

PERMIT APPLICATION INSTRUCTIONS

Submit completed applications to: zoning@co.madison.il.us



PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. The application must be filled out completely and all required documentation submitted via email or in person. Once a completed application is acquired, you will receive a call from county staff to collect payment of fees. The review process begins once all the required information has been submitted.

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED.

RESOURCES:

Building & Zoning Website Building Information Booklet

Madison County Government Department of Building & Zoning 157 N. Main Street, Suite 254 Edwardsville, IL 62025 (618) 296-4468

<u>Step 1:</u>

Select a Permit Application.

A new tab will open displaying the permit you selected. (Do not fill on this screen)

In the top right hand corner of the permit tab select the "Download" button (Figure 1.1)

1 / 7	100% + 🕻 👌		± a :
	Madison County Government Building & Zoning Department Administrator Chris Doucleff Madison County Administration Building 157 N. Ministrater Sate 234 - Edwardwalle, IL. 62025-194 Phone (618) 692-7040 cc. 4468 E-Mal zening?co.mudison.it.us Decon. COUNTY DUID DUCC DEDUCT. ADD	54 Kurt Prenzler, CPA County Board Chairman	
	DISON COCHTT BOLLDING TERMIT ATT	ZOUTUG	
TOWNSHIP 911 ADDRESS TYPE OF IMPROVE OWNER ADDRESS CITY/STATE/ZIP PHONE E-MAIL ADDRESS GEN.CONTRACTO ADDRESS	PARCEL N PARCEL N CONS R	o	

(Figure 1.1)

Step 2:

- a) This will prompt the "Save As" dialogue box to open. (Figure 2.1)
- b) Select the folder to which you want to download the permit application.
- c) In the *"File Name"* field *save your document with a title that will be recognizable to you and county staff who will receive it.* Preferably the title of the permit and the applicant's name.

Example: AccessoryBuilding "Your Name"

d) Save your document. (Recommended to save directly to the Desktop for easy accessibility.)

💿 Save As 🛛 🗛					×
$\leftarrow \rightarrow$ \checkmark \uparrow \blacksquare \Rightarrow This P	PC → Desktop			ע ט גע אין	arch Desktop
Organize 👻 New folder					i≡ - ?
This PC	Name	Date modified	Туре	Size	^
3D Objects	2021 April Ewaste	4/16/2021 2:32 PM	File folder		
Desktop B	2021 Ewaste	3/25/2021 10:40 AM	File folder		
Documents	2021 Intern Docs	3/1/2021 8:36 AM	File folder		
Downloads	Adobe Invoices	10/23/2020 3:19 PM	File folder		
Downloads	Adobe Stock Premiere Pro Content	4/7/2021 2:39 PM	File folder		
Music	Adobe Stock, Clip Art, and Images	11/9/2020 3:41 PM	File folder		
Pictures	All Around Down	4/16/2021 2:31 PM	File folder		
Videos	Building & Zoning	4/16/2021 2:36 PM	File folder		
Windows (C:)	Clean Communities Content	4/16/2021 2:38 PM	File folder		
OVD RW Drive (C)	CONTACTS	4/8/2021 10:38 AM	File folder		
USB Drive (E:)	Content Creation	3/25/2021 11:01 AM	File folder		
gis data (\\gis1)	Eco News	1/6/2021 10:54 PM	File folder		
	Fillable Permit Applications	4/29/2021 11:26 AM	File folder		~
- DEPTIMUSTUR		1			
File name: Accesso	ryBuilding JoeJohnson	C			~
Save as type: Adobe A	crobat Document				\sim
∧ Hide Folders				D Sa	ve Cancel

(Figure 2.1)

<u>Step 3:</u>

Minimize your web browser and find the saved document on the Desktop.

Right click the saved permit icon and select *"Open with."* Hover over and *select Adobe Acrobat Reader.* (Figure 3.1)





Please note: Most desktop computers will have Adobe Acrobat installed as default, however, if you do not see it as an option, you will need to download the free Adobe Acrobat application by clicking the link below and following the steps.

Download Adobe Acrobat

Step 4:

Once the Permit Application opens in Acrobat, begin filling out all applicable fields. (Figure 4.1)



<u>Step 5:</u>

At the bottom of Page 1, a *digital signature will be required*. (Figure 0)

If you have already created a digital signature, please skip to (Step 6)

Creating Digital Signature:

PLUMBER CONTRACTOR	LICENSE #
SEW. DISPOSAL INSTALLER	LICENSE #
ROOFER	LICENSE #
Click here for Digital Signature	
SIGNATURE OF OWNER OR THE AUTHORIZED AGENT	

(Figure 0)

Select the field that requires your Signature. (Figure 0)

- a) A dialogue box will be presented, select "Configure New Digital ID." (Figure 1)
- b) Under select the type of Digital ID: please select the 3rd option, "Create a new Digital ID" then Continue. (Figure 2)
- c) In the next dialogue box, select "Save to File" then Continue. (Figure 3)
- d) In the next dialogue box, you will be prompted to fill out information in several fields. *Name, Organization, and Email Address* are required. Fill then select Continue. (Figure 4)
- e) *Create a password* to protect the private key of the Digital ID. You will need this password later to use the Digital ID for signing future documents. **(Figure 5)**
- f) Your Digital ID will be displayed. Save Password then continue. You will be prompted to provide your Password once again to confirm signing. Reenter your Password and select "Sign." This will be the one and only time you will need to create your digital signature. (Figure 6)



Select *"Configure New Digital ID."*

Select *"Create a new Digital ID"*



Figure 3 Select "Save to File"

Fill Name, Organization, and Email Address

Save the self-signed D	igital ID to a file	×	Sign as "Joe Johnson"	×
Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy or backup it.	Your Digital ID will be saved at the following location : C:\Users\blb7673\AppData\Roaming\Adobe\Acrobat\C Apply a password to protect the Digital ID: Confirm the password:	owse	Appearance Standard Text Joe Johnsor	Digitally signed by Joe Johnson Date: 2021.05.03 12:31:56 -05'00'
3	Back	Save	Review document content that may affect s Enter the Digital ID PIN or Password Reenter Password Here	View Certificate Details igning Review Back Sign
	Figure 5		 Fiş	gure 6

Create a password

Reenter your Password and select "Sign."

You will be prompted to save your document once again. *Save and Replace* your existing document. Your digital signature should look similar to **(Figure 7)** with Name, Date, and Time of signing.

FLOOD ZONE	ENTRANCE PERMIT
PLUMBER CONTRACTOR SEW. DISPOSAL INSTALLER ROOFER	LICENSE # LICENSE # LICENSE #
Joe Johnson Digitally signed by Joe Johnson Date: 2021.05.03 12:58:46 -05'00' SIGNATURE OF OWNER OR THE AUTHORIZED AGENT	This is how your digital signature will be displayed

(Figure 7)

<u>Step 6:</u>

If your application permit requires a drawing diagram of your property, you may upload it by *clicking within diagram field*. **(Figure 6.1)**

 A) DRAW PROPERTY, MARK EXACT DIMENSIONS & SHOW ROAD (S). B) LOCATE BUILDINGS & SHOW DISTANCES FROM ALL PROPERTY LINES & BUILDING DIMENSIONS. C) INDICATE WELL AND/OR WATER LINE & DISTANCE TO CLOSEST COMPONENT OF PRIVATE SEWAGE SYSTEM. D) LOCATE PRIVATE SEWAGE SYSTEM & ALL COMPONENTS. E) INDICATE NORTH. F) IS THE PRIMARY USE OF THE PROPERTY AGRICULTURAL? [1] ? IF SO, INDICATE NUMBER OF ACRES . G) IF A REATION SYSTEM WILL BE USED, INDICATE LOCATION OF ALARM. IF USING LIFT STATIONS OR DOSING CHAMBERS, IN ADDITION TO THE ABOVE, LOCATE BOTH ALARMS. (LOCATION MUST BE UNDER ROOF).
Click here to Upload Diagram Drawing

(Figure 6.1)

Select "Browse" and find the image of your project that is saved to your computer. (Figure 6.2) Please note: you may take a picture or scan your drawn diagram and upload it here. If not, you will have to scan it and email it separately.

Select Image		× ,
File:		Browse =
Sample		
	ОК	Cancel

(Figure 6.2)

Find where you have saved your diagram on your computer. Upload it to your fillable document.

Select "OK." Your uploaded diagram should look similar to the figure below. (Figure 6.3)



- ? IF SO, INDICATE
- NUMBER OF ACRES (G) IF AERATION SYSTEM WILL BE USED, INDICATE LOCATION OF ALARM. IF USING LIFT STATIONS OR DOSING CHAMBERS, IN ADDITION TO THE ABOVE, LOCATE BOTH ALARMS, (LOCATION MUST BE UNDER ROOF).



Figure (6.3)

<u>Step 7:</u>

Complete the Permit Application by filling out all remaining applicable fields.

Once finished, you may be prompted to digitally sign the document once again.

Click the field – select your Digital ID – Continue – Fill in your password – then select sign.

Finally, update the existing document with the completed document.

Keep the same file name and "Select Yes" to replace. (Figure 7.1)



(Figure 7.1)

This will save your document.

Step 8:

Once your Permit Application is completed and all applicable fields are filled please send finalized permit application and all corresponding documentation to <u>zoning@co.madison.il.us</u> for review and approval.

A staff member will contact you after the initial review and determine payment process. You will be contacted within 1-3 business days of submittal.

Fees must be paid in full before final processing may begin. Transactions can be made by phone, pay by cash, check, or card in person at the Building & Zoning county office. 157 N. Main Street, Suite 254, Edwardsville IL.