



VILLAGE OF RANTOUL

DEVELOPMENT GUIDE

Introduction

This guide has been prepared to assist in expediting development projects in the Village of Rantoul. Any questions regarding the content of this guide should be directed to: Village of Rantoul Planning Department, 333 S Tanner St, Rantoul, IL 61866

Phone: (217) 892-6826 Fax: (217) 892-6871

Codes Administered

The Village of Rantoul administers a set of development-related codes that are quite consistent with codes found in other communities throughout our region. There are very few local exceptions to the adopted codes but the amendments that have been approved can be found in our code of ordinances located at

https://library.municode.com/il/rantoul/codes/code_of_ordinances.

2018 International Building Code

2018 International Residential Code

2018 International Mechanical Code

2017 National Electrical Code

2018 International Fire Code

2018 International Energy Efficiency Code (Required by State of Illinois)

Illinois State Plumbing Code (2014) (Required by the Illinois Department of Public Health)

Illinois Accessibility Code (2018) (Required by the Illinois Environmental Barriers Act)

Village of Rantoul Zoning Ordinance (2017) (Chapter 46 of Village Code)

Plan Submittal and Review Process

For projects involving new non-residential buildings or additions or remodeling of existing non-residential buildings the following must be submitted:

- Three (3) complete sealed sets of building/structural/mechanical/electrical/plumbing/fire protection drawings and one set of sealed specifications if applicable.
- Two (2) civil site plans
- Applicable plan review fees

All plans should be delivered or addressed to the Building Safety Division, Village of Rantoul, 333 S Tanner Street, Rantoul, IL 61866.

Customer service is important to the staff assigned to the development review process. We want our customers to be assured that we will do everything we can to expedite this phase of the development. Plans are reviewed in the order they are received. Most plan reviews will be completed within two weeks of submittal.

The Building Safety Division will send a letter with Building, Zoning, and Public Works comments to the project designer (and project owner if requested). If any clarifications or corrections are needed those should then be resubmitted for a follow-up review. Any plans and

specifications requiring corrections shall be modified and resubmitted in their entirety to the Building Safety Division. When revisions are made to an original set of plans, the corrections shall be clearly indicated and the design professional's seal updated.

Once the project plans have been approved by all divisions and other permits (IDOT, IEPA etc.) are received, if applicable, and all other forms and fees are submitted, permits will be issued and work can begin. A set of approved construction drawings will be released with the building permit and must be kept at the job site for inspection.

Building Plan Requirements

Sealed building plans are required when the proposed project involves any work including structural, life safety (egress), fire safety, and accessibility issues. The plans must bear the seal of a State of Illinois registered Architect or Structural Engineer per the Illinois Architecture and Structural Engineering Practice Acts of 1989. The Acts require: a reproducible seal with the license number, the signature of the architect or structural engineer and the date of signature and license expiration date. Failure to provide properly sealed drawings where required will delay plan review and prohibit project approval.

Provisions shall be made for the handicapped as required by the 2018 Illinois Accessibility Code. Plans must include a statement of compliance with that code.

Site Plan Requirements

A site plan is required whenever a project involves: construction of a new building, or an addition to or remodeling of an existing building, or a change of use to a property or within an existing building. The following information must be depicted on the site plan:

- Project location including street address, north arrow, scale and date of preparation;
- Location and dimensions of all property lines, include streets/alleys/easements;
- Location and dimensions of all existing and proposed buildings, structures and pavement;
- Intended use of each building or part thereof;
- Distance from existing and proposed buildings to each property line;
- Location of all parking spaces, loading spaces, access ways and curb cuts;
- Location of trash disposal areas and screening for such areas;
- Location of all signs, walls, fences;
- Lighting layout for parking areas, if applicable;
- Location of the 100 year flood plain on the site, if applicable;

A landscaping plan must also be submitted with the site plan. The landscape plan may be included on the site plan unless the combining of the plans compromises the required detail or makes the plan too difficult to read. Refer to the Zoning code (section 46-182) for landscaping requirements.

A storm water management plan and calculations must also be submitted with a site plan where applicable. This plan shall include sufficient information to evaluate the environmental characteristics of the property, the potential adverse impacts of the development on water resources both on-site and downstream, and the effectiveness of the proposed drainage plan in managing stormwater runoff. The applicant shall certify on the drawings that all clearing, grading, drainage, and construction shall be accomplished in strict conformance with the drainage plan. This work must be signed and sealed by an Illinois registered professional engineer.

Permits

Construction Permits Required. It shall be unlawful to construct, enlarge, renovate, remodel, alter or demolish a building or structure; to erect or hang a sign; to change the occupancy of a building or structure requiring greater strength, accessible access, exit or sanitary provisions; to change to a different use; or to install or alter any equipment for which provision is made or the installation of which is regulated by the Building Code without first completing an application and obtaining the required construction permit. A construction permit is also required for adding to, removing, or changing portions of the Electrical, Plumbing or HVAC systems.

For detailed information on permits and applying for permits visit:

<http://www.myrantoul.com/374/Need-a-Permit>

Construction permits can be applied for either by filling out an application in person at the Division offices or by filling out an application online and emailing it to jlukens@myrantoul.com or fax to (217) 892-6871 or by mail to the Building Safety Division, Village of Rantoul, 333 S Tanner St, Rantoul, IL 61866. Once all necessary information is received and all plans are approved the permits will be issued. Once a Permit is issued, construction can proceed. Required inspections must be scheduled with Village inspectors throughout the construction phase. The permit holder must notify the inspector when work is ready for inspection. A final inspection will also need to be done prior to the issuance of a Certificate of Occupancy.

IDOT Permit. Any work to be done along or adjacent to a state or federal highway requires an IDOT permit from the District 5 office in Paris. However, because of overlapping jurisdictions, the Village of Rantoul may be responsible for the permit so anyone proposing to do work on or near a state or federal highway should check with the Public Works Department first.

Fees

Permit fees in the Village of Rantoul are as follows:

Building Plan Review Fees. Based on the construction cost of the building:

Up to \$49,999 -	\$50
\$50,000 to \$174,999 -	\$100
\$175,000+ -	\$1.50 per \$1,000 of cost

Building Permit Fees. Building permit fees are based on the project cost as follows:

(Not including single and two family dwellings)

\$1.50 per \$1,000 of cost

Tap Fees.

Sewer Tap Fee	\$100
Water Tap Fee	\$100

Contractor Registration and Licensing

All contractors must be registered with the Village in order to complete work within the Village of Rantoul. Registration forms are available on the Village's website and at the Building Safety Division offices. Plumbing Contractors must be licensed by the State of Illinois Department of Public Health. Fire Suppression Contractors must also be licensed by the Office of the Illinois

State Fire Marshal. Roofing Contractors must also be licensed by the State to work in the Village. Electrical contractors must be licensed by the Village, but we can accept an Electrical License from a comparable Illinois community.

Village of Rantoul Contacts

Village Administrator – Scott Eisenhauer (217) 892-6801 administrator@myrantoul.com

Building Safety Manager - Scott Morgan (217) 892-6843 smorgan@myrantoul.com

Urban Planning Manager - Chris Milliken (217) 892-6822 cmilliken@myrantoul.com

Building Inspector – Jake Lukens (217) 892-6853 jlukens@myrantoul.com

Plumbing/Mechanical Inspector – Bodie Cargo (217) 892-6830 bcargo@myrantoul.com

Engineering and Storm water – Jake McCoy (217) 892-6526 jmccoy@myrantoul.com

Utility and Misc. Contacts

Gas: NICOR – (888) 642-6748

Electric: Village of Rantoul – (217) 892-6595

Water: Village of Rantoul - (217) 892-6524

Sewer: Village of Rantoul - (217) 892-6560

Telecommunications: AT&T – (217) 398-7980

Curb Cuts/Drives on State Routes: IDOT- Kim Neihart - (217) 466-7230

Last Revised: May, 2022