

# BLHOA BUILDING PERMIT APPLICATION

<b>APPLICATION DATE:</b>	<b>PROJECT ADDRESS:</b>
<b>APPLICANT NAME:</b>	<b>PHONE NUMBER:</b>
<b>EMAIL ADDRESS:</b>	<b>TARGET START DATE:</b> <b>TARGET END DATE:</b>
<b>CONSTRUCTION TYPE:</b> <input type="checkbox"/> HOME <input type="checkbox"/> GARAGE <input type="checkbox"/> DOCK <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> DECK <input type="checkbox"/> SIDEWALK <input type="checkbox"/> OTHER _____ <input type="checkbox"/> ADDITION TO EXISTING <input type="checkbox"/> MODIFY/REPLACE EXISTING <input type="checkbox"/> DEMOLITION <input type="checkbox"/> SEPTIC/EFFLUENT/SEWER <input type="checkbox"/> DUMPSTER	<b>BRIEF DESCRIPTION:</b>     <b>SQ FT:</b> _____ <b>x \$0.25/SF =</b> _____
<b>REQUIRED ATTACHMENTS:</b> <input type="checkbox"/> SCALE DRAWINGS <input type="checkbox"/> PLAT OF SURVEY OR PLOT PLAN	
<b>VARIANCE REQUEST:</b> <input type="checkbox"/> NO <input type="checkbox"/> YES, WITH VARIANCE REQUEST ATTACHED <b>BRIEF DESCRIPTION:</b>	
<b>HOMEOWNER ACKNOWLEDGEMENTS:</b> I have read and understand the BLHOA Building Permit Instructions and the BLHOA Rules and Regulations related to Building Permits.	
<b>HOMEOWNER SIGNATURE:</b>	<b>DATE:</b>
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
<b>BLHOA SIGNATURE:</b>	<b>DATE:</b>

# BLHOA BUILDING PERMIT INSTRUCTIONS

1. A Bayles Lake Homeowners Association (BLHOA) **Building Permit Application** must be completed, approved, and signed prior to any construction. Failure to do so will incur delays and the penalties described in the BLHOA Rules and Regulations.

The BLHOA Building Permit Administrator is authorized to approve and sign permit applications that do not require variances under the BLHOA Rules and Regulations; variances must be approved by the BLHOA Board of Directors at an open meeting of the Board.

2. A **Building Permit** is required for the construction of a home, garage, home addition, the demolition and removal thereof, or significant alteration to the exterior design of an existing home. Additionally, a permit is required to construct a dock, deck, porch, patio underground fence, geothermal system, or the initial paving of a walkway or driveway. Repaving of a walkway or driveway does not require a Permit unless a change in the original configuration is taking place. Shoreline construction, such as a swimming area and/or retaining wall, etc., must also be approved and a Permit issued.

A fee of 25 cents per square foot (minimum fee \$10.00) for all square footage under roof is assessed for the construction of a home or any approved addition. Assessed footage includes multifloor living space, basements, enclosed porches and garages. If any question exists as to whether a Building Permit is required, Bayles Lake Homeowners Association members should consult with the BLHOA Building Permit Administrator.

3. The **BLHOA Building Permit Administrator** will review and approve building permits for BLHOA. The Building Permit Administrator shall receive and log permit applications, visit the proposed building site to review the project with the homeowner, check dimensions and easement/setback distances, transmit a Variance Request to the Board if needed, and provide final approval on behalf of the BLHOA. If the Building Permit Administrator disapproves the proposed building project, the homeowner may alter the plans and resubmit the application to the Administrator.

Note – Homeowners must obtain a permit through Iroquois County when applicable. See #9 for additional information.

4. A **Variance Request** will be required if the proposed project violates any of the General Requirements outlined in the BLHOA Rules and Regulations. A variance will always be required for a proposed project that extends into or over the BLHOA easement and/or lot line setbacks, as outlined in #5.

Variance requests will be considered by the Bayles Lake Homeowners Association Board of Directors on an individual basis, not on historical precedent. The Board must approve any variance in a formal vote at a regularly scheduled meeting. The Board of Directors may consult with neighbors where a variance is contemplated, and the affected neighbors may be required to sign a form consenting to the variance.

5. Construction projects of all types are expected to respect BLHOA **Easements and Setback Distances**. All setbacks are measured from the relevant lot line to the farthest projection of the building (house, garage, rooflines and gutters, etc.), including walkways, patios, or ground-level decks. The farthest projection includes any structure that extends from the building, including eaves, soffits, gutters, upper level decks, etc. Setback requirements are:

- a. Roadside setback of at least ten (10) feet
- b. Side Lot setback of at least ten (10) feet
- c. Lakeside setback of at least twenty (20) feet, except where there are adjacent structures, in which case the minimum setback shall be the average of the setback of the adjacent structures

6. **Scale Drawings** must be submitted at least 30 days before the intended project start date, including site plans at minimum indicating lot marker stakes, setbacks, easements, and foundation and building

lines. Drawings must include items above the foundation (eaves, soffits, gutters, upper-level level decks, etc.). The homeowner must provide the Board with a target date of completion of the project.

7. **Plat of Survey Documents** and information must be submitted to the Building Permit Administrator at least two weeks before any decision is expected:
  - a. For new home construction or remodeling work that expands the size of the home, a current plat of survey with improvements must be submitted. Prepared by a professional land surveyor, it shall include lot lines, buildings, structures and improvements, easements and setbacks, and measurements from structures to plat lines of the pertinent lot. As long as the plat shows the present improvements, there is no expiration date of the Plat of Survey.
  - b. For all other projects, regardless of size, homeowners may choose to submit planning documents from among the following:
    - i. Plat of survey with improvements prepared by a professional land surveyor, including lot lines, buildings, structures and improvements, easements and setbacks, and measurements from structures to plat lines of the pertinent lot.
    - ii. Plot plan without improvements showing all pin locations.
    - iii. In cases where the proposed project is not within 20 feet of any setback boundary, the Iroquois County GIS map showing the lot layout, number and location of pins, and lot dimensions may be submitted in lieu of the plat of survey.
  - c. Survey lot pins/markers must be identified with flags or equivalent and remain in place and visible during construction. Homeowners are responsible to see that any contractor stakes out the footprint of the home or addition before a permit will be issued.
8. **Building Codes**: New home construction must conform to the requirements of pertinent Iroquois County Building Codes in effect at the time of the issuance of the building permit.
9. In most cases, an **Iroquois County Building Permit** issued by the County Zoning Board must be obtained before construction begins. When applicable, a Sewage System Permit issued by the Iroquois County Department of Public Health is also required. It is the homeowner's responsibility to check with Iroquois County whether a permit is required for the project and to obtain one if necessary.
  - a. If an Iroquois County Building permit is required, the homeowner must first have applied for and received a Bayles Lake Building Permit. The Iroquois County Planning and Zoning Board will not approve a County permit without an approved Bayles Lake permit.
  - b. Homeowners are responsible for obtaining their building permits through Iroquois County. Permits may be obtained on line. For questions regarding the permit process in Iroquois County, contact the Iroquois County Planning and Zoning Administrator. It is within the purview of the Iroquois County Building Inspector to come to the resident's property to inspect the construction. Homeowners who fail to obtain the proper permits from Iroquois County will be subject to their penalties.
  - c. When an Iroquois County Permit is issued, a copy must be made available to BLHOA upon request.
10. A Permit will be required for **Dock Construction or Reconfiguration**. No new dock or reconfiguration of an existing dock shall obstruct the use of the lake by adjoining lot owners. A Permit is not required when dock maintenance is performed.
  - a. No boat dock, or dock and docked boat in combination, shall be allowed to extend from the shoreline into the water more than 30 feet. In some lake inlets, however, the dock or dock and boat in combination distance may be restricted to less than 30 feet due to limited surface water or congestion.
  - b. Newly constructed, reconfigured or relocated docks shall not be built within ten (10) feet of an adjacent property line, as such is extended out into the water. There may be exceptions to this

requirement, when in the judgment of the Building Permit Administrator such is not practical, as might be so due to limited shoreline at the end of inlets. Configuration, size and compatibility of the dock with the lake environment shall be among the criteria considered before the issuing of a Permit.

c. Permanent or temporary coverings or awnings over docks shall not be permitted.

11. **Driveways and Sidewalks** When constructing driveways or sidewalks, homeowners are reminded there is a ten (10) foot easement for access to overhead and underground utilities on the roadside of each lot. Any replacement of blacktop or concrete resulting from servicing or replacing these utilities shall be the responsibility of the homeowner.
12. **Dumpster/Storage Unit Use** A limited use dumpster/storage unit Permit must be issued by the BLHOA Building Permit Administrator in the event that a Homeowner needs a dumpster/storage unit for personal construction use or special lot cleanup. The Permit will be limited to a maximum on-site time of four (4) weeks. A Homeowner will not be issued more than two dumpster/storage unit permits in any six-month period.