

# Sunset Lake Association

30505 East Lake Dr, Girard, IL 62640  
Phone/Fax 217-627-3339

## Application For A Building Permit

Lot # \_\_\_\_\_ Date \_\_\_\_\_

Lessee Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Type of Construction \_\_\_\_\_

Names & Phone #'s of persons or contractors involved in work:

General Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

Septic \_\_\_\_\_ Phone # \_\_\_\_\_

Foundation \_\_\_\_\_ Phone # \_\_\_\_\_

Plumbing \_\_\_\_\_ Phone # \_\_\_\_\_

Electrical \_\_\_\_\_ Phone # \_\_\_\_\_

HVAC \_\_\_\_\_ Phone # \_\_\_\_\_

By signing below, I hereby agree that I have read and agree that the construction shall meet or exceed the requirements of the Building and Construction Regulations as set forth in the Rules and Regulations of the Sunset Lake Association in the handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Permission is hereby granted for the construction of the above according to the plans and specifications attached.

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building and Construction Committee, Sunset Lake Association

## **SECTION 37. Building and Construction Regulations.**

### **A. Definitions:**

- 1. Building Permit** – An official document or Certificate issued by the Sunset Lake Association authorizing construction, alterations, additions, repair, removal and/or demolition of a structure.
- 2. Building Setback Line** – A line parallel to the street line at a distance from it, establishing the minimum open space to be provided between the building and adjacent roadway.
- 3. Certificate of Occupancy** – The certificate issued by the Association which permits the use of a building in accordance with the approved plans and specifications and which certifies compliance.
- 4. Deck** – A level unenclosed platform serving as a floor located above finished grade, and usually directly adjoining or attached to a building.
- 5. Dog Run** – An enclosed outdoor area intended for exercising and containment of dogs, etc.
- 6. Dwelling** – A building having one or more rooms that are designed exclusively for residential occupancy. The structure must contain a minimum of 1000 square feet, containing cooking facilities, living quarters and sanitary facilities.
- 7. Easement** – A grant by the Sunset Lake Association for the use of a strip of land by the general public, a corporation, or a certain person or persons for a specific purpose or purposes.
- 8. Erosion** – The general process whereby soils are moved by flowing water or wave action.
- 9. Floor Area** – (For determining floor area ratio) The Floor Area of a building is the sum of the gross horizontal areas of the several floors of the building measured from the exterior faces of the exterior walls or from the center line of walls separating two buildings. The Floor Area of a building shall include the basement floor area when more than one-half of the basement height is above the established finished lot grade level.
- 10. Garage, Private** – An accessory building, or an accessory portion of the principal building designed or used for parking and or storage of not more than 900 square feet. If over 900 square feet, the lessee must have the approval of the Board of Directors.
- 11. Lot** – A plot of land made up of 1 or more parcels, which is or may be occupied by a use.
- 12. Manufactured Home** – A manufactured home will have a red metal label permanently affixed to the rear of each towable unit. The federal standard refers to such a unit as a “manufactured home”, which is defined as “a structure, transportable in one or more sections, which, in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or when erected on site, is 320 or more square feet, and which is built on a permanent chassis and is designed to be used as a dwelling without a permanent foundation.

This type of unit is an evolution from the “trailer”, “trailer coach”, and more recently, the “mobile home”. These units are often called HUD homes because the Department of Housing and Urban Development (HUD) establishes the construction standards.

**13. Modular Home** – A modular home is regulated by the Illinois Department of Public Health. This type of unit is sometimes referred to as a “manufactured housing unit”, and is defined as “a building assembly or system of building sub-assemblies, designed for habitations as a dwelling for one or more persons, including the necessary electrical, plumbing, heating, ventilation and other service systems, which is of closed or open construction and which is made or assembled by a manufacturer, on or off the building site, for installation, or assembly and installation on the building site with a permanent foundation.”

This type of unit may be either panelized (floor, wall and roof panels are assembled at the final site) or sectional (the home is shipped as a box-like configuration). An approved modular home will have a yellow seal on the electrical panel box of the home or on the inside of the kitchen sink cabinet.

**14. Structure** – Anything that is constructed, erected or moved to/from any premise that is located above, on or below ground.

**15. Roadway** - The paved area existing on the street right-of-way, exclusive of sidewalks, driveways, or other related uses.

**B. When a Permit is Required:** A written permit shall be obtained from Sunset Lake Association prior to beginning any construction on Sunset Lake property.

1. To establish any new use of property.
2. To change the use of any building, structure or land from one use to another.
3. To excavate or change the grade of the property.
4. To erect, construct, alter, enlarge or move a building or structure including, but not be limited to homes, additions, garages, boat dock/houses, extensions on docks, decks, porches, carports, canopies, patios, pools with fences, roof over decks or sheds.
5. To demolish or remove any buildings or structures. No Fee will be charged, but a permit must be obtained.
6. Replacement of existing deck, dock or shed of same size. No Fee will be charged, but a permit must be obtained.
7. No fee will be charged on improvements to allow for handicap accessibility.
8. Installation or repair of septic systems. (See Section 20.)

### **C. Permit Fees:**

Home - \$100.00

Garage/Boat house- \$70.00

Home Addition - \$50.00

Deck or Pool - \$40.00

Roof over Deck, Car Port or Covered Boat Dock - \$30.00

Shed - \$25.00

Any structural changes to home/garage: (screened-in porch, patio, sunroom, extension on garage)-\$25.00

Boat Dock or Extension on Boat Dock or Deck- \$20.00

#### **D. The Permit Process**

**1. Submit Application.** -The Permit Application requires information about the construction project. You will be asked to document *who* will perform the work, *what* work will be done, *where* the work will be done, *when* the work will be done, and *how* the work will be done. Sketches, drawings, plans or other documentation of the proposed work will have to be submitted for review.

**2. Wait During the Review Process.** The majority of permit applications are processed with little delay. The Building & Construction Committee will determine if your project is in compliance with the Building Regulations. If plans are submitted for new construction of a home or garage, then all members of the Building and Construction Committee must approve it. The building plans must be signed and dated by *all members of the committee*.

**3. Receive Results of the Review Process.**

a. If compliance with the Building Regulations is determined, your application is approved and a permit is issued.

b. If compliance is *not* determined, your application as submitted will be denied. If you are refused a Building Permit, you can correct the violation or appeal the decision.

**4. Receive a Permit.** The Building Permit is the document granting legal permission to start construction. You must proceed *as approved* in the review process. A fee will be collected at that time.

**5. Arrange Inspection Visits.** Each major phase of construction must be inspected by a member of the Building and Construction Committee to make certain the work conforms to the Building Regulations. The person responsible for the construction project must request each inspection, normally 24 to 48 hours in advance, by calling one of the Building Committee members. If an inspector finds that some work does not conform to approved plans, the Committee member will advise and provide written notice that the situation is to be remedied. If the violation is serious, a stop-work order may be posted until the problem is resolved. A re-inspection of the work will be necessary.

**6. Items to be Inspected.**

a. Footings – after forming, but prior to pouring.

b. Foundation Walls – after forming, but prior to pouring or before any block work.

c. Septic Systems.

d. Occupancy/completion to approved final construction on exterior of structure.

**7. Certificate of Occupancy.** A certificate of occupancy must be obtained prior to moving in any personal items (appliances are permitted), or a \$200.00 fine per day will apply.

#### **E. Building Code and Regulations:**

**1.** No structure whether for habitation or otherwise shall be constructed, altered or replaced, unless a permit in writing has been granted by the Building Committee. Leaseholder must submit the following:

a. Two (2) sets of building plans, specifications, and drawings showing location and dimensions of existing and proposed structures on site, including structures that are to be removed. Each building must be labeled as to its use, outline the distance from lot lines, roadways, and easements, etc., and indicate direction with a North arrow.

b. Specifications on the type of silt fence or barrier that will stop any silt from eroding into the lake. The approved plan must be in place during construction and held there until the affected area has reached a point of stabilization. If the Erosion Control plan is not filed with a Building Permit for approval or is not followed through as the approved filed plan indicates, a fine of up to \$200.00 per day may be assessed starting from the date of the infraction and continuing until the infraction is corrected. The Lessee is responsible for the plan and its implementation. The Superintendent can supply Silt Fence for a nominal fee.

c. The lessee must obtain a properly executed permit before starting any construction.

d. Building plans, drawings, specifications and the Erosion Control plan shall be filed in the office of the Association.

When approval is granted by the Building & Construction Committee, the second set of plans, drawings, specifications and the Erosion Control plan will be returned to the leaseholder, together with the Building Permit and must be available at the construction site for inspection at all times until construction is completed. If any construction is commence prior to obtaining a permit, the lessee shall be subject to a penalty.

**2.** All portions of any construction, which are visible from outside must be completed within one year from the date of the granted permit.

a. On new housing, an “Occupancy Completion Certificate” must be obtained prior to moving into the structure.

b. The Building Committee must approve any extension of time.

**3. The location** of any structure must be approved by the Building Committee. All structures must be a minimum of three (3) feet from all neighboring lot lines, including any overhangs. EXAMPLE: If you have a one-foot overhang, the building itself must be four (4) feet from the lot line. No building may be closer than 15 feet from any road, drive or lane. Placement of stakes indicating location of the structure must be done prior to obtaining final approval from the Building Committee. Once this location has been approved, no change can be made without Building Code Committee re-inspection. The Sunset Lake Association Board of Directors may require a survey prior to construction if there is a question as to the location of the lot line.

**4. No mobile home or manufactured home, or house trailer may be placed on any lot for any reason.**

**5. No fencing** of any type may be constructed without prior approval of the Board.

6. No person shall be permitted to reside in any building that does not meet the definition of a dwelling. The permit that was issued determines a building's usage.

7. Not more than one principal residential building (dwelling) shall be located on a single lot.

8. The **size of any house** must satisfy a minimum of 1000 square feet of living area, exclusive of screened-in porches, other porches, terraces, patios, carports and/or attached garages. Garages are not to exceed 900 square feet, unless otherwise approved by the Board of Directors.

9. **Footings:** the top of the footings must be a minimum of 36 inches below the final grade with poured concrete at least 16 inches wide and 8 inches high on all homes and attached garages.

a. Floating mat foundations with a minimum edge thickness of 20 X 12 is acceptable for garages.

10. **Foundations** must be either poured concrete or cement blocks, and extend above the final grade a minimum of 8 inches when there is a crawl space or basement.

11. **House Siding** must have the approval of the Building Code Committee. Roll paper, imitation roll brick, plywood sheathing, pole barn type metal and galvanized metal are not acceptable. Each house must be equipped with glass **windows** of a manufactured type.

12. **Roof** covering of the roll type is not permitted except for roofs with a 3 in 12 pitch or less.

13. **Chimneys** shall be of brick or masonry construction from ground level through the roof. Brick on edge is not acceptable. A prefabricated metal chimney is permitted if it meets minimum standards of the Underwriter's code.

14. **Wiring** in any building shall comply with R.E.A. requirements and national electrical codes.

15. **Plumbing** must comply with Illinois State Plumbing Codes.

16. **Sanitation** (see Section 20).

17. **Storage House** dimensions are not to exceed fourteen feet by twelve feet (14' X 12') in width and length, with eight foot (8') side walls in height, and the drawing and location must be approved by the Building Code Committee. A metal type storage building may be approved. Two storage houses are permitted per lot.

18. **Boat House Siding** is to be approved by the Building Committee prior to application. The Boat House **roof** may be of metal but must have proper drainage. The Building Code Committee must also approve the **size and location** of boat houses. See below for dock dimensions.

19. **Docks** may extend into the lake a maximum of 20 feet from the normal water level line and must be properly anchored on shore. No floating docks are allowed. In no case shall a dock extend more than 1/3 (one third) of the way across a bay.

20. **Excess Excavation Dirt** shall be the lessee's responsibility to have the contractor get instructions from the Lake Superintendent as to the disposition of any excess dirt.

21. It is always wise to get approval or advise from the Building & Construction Committee prior to purchasing materials, buildings, sheds, fencing, etc. The Sunset Lake Association is not responsible for materials that do not conform to our Building Regulations, and will not be held liable for loss or removal.

22. Any lessee who intentionally or willfully violates, disobeys, omits, neglects or refuses to comply with the Building Code and Regulations provisions may be fined not less than \$50.00, nor more than \$250.00 for each offense per day, and may be fined starting from the date of the infraction and continuing until the infraction is corrected.

23. Lessee is responsible for all clean up of construction debris and damage to roadways.