \$7,019.55\*
- (b) Water Meter and Water fees - \$385.00
- (c) Sewer Tap-on Fees if applicable - \$11,486.53\*
- (d) Sewer Line Charge - \$1,250.00

### **Residential Units:**

\$7,019.55\* per single-family residential dwelling unit for water only; and  
\$11,486.53\* per single-family residential dwelling unit for sewer only. These fees increase by 5% each calendar year.

C. Grading Permit Review Fee - \$325

D. Re-inspection Fees (if applicable) - \$60 per re-inspection

**\* Due to agreements that are made between the developer of a subdivision and the Village of Manhattan, Water or Sewer Tap-on fees may not be applicable. Other fees may be applicable but may not be listed above. Please call the building department with any questions.**

### **EXAMPLE**

TOTAL SQUARE FEET (INCLUDING BASEMENT AND GARAGE) 3,500 SQ. FT.

PLAN REVIEW FEE **\$693.00** (EQUALS 3,500 sq ft @ 0.198 CENTS PER SQ FT)  
(MINIMUM OF \$635)

PERMIT/INSPECTION FEE **\$952.00 (minimum of \$1200 is due)**  
(EQUALS 3,500 sq ft @ 0.272 CENTS PER SQ FT) (MINIMUM OF \$1200)

TOTAL PLAN REVIEW FEE & PERMIT INSPECTION FEES DUE  
AT TIME OF APPLICATION: **\$1,893.00**

### **WATER SYSTEM CHARGES**

WATER METER	<u>\$355.00</u>
CONSTRUCTION WATER	<u>\$30.00</u>
WATER TAP-ON	<u>\$7,019.55</u>
SEWER TAP-ON	<u>\$11,486.53</u>
SEWER LINE CHARGE	<u>\$1,250.00</u>

### **GRADING PERMIT REVIEW**

GRADING PERMIT REVIEW FEE \$325.00

## **IMPACT FEES**

### **DETACHED SINGLE FAMILY HOUSING**

	<b>TWO BEDROOM</b>	<b>THREE BEDROOM</b>	<b>FOUR BEDROOM</b>	<b>FIVE BEDROOM</b>
<b>ELEMENTARY</b>	<b>\$ 407.50</b>	<b>\$ 481.89</b>	<b>\$ 578.07</b>	<b>\$ 623.68</b>
<b>JR. HIGH</b>	<b>\$ 182.48</b>	<b>\$ 202.31</b>	<b>\$ 282.97</b>	<b>\$ 334.54</b>
<b>SR. HIGH</b>	<b>\$ 233.10</b>	<b>\$ 141.75</b>	<b>\$ 227.85</b>	<b>\$ 261.45</b>
<b>TOTAL</b>	<b>\$ 823.08</b>	<b>\$ 825.95</b>	<b>\$1088.89</b>	<b>\$1219.67</b>
<b>LIBRARY</b>	<b>\$ 200.00</b>	<b>\$ 225.00</b>	<b>\$ 250.00</b>	<b>\$ 275.00</b>
<b>FIRE DEPT</b>	<b>\$ 200.00</b>	<b>\$ 225.00</b>	<b>\$ 250.00</b>	<b>\$ 275.00</b>
<b>PARK</b>	<b>\$ 942.84</b>	<b>\$1014.60</b>	<b>\$1199.66</b>	<b>\$1353.83</b>
<b>VILLAGE FEE</b>	<b>\$2000.00</b>	<b>\$2000.00</b>	<b>\$2000.00</b>	<b>\$2000.00</b>
<b>TOTAL FEES</b>	<b>\$3342.84</b>	<b>\$3464.60</b>	<b>\$3699.66</b>	<b>\$3903.83</b>

### **ATTACHED SINGLE FAMILY HOUSING**

	<b>TWO BEDROOM</b>	<b>THREE BEDROOM</b>	<b>FOUR BEDROOM</b>
<b>ELEMENTARY</b>	<b>\$ 84.28</b>	<b>\$ 136.83</b>	<b>\$ 268.71</b>
<b>JR. HIGH</b>	<b>\$ 33.06</b>	<b>\$ 50.25</b>	<b>\$ 140.16</b>
<b>SR. HIGH</b>	<b>\$ 30.45</b>	<b>\$ 71.40</b>	<b>\$ 110.25</b>
<b>TOTAL</b>	<b>\$ 147.79</b>	<b>\$ 258.48</b>	<b>\$ 519.12</b>
<b>LIBRARY</b>	<b>\$ 200.00</b>	<b>\$ 225.00</b>	<b>\$ 250.00</b>
<b>FIRE DEPT</b>	<b>\$ 200.00</b>	<b>\$ 225.00</b>	<b>\$ 250.00</b>
<b>PARK</b>	<b>\$ 554.85</b>	<b>\$ 677.77</b>	<b>\$ 950.05</b>
<b>VILLAGE FEES</b>	<b>\$2000.00</b>	<b>\$2000.00</b>	<b>\$2000.00</b>
<b>TOTAL FEES</b>	<b>\$2954.85</b>	<b>\$3127.77</b>	<b>\$3450.05</b>

11.1.15

## **INSPECTIONS**

### **Inspection Procedures:**

- All Building and Plumbing inspection requests must be scheduled through the Building Department either by email, or by calling the inspection hotline, no later than 3:00pm the day prior for the requested inspection.
- All Inspections (excluding electrical) are performed Monday through Friday, excluding weekends and holidays, by B&F Construction Code Services.
- Electrical inspection requests must be scheduled through the Building Department either by email, or by calling the inspection hotline, no later than 2:45pm and are generally performed after 3pm Monday through Friday, excluding weekends and holidays.
- Email: [building@villageofmanhattan.org](mailto:building@villageofmanhattan.org)
  - Inspection Hotline: (815) 418-2060
- **One complete set of plans must be available at the construction site during all inspections.**

### **NOTE:**

- **UNDERGROUND WATER AND SEWER LINES MUST BE INSPECTED BY THE PUBLIC WORKS DEPARTMENT BEFORE COVERING**
- **TO SCHEDULE AN APPOINTMENT CALL 815-418-2060**
- **48 HOURS NOTICE IS REQUIRED**
- **TRENCHES ARE NOT ALLOWED TO BE LEFT OPEN OVERNIGHT**

### **REQUIRED BUILDING INSPECTIONS:**

1. Footing Forms
2. Foundation Forms
3. **Backfill - UNDERGROUND WATER AND SEWER MUST BE INSPECTED BY THE PUBLIC WORKS DEPARTMENT BEFORE COVERING.**

4. **Underground Plumbing**– When the piping is located between the floors or underground, but before the covering is in place. Flushing of the underground shall be witnessed.
5. **Basement Floor Pre-Pour or Crawl Space**
6. **Water and Sewer Service** – When the water and sewer service is installed, but before they are backfilled.
7. **Electric Service** – When the meter socket and main panel are installed.

**BE SURE TO CONTACT COMED (1-866-NEW-ELEC) TO SET UP YOUR ACCOUNT FOR ELECTRICAL SERVICE. SERVICE WILL NOT BE CONNECTED UNTIL THIS ACCOUNT IS SET UP.**

8. **Framing Rough-in** – Before any drywall, plaster or interior finish is applied. Rough-in of the electrical, plumbing, ductwork must be in place before the inspection. An inspection per floor is required.
9. **HVAC Rough** – When the piping and ductwork is installed.
10. **Electrical Rough-in** – When the rough in work is complete and before the drywall.
11. **Plumbing Rough-in** – When the rough in work is complete.
12. **Insulation** – When the insulation is installed prior to the drywall.
13. **Concrete Floor Garage** – When the base reinforcing is prepared and in place and before the concrete is poured. All the utilities and service equipment in the concrete must be in place before the inspection.
14. **Water Meter** – Prior to scheduling the final plumbing inspection, meter must be calibrated by the Public Works.
15. **Exterior Concrete**
16. **Final Plumbing**– When the final work is complete, and before the system is operational.

**PRIOR TO THE FINAL PLUMBING INSPECTION, THE WATER METER MUST BE CALIBRATED BY THE PUBLIC WORKS DEPARTMENT.**

**CALL 815-418-2060, TO SCHEDULE YOUR APPOINTMENT, OR YOU MAY EMAIL [BUILDING@VILLAGEOFMANHATTAN.ORG](mailto:BUILDING@VILLAGEOFMANHATTAN.ORG).**

## **17. Final Building**

- a. All walks & driveways
- b. All final grading
- c. All final landscaping (i.e. sod/seed)
- d. All approved arborist landscaping

**Final Grading Surveys must be submitted for review AND approved prior to issuance of an occupancy permit. Please allow for adequate review time and any necessary re-submittals.**

**18. Final Electric** – When all electrical components are complete.

**19. Final Mechanical** – After structure is 100% complete and ready for occupancy.

- a. Final electrical inspection must be approved
- b. Final plumbing inspection must be approved
- c. All required payments to the Village must be current, including water and sewer payments
- d. Provide the village with the date of closing and buyer's name for water billing.

**20. Final Exterior** – weather permitting, please refer to the list provided below for additional Items that must be completed prior to occupancy:

- i. Street Trees from approved street tree list (found on our website under Residents & Visitors, Trees and Property Maintenance, Approved Trees Species List)
- ii. Public Sidewalk
- iii. Final Grading (including parkway)
- iv. Lawn (including parkway)
- v. Driveway
- vi. Repair of any infrastructure damage (if applicable)

**You may only bond for the above listed items between the dates of Oct. 1<sup>st</sup> – May 1<sup>st</sup>.**