



**CITY OF WEST FRANKFORT**  
 605 W. Main  
 West Frankfort, IL 62896  
 www.westfrankfort-il.gov  
 Codes Department



Ph.: 618-932-3262 – ext. 109 • Fax: 618-937-2512

**Building Permit Application  
 Manufactured – Modular - Mobile Homes**

FOR OFFICE USE ONLY  
 DATE RECEIVED \_\_\_\_\_ DATE APPROVED \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ FEE \$ \_\_\_\_\_  
 APPROVED BY CODE OFFICER \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ PHONE \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT**

All information requested must be completed on this application. Applicant is encouraged to visit this office for assistance in filling out this form. Any item requested by the application that does not apply to the proposed construction project indicate by marking the line with "N/A".

Application is hereby made for a Building Permit as required under the Zoning Ordinance of the City of West Frankfort for the erection, moving, or alteration, and all statements and any attached maps and drawings as a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revised or revoked, without notice an any breach of representations or conditions stated.

THE PERMIT MAY BE DELAYED IF ANY INFORMATION IS OMITTED OR INCORRECT.

1. Address of proposed construction: \_\_\_\_\_ Cost \_\_\_\_\_

2. Type of Home: :  Mobile Home  Manufactured Home  Modular Home

3. Type of Foundation  Permanent Foundation

4. Utilities:  Electricity  Water  Sewer Use of Building: \_\_\_\_\_

5. Is this property in a Flood Way or Special Flood Hazard Area (SFHA)? YES \_\_\_\_\_ NO \_\_\_\_\_

**PLEASE NOTE:** Should there be any questions regarding the issue of whether or not the proposed project is in or is not in a recognized Flood Way or Special Flood Hazard Area, it is the responsibility of the applicant to provide evidence that will support the application.

6. If answer is yes, provide a certificate showing existing grade elevations and all changes in grade resulting from excavation or filing, the location and dimensions of all buildings, and the elevation of the lowest floor (including basement) of all proposed buildings. Also, required is an engineering statement that this

development in the SFHA shall not create a damaging or being potentially damaging in flood heights or velocity or a threat to public health or safety.

7. Any and all costs for a required certificate of elevation and an engineering statement will be paid by the applicant.
8. All applications must be signed by the applicant which may be either the person or firm doing the construction; or the property owner. The property owner is responsible for obtaining a building permit.
9. No construction or excavation may begin until the application is approved by the City Council which meets on the second and fourth Tuesday of each month.
10. Construction must start within ninety (90) days after Council approval of building permit.

Approximate Start Date: \_\_\_\_\_ Approximate Completion Date: \_\_\_\_\_

11. All building permits are valid for ninety (90) days. All requested work is to be completed within that time frame. After expiration date, a renewal permit must be requested.
12. All building permits are to be posted at the building site.
13. If this development is commercial and in the enterprise zone, please provide us with your Federal Employer Identification Number (FEIN) \_\_\_\_\_ and your Unemployment Insurance Number (UIN). \_\_\_\_\_
14. Applicant will check with the Sewer Superintendent for availability of sewer and for a sewer permit prior to construction.
15. The city will not be liable for any expenses incurred if the homeowner does not follow the instructions provided for in this permit.
16. No building permit shall be issued for mobile, modular, or manufactured homes until the following requirements will be complied with. Please answer following the questions.

**Yes No** 1. *Minimum Lot Size: Fifty (50) feet by one hundred (100) feet.*

**Yes No** 2. *Setbacks for mobile, modular, or manufactured homes*  
a) No closer than twenty five (25) feet from the front property line or thirty (30) feet from the street or public road.  
b) No closer than ten (10) feet from the side of any adjacent property line.  
c) No closer than twenty-five (25) feet from the rear property line.

**Yes No** 3. *Parking: Off-street parking for at least one vehicle.*

**Yes No** 4. *Home per lot: Only one home located on any one lot.*

**Yes No** 5. *Immobilized: Must be immobilized with individual utilities, resting upon a permanent foundation which extends below the established frost depth and secured to its foundation. The wheels tongue, and hitch on a mobile home must be permanently removed. The axles may be removed.*

**Yes No** 6. *Foundation: Foundation materials, such as concrete, mortared concrete block or mortared brick shall extend into the ground below the frost line.*

***Permanent connection to utilities will not be approved until the Codes Officer issues a Certificate of Occupancy. See Page 4.***

17. Application must be accompanied with a drawing of lot, showing the lot size, and planned location of the building.

**Site Map**

1. Label the lot dimensions.
2. Show the proposed building with a solid fill.
3. Label the length and width of the proposed building;
4. Label the distance from side and rear property lines.
5. Name the streets adjacent to the property.

**Site Map**

Reviewed by Codes Officer: \_\_\_\_\_ Date \_\_\_\_\_

18. Permit fees are \$ .05 per square foot. All fees shall be paid in full only after City Council approval.

All fees are waived for permits located within the West Frankfort Enterprise Zone, churches, church owned property used for church purposes, excluding church owned income producing property, Government owned buildings, or any new and old City Lake leased property.

**TOTAL PERMIT FEE** \_\_\_\_\_ (Code Officer will fill this out)

I do hereby that the information provided in this application is true and correct to the best of my knowledge and that I have read and understood the terms and conditions of the building permit when granted by the City Council.

**Signature of Applicant/Owner** \_\_\_\_\_



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**Inspection for Certificate of Occupancy**

Manufactured –Mobile - Modular

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

*Minimum Standards:* No person shall occupy for the purpose of living within a home which does not comply with the following requirements. Permanent connection to utilities will not be approved until the Codes Officer issues a Certificate of Occupancy.  
(Chapter 17.48.010 & 17.48.020)

- Yes No** 1. Interior: Every floor, wall, ceiling, roof, doors and windows shall be reasonably weather-tight, water-tight, and vermin proof. Doors and windows shall be operable.
- Yes No** 2. Exterior: Every exterior wall shall be free of rust, loose or rotting boards or siding, and any other condition which might admit vermin, rain or dampness to the interior portions of the walls.
- Yes No** 3. Kitchen and Bathroom: Every home shall contain a kitchen sink and bathroom properly connected with hot and cold water lines and properly connected to a water and sewer system.
- Yes No** 4. Heating: Every home shall have a heating facility which is properly installed, safe and in good working condition. Un-vented heaters are prohibited.
- Yes No** 5. Electric System: Every home shall be supplied with an operable electric system that meets code. Electric wiring and fixtures shall be properly installed and maintained in safe working condition.
- Yes No** 6. Water Heater: Every home shall have an operable water heater which is properly installed and connected with the hot water lines and capable of heating water at a temperature of not less than 120 degrees Fahrenheit.
- Yes No** 7. Egress: Every home shall have a safe, unobstructed means of egress leading to a safe and open space. If there is only one (1) door, it must have at least one operable window large enough to allow egress if necessary.
- Yes No** 8. Smoke Detectors and Carbon Monoxide Detectors: Every home shall be in compliance with the Illinois statutes concerning smoke detectors and carbon monoxide detectors.

**Pass Fail THE ABOVE LISTED VIOLATIONS SHALL BE CORRECTED NO LATER THAN \_\_\_\_\_**

\_\_\_\_\_  
Signature Property Representative

\_\_\_\_\_  
Signature of City Official