

CHAMPAIGN COUNTY BUILDING REGULATIONS

HOW TO OBTAIN A PERMIT

- Step One** Obtain Zoning Permit from city, township or village.
- Step Two** Obtain Site Evaluation approval from Health Department.
- Step Three** Obtain driveway permit & house number from Champaign County Engineering Department if property in on county or township roads. If property is on state highway, contact ODOT. If the property is located within a city or village, the house numbers are issued by local government.
- Step Four** Obtain sewage disposal permit, plumbing permit and well permit from Champaign Health District.
- Step Five** Apply for a building permit from the Champaign County Building Regulations Office.
- A. Completely fill out permit application.
 - B. Submit copies of zoning permit & site evaluation approval.
 - C. Submit two (2) sets of detailed plans for review and approval.
- Step Six** When notified of approval, return to the Building Regulations Office to pay required fees and receive one (1) set of approved plans, building permit and other documents. Permits must be picked up and paid for before inspections can be scheduled.
- Step Seven** The building permit issued by the Building Regulations Office shall be posted in or on a conspicuous part of the premises. The owner and the contractor shall, so far as possible, preserve and keep said certificate posted until the completion of the work to which the approved set of plans relate. Upon application by the owner, the Building Official will issue a duplicate building permit to replace one destroyed by vandals or one that was accidentally destroyed.