

**Sunset Lake Association**  
30505 East Lake Dr., Girard, IL 62640  
Phone 217-627-3339

**Application For A Building Permit**

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

Date \_\_\_\_\_

Lease Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

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

**\*Please provide a material list w/specs with permit application**

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. **No construction is allowed until application has been approved (Please allow 7 – 10 days for approval of permit).**

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

\_\_\_\_\_

\_\_\_\_\_

Building and Construction Committee, Sunset Lake Association

## SECTION 28: Building and Construction Permits

- a. **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 erect, construct, alter, enlarge, extend, enclose or move any building or structure which would include, but not be limited to homes, garages, boat docks, boat houses, decks, porches, patios, carports or canopies, swimming pools, fences, or sheds.
4. To install or repair a septic system.
5. To demolish or remove any buildings or structures.
6. To replace an existing deck, dock or shed of same size.
7. To allow for handicap accessibility.

b. **Permit Fees**

1. Empty Lot Development - \$175 for 24 Months  
NOTE: This includes permits for New Home (exterior to be completed in one year from date of permit.), Detached Garage, and Boat Dock. This will save \$25 for the bundle.
2. New Home - \$100.00
3. Garage/Boat House/Covered Boat Dock - \$70.00
4. Home Addition - \$70.00
5. Deck or Swimming Pool - \$40.00
6. Boat Dock or Car Port - \$30.00
7. Shed - \$25.00
8. Enclosure of Existing Structure - \$25.00  
NOTE: This includes any structural changes to home or garage such as screened-in porch, patio, sunroom, extension on garage, roof over deck/dock. Not to be confused with Home Addition.
9. Dog Run - \$20.00
10. Extension of Boat Dock or Deck - \$20.00
11. Septic System - \$10.00
12. Demolition - \$0.00 (no cost)
13. Replacement of existing deck, dock or shed of same size - \$0.00 (no cost)
14. Handicap Accessibility Improvements - \$0.00 (no cost)

c. **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. 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. When available the Superintendent can supply silt fence for a nominal fee.
  - c. Any lot being developed for the first time must have a letter from Nilwood Water stating that water service will be available by Nilwood Water, to the residence, prior to the Building Permit being issued. (Added June 2019)
- 2. **Wait during the review process.** The majority of permit applications are processed with little delay. The Building & Construction Committee will determine if the proposed project is in compliance with the Building Regulations. If plans are submitted for new construction of a home or garage, then the building plans must be approved, signed and dated by a majority of the board.
- 3. **Receive Results of the Review Process.** If it is determined that the proposed project is in compliance with the Building Regulations, the application will be approved and the permit issued. If it is determined that the proposed project is not in compliance with the Building Regulations, the application, as submitted, will be denied. In the case of such denial, the member may correct the application to bring it into compliance, or appeal the decision.
- 4. **Receive a Permit.** The lessee must obtain a properly executed permit before starting any construction. The Building Permit is the document granting legal permission to start construction. You must proceed as approved in the review process.
  - a. The fee will be collected at that time the permit is granted.
  - b. 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 commenced prior to obtaining a permit, the lessee shall be subject to a penalty.
- 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