



**Menard County Zoning Office**  
101 East Jefferson Street  
Petersburg, IL 62675  
Phone # (217) 632-5123

Office Hours: 8:00 a.m. to 4:00 p.m.

Date \_\_\_\_\_

Permit # \_\_\_\_\_

Name \_\_\_\_\_

## **MENARD COUNTY ZONING PERMIT APPLICATION**

### **(PLEASE READ BEFORE PROCEEDING WITH APPLICATION)**

If property is located in the FEMA-designated floodplain, the Menard County Floodplain Ordinance regulations will apply and you should consult with the Zoning Office before proceeding with this application. In some cases, if a subdivision/split of property is involved, the Menard County Subdivision Ordinance regulations may apply and you should consult with the Zoning Office before proceeding with this application. IN ALL CASES, zoning regulations (e.g., setback requirements) should be known for the subject property before proceeding with this application.

The purpose of this building permit is to enforce the Zoning Ordinance of Menard County. Other ordinances or covenants may be in effect upon your property. It is not the responsibility of this office to enforce ordinances outside of its jurisdiction; any applicable Federal, State, or other regulatory agency regulations; Menard County Road District regulations (e.g., culvert installation/driveway siting); deed restrictions; subdivision/homeowner association/architectural control committee covenants, etc. This office reserves the right to require proof that such consultation has occurred, before issuing a permit, so as to alleviate potential conflicts.

If a well and septic permit is required, no permit will be issued until such time that this office has been provided a copy of the well and septic permit. Please contact the Sangamon County Health Department to obtain a septic permit at 2833 South Grand Avenue East, Springfield, Illinois 62703, (217) 535-3145

If a 911 address is required, please contact the Zoning Office and we can direct you to the proper application to be submitted.

If a permit is issued, you will be provided a Certificate of Completion & Conformance. Please remember that this sheet **MUST** be returned to the Zoning Officer prior to occupancy of a structure.

Thank You for Your Cooperation  
Menard County Zoning

**APPLICANT INFORMATION (To be filled out by Property Owner/Applicant):**

\*PROPERTY OWNER:

\*CONTRACTOR

NAME \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE #s \_\_\_\_\_

PHONE #s \_\_\_\_\_

E-MAIL \_\_\_\_\_

E-MAIL \_\_\_\_\_

\*COMMON ADDRESS OF PROPERTY WHERE STRUCTURE IS TO BE BUILT/ERECTED (IF DIFFERENT FROM ABOVE)

\_\_\_\_\_

The total estimated cost of the proposed construction, including all materials and labor, will be

\$ \_\_\_\_\_

**PROPERTY INFORMATION**

\*PROPERTY IDENTIFICATION NUMBER \_\_\_\_\_

\*PRINCIPAL USE OF PROPERTY \_\_\_\_\_

\*ZONING DISTRICT: AG RR R1 R3 B1 B2 M1 PL

\*IS PROPERTY IN A FLOODPLAIN? YES NO

\*DOES PARCEL, USE OR STRUCTURE QUALIFY AS A LEGAL NON-CONFORMITY? YES NO

If yes, describe \_\_\_\_\_

\*MINIMUM REQUIRED SETBACKS & MAXIMUM STRUCTURE/BUILDING HEIGHT, FOR YOUR PROPERTY & ZONING DISTRICT, ARE AS FOLLOWS:

FRONT \_\_\_\_\_ measured from RIGHT-OF-WAY LINE

Or

SIDES \_\_\_\_\_ CENTER OF ROAD

REAR \_\_\_\_\_

HEIGHT \_\_\_\_\_

**NEW STRUCTURE**

\*I want to construct:

_____	House	_____	Pole Barn
_____	Storage Shed	_____	Carport
_____	Mobile Home	_____	Deck
_____	Garage	_____	Other _____

\*For a new house, modular home, or mobile home:

\_\_\_\_\_ Frame or \_\_\_\_\_ Brick

\_\_\_\_\_ 1-story \_\_\_\_\_ 1 ½ -story \_\_\_\_\_ 2-story \_\_\_\_\_ bi-level \_\_\_\_\_ tri-level

Number of Bathrooms \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Number of Fireplaces \_\_\_\_\_ Type of Fireplaces \_\_\_\_\_

Type of Heat \_\_\_\_\_ Central Air?  YES  NO

Square Footage of Basement or Lower Level \_\_\_\_\_

Is Basement  FULL  CRAWL  SLAB

Is Basement  FINISHED  UNFINISHED

Is Garage  ATTACHED  DETACHED

*A complete set of plans is required for any new structure. Please attach to the application.*

**EXISTING STRUCTURE**

I want to modify the following existing structure and the dimensions of the modification are as follows (please include height):

House (Room Addition or Sunroom)	_____
Deck	_____
Dock	_____
Other	_____

Please provide a sketch of your property/parcel showing existing structures (if applicable) and proposed structure(s) with the dimensions of each structure. Please show measured setbacks/distances from a proposed structure(s) building line to each property line or center of the road, representing minimum setback requirements are being met. Please show driveways and parking areas.

**NORTH**

**WEST**

**EAST**

**SOUTH**

## Zoning Fee Schedule for Menard County

Agricultural (A) & (RR) Rural Residential & Residential (R-1 & R-3)	Zoning Permit Fees
Dwellings	Base Cost: \$200 Plus: .25¢ per Square Foot including attached garage square footage
Mobile Homes & Manufactured Homes - including "Tiny Homes"	\$500
Elder Cottage Housing Opportunity - E.C.H.O.	\$250
Accessory Structures	Structures 200 square feet or more: .15¢ per square foot w/Minimum Fee of \$100
Ag Labor Housing & Accessory Structures Primarily Used for Agricultural Purposes	No Fee Charged with affidavit on file
Accessory Structures Primarily Used for Agricultural Purposes <i>*Agricultural (A) District ONLY</i>	No Fee Charged with affidavit on file
Swimming Pools (Above Ground & In Ground)	\$75
Decks/Covered Patios	.15¢ per square foot w/Minimum Fee of \$75

Downtown Business (B1) & Highway Business (B2)	Zoning Permit Fees
All Structures in Areas Zoned "B1 or B2" (Unless otherwise stated)	Base Cost: \$200 Plus: .27¢ per Square Foot

Manufacturing (M1)	Zoning Permit Fees
All Structures in Areas Zoned "M1" (Unless otherwise stated)	0.3% of Construction Cost

Public Lands (P-L)	Zoning Permit Fees
All Structures in Areas Zoned "P-L" (Unless otherwise stated)	0.0% of Construction Cost

Miscellaneous	Zoning Permit Fees
Small Scale Solar Energy Systems (Residential Use) <i>*Does Not Require a Special Use Permit</i>	1kW - 10kW: \$75 11kW - 20 kW: \$150 21kW - 50 kW: \$300 51kW - 100W: \$500 101kW - 500W: \$1000
Commercial Solar Energy Systems <i>*Requires a Conditional Use Permit</i>	\$5000 per MW plus \$1000 per additional MW and fraction thereof
Tier 1: Battery Energy Storage Systems (BESS)(Residential Use)	1kW - 10kW: \$75 11kW - 20 kW: \$150 21kW - 50 kW: \$300 51kW - 100W: \$500 101kW - 500W: \$1000 <i>*Based on total rated Power Capacity</i>
Tier 2: Battery Energy Storage Systems (BESS) <i>*Tier 2 BESS Require a Special Use Permit</i>	601kW - 999kW: \$5,000 \$5000 per MW plus \$1000 per additional MW and fraction thereof. <i>*Based on total rated Power Capacity</i>
Cellular Towers, Communication Towers, Utilities Governed by Height, Small WECS & Commercial WECS	\$25.00 per Vertical Foot of Tower Height
Utility Tower Equipment Replacements & Additions Co-Location	\$2,750 per site
Utility Transmission Equipment Replacements & Additions - Requires a Special Use permit	\$750 per pole

Commercial New Construction - includes Plan Review and Building Permit Fee	\$4.00 per \$1000.00 Construction Cost with \$500.00 minimum
Additions or alterations to Commercial Structures	\$2.00 per \$1000.00 Construction Cost with \$250.00 minimum
Signs	\$1.00 per square foot greater than 64 square feet \$40.00 Minimum (Based on square ft. surface area of all advertising faces of the sign)
Stop Work Order:	
Residential	\$200.00
Agriculture	\$25.00
Commercial/Industrial	\$500.00
Re-inspection Fee:	\$75.00
Raw Square Footage: Fifty (50) Square feet or more	\$40.00 plus \$0.10 per additional square foot
Fence or Retaining Wall	\$50.00 per permit
Shed Permit: Structures 120 square feet or less, no Charge; Structures 120 square feet or more:	\$50.00 per permit
Demolition Permits	\$50.00 per permit
Zoning Certification & Flood Plain Certification Letters	\$20.00 Each
Occupancy Certificates	\$10.00 Each

Filing Fees for Public hearings	Zoning Permit Fees
Temporary Use	\$200.00
Appeals:	\$300.00
Special Uses:	\$300.00
Rezoning: Zoning District Amendments	\$300.00
Variances:	\$300.00
Special Home Occupation	\$200.00
Administrative Variances:	\$100.00

Other Code Fees	Zoning Permit Fees
911 Addressing Fee:	\$25.00 per address
911 Addressing - New Subdivision:	\$20.00 per lot
Subdivision - Preliminary Plat:	\$25.00 per lot-\$300.00 min/\$1000.00 max
Subdivision - Final Plat: (Due at the time of submitting the Final Plat)	\$150.00 plus \$25.00 per lot/\$1000.00 max
Flood Plain Development Permit:	\$100.00

Fee (To be filled in by Zoning Office) \$ \_\_\_\_\_

(Checks Payable to "Menard County Zoning")

I, \_\_\_\_\_ am aware that the Zoning Department will be conducting random inspections on structures constructed. I am also aware that any structure not being used for the purpose expressly stated on the construction permit application, including but not limited to; size, usage, and setbacks, may be deemed a zoning violation and may either require going before the Zoning Board of Appeals or removing the structure immediately from the property.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*For mobile or manufactured homes only.** I, the undersigned, affirm that I have read Section 6.13 "Mobile and Manufactured Home Regulations" and agree that my application to place mobile and manufactured home in Menard County, Illinois, meets said regulations (e.g., the mobile home will be adequately attached to and resting in whole on a permanent, perimeter foundation).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

(Zoning Office Only):

Permit: Approved Denied

\_\_\_\_\_  
Signature of Zoning Representative

\_\_\_\_\_  
Date Issued

(PERMIT APPLICATION REVISED 01/2026)