Applying for a Building Permit

Some examples of a Building permit are, but not limited to:

Deck, Patio, Accessory Building, Sidewalk, Home, Business

1. Please complete the permit application and provide a drawing (including a lot layout and front elevation) of your proposed project.

   If you have any questions prior to turning in the application, you can call any of the following Zoning members:

Lewis Breeden	***815-383-6087***
Ron "Tiss" Steidinger	***815-867-6707***
Jerry Austman	***815-848-8491***

2. Once the application is complete, please bring the application with your drawing to the Village Office, located at 323 S Williams St. Office hours are Monday – Friday 8:00 a.m. – 4: 30 p.m. If you are unable to come in during regular office hours, please call 815-657-8226, and we will arrange a time that works best for you. You can also email it to office@forrestil.org

3. Once the application is submitted to the office, it can take 7-10 business days from the time the application is received for approval. The members of the Zoning Committee will review your application and drawing. If everything is complete and there are no questions, the application will be signed.

4. Make sure you contact J.U.L.I.E at 1-800-892-0123

5. Once it has been reviewed and signed, the office will print the permit. You will receive a phone call regarding the permit approval and the cost of the permit.

6. The Building Permit must be posted at the job site before any work is started. *(placed in a window)*

Attached is a copy of the Building Code Chapter 510

This can also be found on the village website www.forrestil.org

Zoning information can be found by looking at the village code:

https://ecode360.com/38723220

VILLAGE OF FORREST
BUILDING PERMIT APPLICATION

Applicant Name: _____ Phone #: _____ Email: _____

Address of Construction: _____

Homeowner Name: _____

Building Dimension: _____ Concrete Dimension: _____

Contractor Name: _____ Contractor Phone Number: _____

To substantiate compliance with the area and density requirements of Chapter 510 Building Code Ordinance §510-1 to §510-9, a drawing of the said property showing the location, area, and of the proposed building/concrete and distances from property lines

Verify the following required items are included in the submittal:

- ☐ Completed application
- ☐ Copy of building proposal, if applicable, /Drawing submitted with application
- ☐ Mark the proposed location of the new building or show the location of the existing structure that you will be connecting to
- ☐ Call Julie before you dig 1-800-892-0123, JULIE Notification received in office

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Forrest

Signature: _____ Date: _____

A building permit shall be valid for one year from the date of issue.

FOR OFFICE USE ONLY

Permit #: _____ Parcel #_____ Permit Fee: _____

Zoning Member Approval: _____ Date: _____

Zoning Member Approval: _____ Date: _____

Comments:_____

_____

Revised: 07.23.2026

Chapter 510. Building Code

Article I. General Provisions

§ 510-1. Purpose.

The purpose of this article is to establish rules and regulations, to ensure standard and good building practices are followed in the construction of buildings in the Village, to protect the residents and property owners from poor workmanship and to protect property values.

§ 510-2. Building Code adopted.

Those documents, one copy which is on file in the Village Clerk's Office, being marked and designated as the 2006 International Building Code (IBC), and all future editions thereof, be and are adopted as building code of the Village of Forrest.

§ 510-3. Amendments to Building Code.

The following provisions shall supersede and be amendments to the 2006 International Building Code (IBC) adopted in this article, they are meant to clarify, amend, and or supplement the 2006 IBC. In the event these amendments are in conflict with the 2006 IBC, then the amendments will take precedence.

§ 510-4. General construction regulations for footings and foundation walls.

A. Definitions: As used in this section, the following terms shall have the meanings indicated:

ACCESSORY BUILDING
A building detached from the principal building, whether placed on a permanent foundation or not, being 10 feet by 16 feet (160 square feet) or larger.

FROST LINE
Has been established at 30 inches below the lowest point of finished grade for the Village of Forrest.

PERMANENT STRUCTURE
A structure which exceeds a dimension 10 feet by 16 feet (160 square feet).

PRINCIPAL STRUCTURE
The residence, be it single-family or multifamily.

B. General. All permanent structures shall set on a masonry footing and a foundation.

C. Setback from property line required. The setback for all construction or reconstruction shall be a minimum of three feet from the property line(s). This measurement will be taken from the furthest horizontal point of the building (usually the face board of the soffit or overhang but not to include the guttering) vertically down to the ground.

D. Footings. Footings are required on all permanent structure. All footings shall set on undisturbed soil, below the frost line. Where soil conditions are unstable, additional provisions shall be made to insure stability. Footings shall be a minimum of eight inches deep (thick) and shall be twice the width of the load-bearing foundation wall. Footing piers shall have a minimum area of four square feet and minimum depth of 12 inches.

E. Foundations.

(1) Foundations are required on all permanent structures. All foundations shall be centered on the footings. Foundations shall be constructed of brick, concrete, or hollow or solid block. The width of the foundations shall not be less in width than the wall which it will support and shall extend upward not less than six inches above the finished grade.

(2) A drain tile shall be used around a basement foundation. Although a drain tile is not mandatory for a crawl space foundation, it is highly recommended. The drain tile will drain to the storm, sewer, sump pump or french drain.

§ 510-5. General construction regulations for roofing and siding.

A. Roofing. All roofs in a residential zone shall have a minimum pitch of 4 in 12. Principal building shall not be more than 2 1/2 stories and shall not exceed 35 feet in height. Accessory buildings should not exceed 16 feet in height. All pitched roofs shall be finished in shingles or pre-painted metal. All roof structures will be constructed with manufactured trusses and centered per the manufacturer's recommendations but not more than 24 inches or constructed with two-inch-by-six-inch lumber on centers of not more than 16 inches.

B. Siding. All buildings in a residential area will be finished with vinyl, masonry (brick, stone, stucco and the like), wood (includes RB&B) siding, pre-painted steel or aluminum siding. In the case of wood siding, paint, stain or other type of sealing method shall be applied. Plywood, composite board or similar types of material are not acceptable for finished siding.

§ 510-6. Building permit required.

[Amended at time of adoption of Code (see Ch. 100, General Provisions, Art. I)]

A permit is required for new construction or an addition to a current structure.

A. Diagram of structure.

B. Description of building.

C. Copy of Assessor information (including Tax ID).

D. Setbacks with diagram.

§ 510-7. Dig check prior to construction.

Call J.U.L.I.E. prior to digging. Property owners are responsible for any damage done to any utility.

§ 510-8. Inspections required.

[Amended at time of adoption of Code (see Ch. 100, General Provisions, Art. I)]

Foundations must be inspected prior to backfill and a final inspection will be required; please call the Village Office at 815-657-8226.

§ 510-9. Violations and penalties.

[Amended at time of adoption of Code (see Ch. 100, General Provisions, Art. I)]

The fines for violating any section of this article will range from $25 to $750 per day and rectification of the violation, with each day being considered a separate violation.