

MADISON COUNTY

BUILDING & ZONING

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](#)

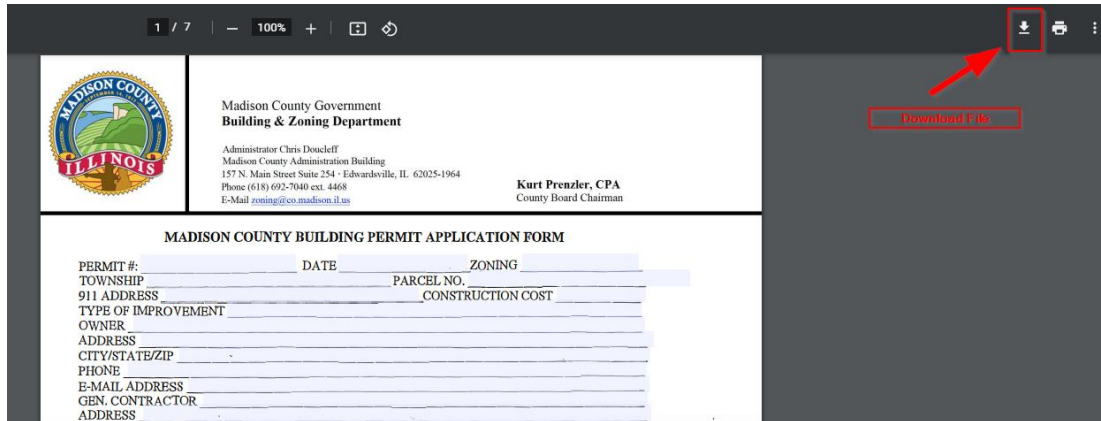
Madison County Government
Department of Building & Zoning
157 N. Main Street, Suite 254
Edwardsville, IL 62025
(618) 296-4468

Step 1:

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)



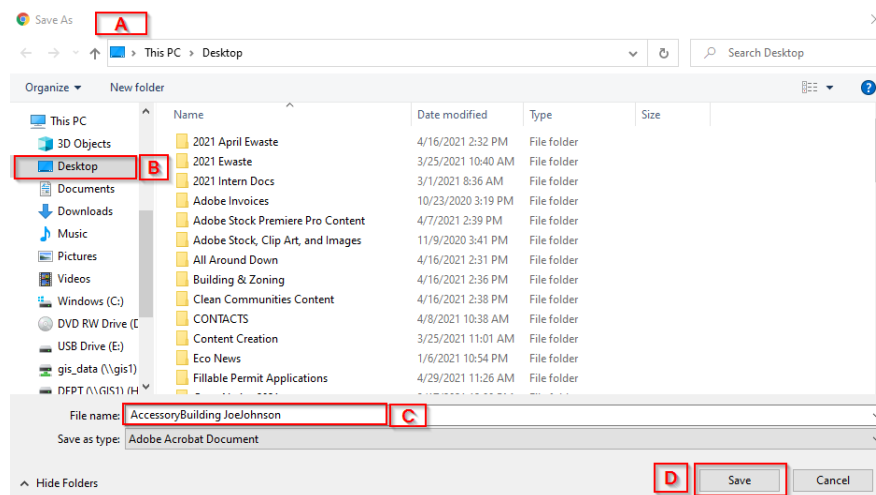
(Figure 1.1)

Step 2:

- This will prompt the **“Save As”** dialogue box to open. (Figure 2.1)
- Select the folder to which you want to download the permit application.
- 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”**

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

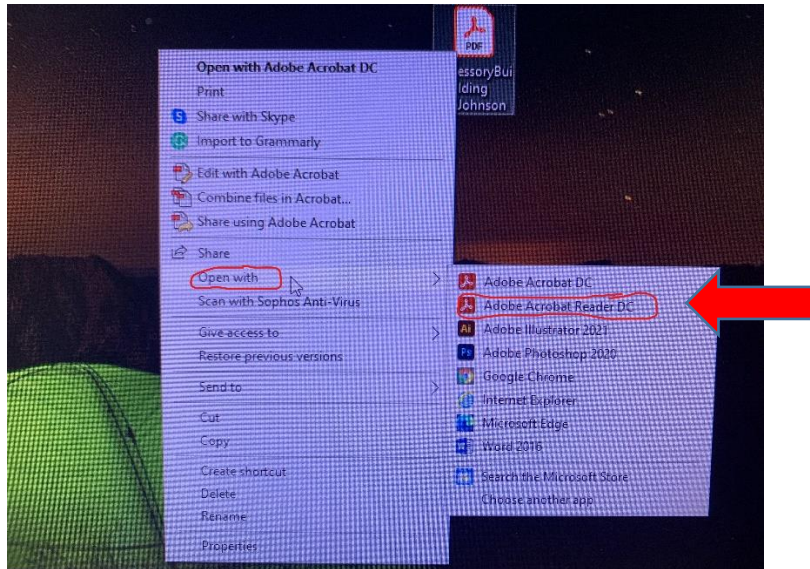


(Figure 2.1)

Step 3:

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)



(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)

	Madison County Government Building & Zoning Department	
	Administrator Chris Doucleff Madison County Administration Building 157 N. Main Street Suite 254 · Edwardsville, IL 62025-1964 Phone (618) 692-7040 ext. 4468 E-Mail zoning@co.madison.il.us	
	Kurt Prenzler, CPA County Board Chairman	

MADISON COUNTY BUILDING PERMIT APPLICATION FORM		Fill Out All Applicable Fields
PERMIT #: B-2021-9372	DATE 5-03-2021	ZONING R3
TOWNSHIP Ft. Russell	PARCEL NO. 11-2-90-02-02-205-017	
911 ADDRESS 2874 Johnson	CONSTRUCTION COST \$1400	
TYPE OF IMPROVEMENT Deck		
OWNER Joe Johnson		
ADDRESS 2874 Johnson Street		
CITY/STATE/ZIP		
PHONE		

Step 5:

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)**

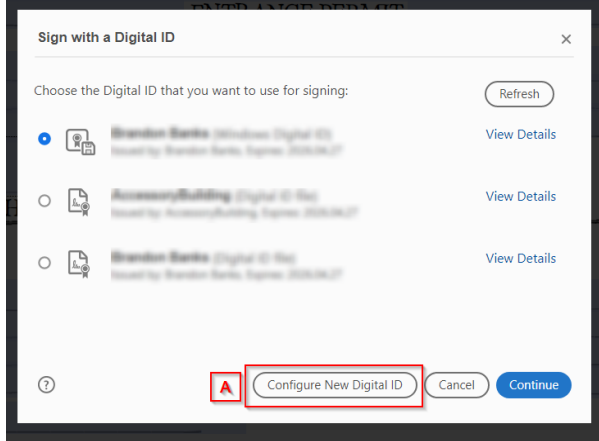


Figure 1

Select *“Configure New Digital ID.”*

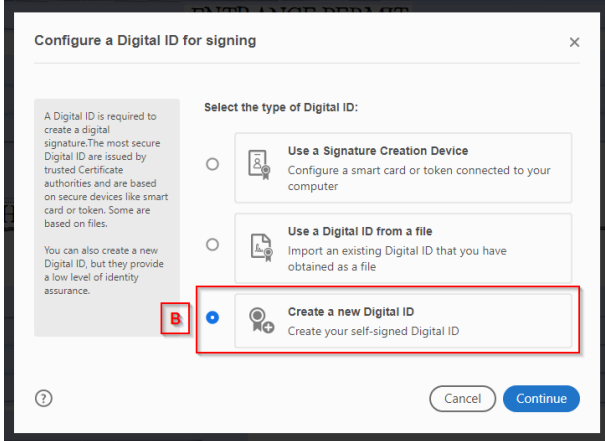


Figure 2

Select *“Create a new Digital ID”*

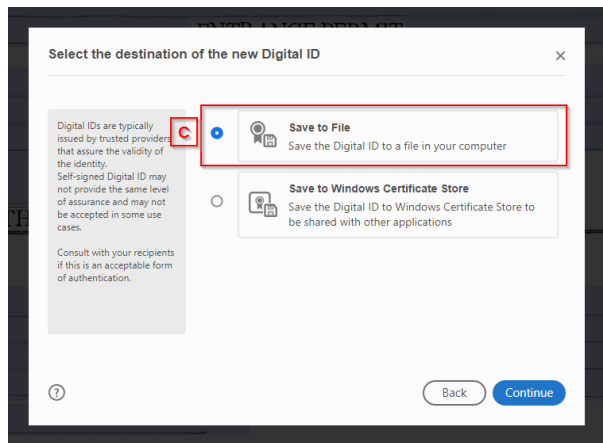


Figure 3

Select *“Save to File”*

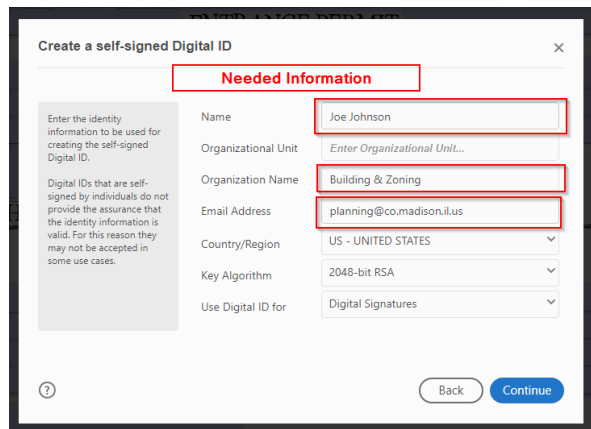


Figure 4

Fill *Name, Organization, and Email Address*

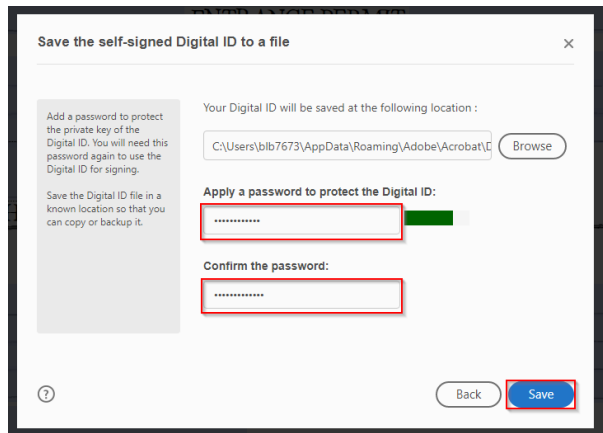


Figure 5

Create a password

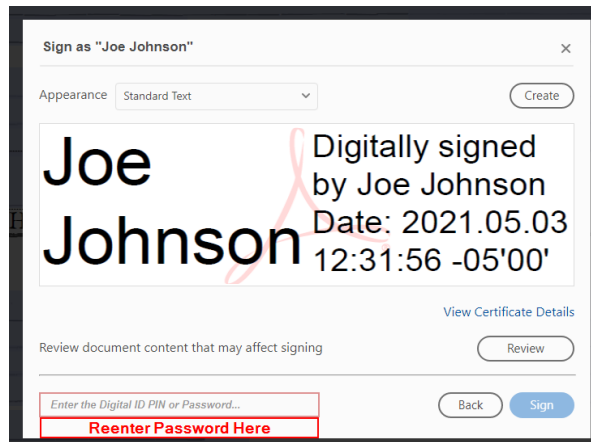


Figure 6

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		LICENSE #	
SEW. DISPOSAL INSTALLER		LICENSE #	
ROOFER		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)

Step 6:

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? ☐ ? 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).

Click here to Upload Diagram Drawing

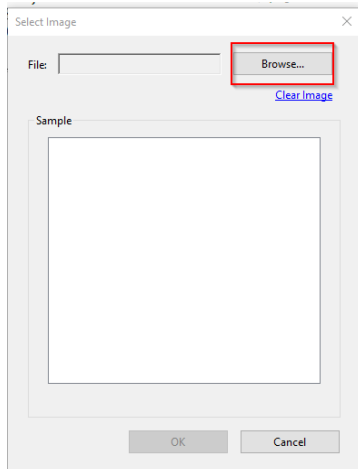


(Figure 6.1)

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.



(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)**

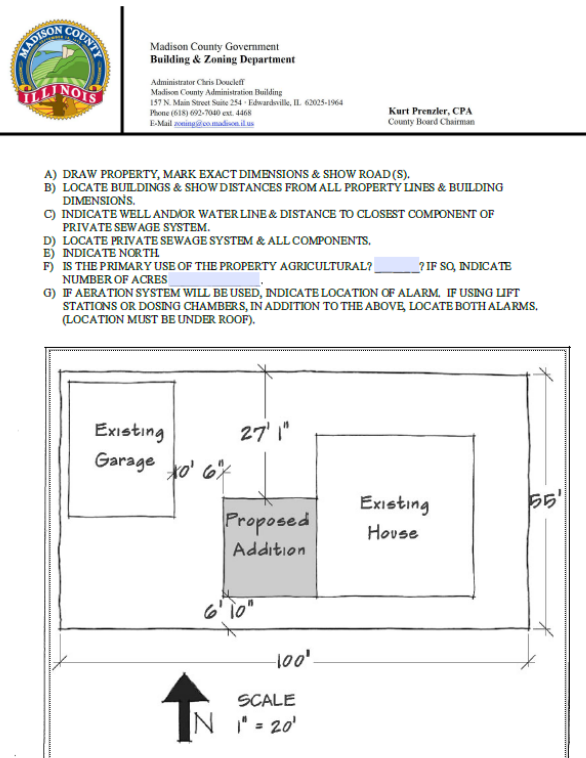


Figure (6.3)

Step 7:

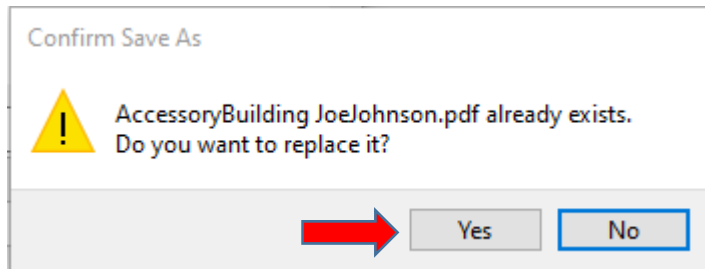
Complete the Permit Application by filling out all remaining applicable fields.

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 zoning@co.madison.il.us for review and approval.

Fees must be paid in full before review process may begin. Credit card transactions can be made over the phone by calling (618)296-5237 OR pay by cash, check, or card in person at the Building & Zoning county office. 157 N. Main Street, Suite 254, Edwardsville IL.