Introduction

This handbook was developed to serve as a guide to the department's scope of responsibility, policies, procedures and miscellaneous requirements. This book has been developed in a very general format and highlights information most commonly referred to however is not meant to serve as a substitute for any of the adopted codes.

Review of this information should help you become familiar with the Inspection Department's permit and inspection procedures. The department's office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. This handbook is also accessible through the Town's website at http://www.normal.org/Files/ZoningCodeHandbook.pdf We hope you find the information beneficial as a resident, or in conducting business in the Town of Normal.

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Austin Klein, Code Enforcement
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Chapter 1  Adopted Construction Codes - Plan Review Staff

The following State and National Model Codes were adopted by the Town of Normal, with amendments, as listed in the Municipal Code. This sheet is provided for the public’s use in conjunction with the Town of Normal Municipal Code.

- 2021 International Building Code
- 2021 International Existing Buildings Code
- 2021 International Fire Code
- 2021 International Residential Code
- 2021 International Mechanical & Fuel Gas Code
- 2021 International Property Maintenance Code
- 2014 Illinois Plumbing Code
- 2020 National Electrical Code
- Illinois Accessibility Code
- NFPA Life Safety Code

Planning & Zoning  (1 Uptown Circle)

Town Planner  Mercy Davison  454-9590
Associate Planner  Caitlin Kelly  454-9642
CDBG Specialist  Jennifer Toney  454-9766

Building Inspection  (1 Uptown Circle)

Building Director  Greg Troemel  454-9580
Plans Examiner  Scot Williams  454-9582
Building Inspector  Wes Stickelmaier  454-9686
Building Inspector  Troy Sondgeroth  454-9583
Plumbing Inspector  Barry Knox  454-9584
Electrical Inspector  Patrick Grover  454-9588
HVAC Inspector  Mike Beavers  454-9641
Building Inspector  Justin O’Neil  454-9644
Code Enforcement  Austin Klein  454-9554

Fire Inspection Department  (606 S. Main Street)

Fire Chief  Mick Humer  454-9615
Chief Fire Inspector  Glenn Rosecrans  454-9616

Public Works Department  (1301 Warriner Street)

Public Works Director  Ryan Otto  454-9574

Water Department  (107 E. Mulberry Street)

Director  John Burkhart  454-9564
Project Engineer  Alan Alward  454-9572
# Other Town Offices, Local or State Agencies

## Administrative Offices

<table>
<thead>
<tr>
<th>Individual</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>City Manager, Pamela Reece</td>
<td>454-9501</td>
</tr>
<tr>
<td>Assistant City Manager, Eric Hanson</td>
<td>454-9502</td>
</tr>
<tr>
<td>Administrative Associate, Jessica Ragland</td>
<td>454-9503</td>
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## Legal Department / Clerk’s Office

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<thead>
<tr>
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<tr>
<td>Corporate Counsel, Brian Day</td>
<td>454-9505</td>
</tr>
<tr>
<td>Town Attorney, Jason Querciagrossa</td>
<td>454-9506</td>
</tr>
<tr>
<td>City Clerk, Angie Huonker</td>
<td>454-9509</td>
</tr>
<tr>
<td>Communications, Cathy Oloffson</td>
<td>433-9906</td>
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## Miscellaneous Numbers

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<td>B-N Water Reclamation District</td>
<td>827-4396</td>
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<tr>
<td>Normal Township Tax Assessors Office</td>
<td>452-1951</td>
</tr>
<tr>
<td>McLean County Health Department</td>
<td>888-5450</td>
</tr>
<tr>
<td>McLean County Building &amp; Zoning</td>
<td>888-5160</td>
</tr>
<tr>
<td>Bloomington Building Safety</td>
<td>434-2226</td>
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</table>

## State, County Agencies

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<thead>
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<tr>
<td>Office of the State Fire Marshal</td>
<td>217-785-1030</td>
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<tr>
<td>Illinois Environmental Protection Agency</td>
<td>217-782-1724</td>
</tr>
<tr>
<td>Capital Development Board-Accessibility</td>
<td>217-782-8530</td>
</tr>
<tr>
<td>Illinois Department of Public Health</td>
<td>217-557-1153</td>
</tr>
<tr>
<td>Illinois Department of Transportation</td>
<td>217-465-4181</td>
</tr>
</tbody>
</table>
Chapter 2  General Provisions

Residential Fence Construction Requirements
• A Building Permit is not required.
• A fence may be placed directly up to a property line.
• A fence may not encroach on to the Town’s right-of-way.
• A fence may be located within an easement, owner may be responsible to remove.
• The Town does not enforce a “good side bad side” requirement.
• The maximum fence height in a front or corner side yard is 4'-0”.
• The maximum fence height in an interior side or a rear yard is 6'-0”.
• Rear yard fences adjoining another front yard are limited to 4'-0” in height.
• Corner lots are subject to “visibility triangle” restrictions. (Call for specific details)
• Contact JULIE for utilities identification at 800-892-0123 (or 811) prior to excavation.
• The Town does not settle lot line disputes between property owners.

Sheds (144 Square Feet or Smaller)
• A Building Permit is not required.
• A shed may be placed within an easement if constructed in a movable manner.
• The total number of accessory structures on one property shall not exceed two.
• A shed may not be located in a front or corner side yard.
• The minimum setbacks from the side and rear property lines shall be 5'-0”.
• Sheds shall not be located closer than 5'-0" to another building on the lot.
• The maximum overall building height shall not exceed 12'-0”.

Sheds (145 Square Feet to 300 Square Feet)
• A Building Permit is required.
• The total number of accessory structures on one property shall not exceed two.
• The shed must be placed on a minimum 3.5" concrete slab.
• The shed construction shall conform to the International Residential Code.
• A shed may not be located in the front or corner side yard.
• The minimum setbacks from the side and rear property lines shall be 5'-0”.
• Sheds shall not be located closer than 5'-0" to another building on the lot.
• The maximum overall building height shall not exceed 12'-0”.
• Sheds of this size shall not be located within an easement.

Garage Construction, One and Two Family (301 Sq/Ft to 720 Sq/Ft)
• A Building Permit is required.
• The total number of accessory structures on a property shall not exceed two.
• The total number of off-street parking spaces shall not exceed four.
• A site plan shall be submitted at the time of permit application.
• Garage construction shall comply with the International Residential Code.
Garages Construction Continued:

- The minimum setbacks from the side and rear property lines shall be 5'-0".
- A garage shall not be located within an easement.
- Garages shall be served by a hard-surfaced driveway, concrete or asphalt.
- The garage may have a minimum setback of 5'-0" from the principal building.
- Where closer than 10', the entire garage shall be protected by 1/2" gypsum board.
- The maximum garage height shall not exceed an average height of 14'-0".

Parking Pad Regulations

- A permit is not required.
- Pads are only permitted in conjunction with a one or two-car drive in R1 or R2.
- Parking pads are required to be of either concrete or asphalt.
- A parking pad may be constructed on either side of a single car drive.
- Pads adjacent to a two-car drive on an interior lot shall be to the side yard.
- Pads adjacent to a two-car drive on a corner lot shall be to the rear yard.
- The parking pad width shall be 9'-0", and the side yard setback shall be 3'-0'.
- The depth of the pad shall be 20'-0" and return to the driveway at the property line.
- Driveway turn-around pads are permitted on arterial streets in residential zoning.
- Pads shall meet the dimensions specified in Chapter 7 of this book.
- Turn-around pads are NOT to be used for parking purposes.

Satellite Dish or Antennas

- A Building Permit is not required.
- Equipment may be located in the rear yard or non-required side yards.
- Structures shall maintain minimum 5'-0" setbacks from side and rear lot lines.
- High-rise antennas shall require design specifications as requested by this office.
- Equipment shall not be placed over easements of any type.

Swimming Pools

- A permit is required for any 1&2 family swimming pool containing water over 24".
- Non-residential pool installations shall require both an IDPH and Town permit.
- A site plan shall be submitted showing the pool size, location and setbacks.
- The pool shall be located in rear yard, and not be laced over an easement.
- The pool walls shall maintain minimum 5'-0" side and rear lot line setbacks.
- The pool shall be completely protected by a minimum 4'-0" fence.
- Self-Contained pools are allowed providing the access point is protected as above.
- All gates that provide pool access shall be self-closing and lock from the poolside.
- Pool construction shall conform to the International Residential Code.
- Pools shall be wired in accordance with the National Electrical Code.
Home Occupation Regulations

- Home occupations shall be conducted entirely from within the dwelling unit.
- The use of accessory structures on the property is not permitted.
- Special or designated entries are not permissible.
- The floor area dedicated to the home occupation shall not exceed 25%
- The maximum allowable sign size shall not exceed one square foot.
- No goods or services are to be rendered other than by ordinary mail service.
- Only family members are permitted to engage in the home occupation.

Garage and/or Yard Sale Regulations

- The total number of sales in one calendar year shall not exceed three.
- The total number of sale days shall not exceed twelve in one calendar year.
- Signs related to the sale must be contained on private property.
- Signs shall be removed promptly after the end of the sale.

Maximum Number of Unrelated Occupants Permissible in a Dwelling

- R-1 & R-4 zoning districts, not more than (2) unrelated persons shall occupy a unit.
- All other zoning districts, not more than (4) unrelated persons shall occupy a unit.
- In the B-1, B-2 and C-1 districts, a dwelling unit shall be located above the first floor.

Recreational Vehicle Regulations

- April 1 through October 31, recreational equipment may be stored in a driveway.
- November 1 through March 31, recreational equipment must be stored in a side or rear yard while maintaining a 5'-0” setback or enclosed in a building.
- RV equipment including RV trailers shall not encroach over a public sidewalk.
- RV shall be currently licensed and operable when stored outdoors.
- Motor Homes must be stored on an approved parking surface.

Motor Vehicle-Trailer Regulations

- Motor vehicles, excluding defined recreational vehicles, in excess of 8’-0” in height are prohibited to be stored outdoors in a residential zoning district.
- Domestic Utility Trailers may be 6’ in width, 12’ in length, and 8’ in height. Trailers shall be single axle and not used for business or commercial purposes.
- Trailers shall be stored in a location not visible from a public street at all times.
Day Care Home Regulations

A "Day Care Home" is a premise licensed by the State of Illinois and receiving not more than (8) eight children for care, excluding the children who reside permanently at the dwelling unit. Care may be provided during the day or night.

Day Care Center

A "Day Care Center" is a premise licensed by the State of Illinois and receiving more than (8) eight children for care during all or part of a day or night. The children of the operators do not contribute to the total number of children.

Sump Pump Discharge Regulations

Where a sump pump discharge service connection is available to a lot, the discharge must be connected to the storm water system provided. The termination of any sump pump discharge line shall be as listed below;

- Front or Corner Lot Line: 15'-0"
- Side Property Line: 2'-6"
- Rear Property Line: 10'-0"

Unoccupied or Vacant Buildings or Lease Spaces

Procedurally, the Fire Department will post any business, commercial or industrial space or building that is or has become vacant. This posting consists of a green "NOTICE" sticker that is applied to the space or building in a conspicuous location. This process serves to record that the space is vacant and notify emergency personnel (Fire, Police) of what to expect in a response to the address.

This "NOTICE" will inform a future tenant to contact this office to schedule a "Safety Inspection" to determine if the proposed use is appropriate, and what corrections or changes may be necessary to occupy the space or building. This process helps to eliminate confusion among owners, tenants and the Town.

Sidewalk Maintenance

At the time of an Occupancy Inspection all public sidewalks will be inspected to assure they are free of any defects. A Certificate of Occupancy will not be issued until damaged sidewalk has been replaced. Sidewalk that is damaged prior to the start of construction is NOT an exception. Developers, builders and owners are responsible to resolve conflicts among themselves.
Chapter 3  Permitted Obstructions in Required Yards

Obstructions Permitted in All Yards

- Architectural features extending 18" or less.
- Free standing lights (maximum 1/2 foot candle)
- Awnings or canopies projecting not more than 25% of setback distance.
- Roof overhangs or eaves up to 24”.
- Chimney or fireplace chases extending up to 2'- 0" or less.
- Trellises, flagpoles and landscaping.

Front and Corner Side Yard Setbacks

- Bay windows projecting up to 3'- 0".
- Unroofed terraces, decks or balconies projecting up to 10'- 0".
- Fuel, air and water pumps in conduction with service stations.
- Canopies over fuel pump equipment.
- Fences 4'- 0" in height in the front or corner side yard.
- Fences 8'- 0" in height in the Manufacturing zoning districts.

Side Yard Setbacks

- Roof eaves projecting 2'- 0" or less.
- Off street parking in commercial districts excluding C-2 and C-3.
- Air conditioning equipment in all zoning districts.
- Fences not to exceed 6'- 0" in height in residential zoning.
- Fences not to exceed 8'- 0" in height in all other districts.
- Refuse storage areas.

Rear Yard Setbacks

- Detached garage, swimming pools, tennis courts, recreational areas.
- Accessory buildings up to 300 square feet.
- Refuse storage areas, air conditioning equipment.
- Uncovered decks. (Recommend 3’ setback, not to encroach in easements)
- Bay windows not exceeding 3'- 0", roof eaves not closer than 2'-0” to a lot line.
- Fences not in excess of 6' - 0" in height in Residential zoning.
- Fences not in excess of 8'- 0" in height in all other districts.
- Covered Porches or Screened Porches not exceeding 320 sq/ft in area.
- Porches may have a maximum encroachment of 10’-0” into the required rear yard.
Zoning District Classifications

Agricultural District
A Agricultural

Residential Districts
R-1AA Single-Family (Low Density)
R-1A Single-Family (Medium Density)
R-1B Single-Family (High Density)
R-2 Mixed Residence (One & Two Family)
R-3A Multi-Family Medium Density
R-3B Multi-Family High Density
R-4 Mobile Home Subdivision

Special Public Interest Districts
S-1 Illinois State University District
S-2 Public Lands and Institution
S-3 Historic and Cultural (Overlay)

Business Districts
C-1 Office
C-2 Neighborhood Shopping
C-3 Community Regional Shopping

B-1 General Business
B-2 Central Business

Manufacturing Districts
M-1 Restricted Manufacturing
M-2 General Manufacturing
### Zoning District Setbacks and Building Height Restrictions

<table>
<thead>
<tr>
<th>District</th>
<th>Front</th>
<th>Corner</th>
<th>Sides</th>
<th>Rear</th>
<th>Sty/Height</th>
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<tbody>
<tr>
<td>A</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>2 / 35'</td>
</tr>
<tr>
<td>R1AA</td>
<td>40</td>
<td>35</td>
<td>20</td>
<td>60</td>
<td>2 / 35'</td>
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<tr>
<td>R1A</td>
<td>30</td>
<td>30</td>
<td>8</td>
<td>40</td>
<td>2 / 35'</td>
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<tr>
<td>R1B</td>
<td>25</td>
<td>25</td>
<td>6</td>
<td>35</td>
<td>2 / 35'</td>
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<td>R2</td>
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<td>R3A</td>
<td>Parking Impact Zone (Reduced FY Setback Allowed)</td>
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<td>R3B</td>
<td>20</td>
<td>20</td>
<td>9</td>
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<td>R4</td>
<td>25</td>
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<td>(No Minimum Requirements, Subject to Site Plan Review)</td>
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<td>(No Minimum Requirements, Subject to Site Plan Review)</td>
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<td>(Use the District in which the overlay is located)</td>
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<td>25</td>
<td>4 / 45'</td>
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<tr>
<td>B1</td>
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<td>20</td>
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<td>(Determined by Uptown Design Standards)</td>
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<td>25</td>
<td>15</td>
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<td>4 / 45'</td>
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# Table of Authorized Permitted Principal Uses

- Adult Hotels/Motels (B1)
- Adult Lingerie Modeling Studios (B1)
- Adult Media Stores (B1)
- Adult Modeling Shops (B1)
- Adult Motion Picture Theater (B1)
- Agricultural Implement, Sales and Repair (B1, M1)
- Agricultural Products and Storage (M2)
- Agricultural Supply Store (B1, M1)
- Agriculture (All Districts)
- Agriculture Fairs, Displays, Shows, Exhibits (Special Use - A)
- Aircraft Manufacture and Assembly (M2)
- Airport, Heliport (S2)
- Ambulance Service (B1, M1)
- Amusement Center (C3, B1, B2)
- Appliance Repair Shop (C3, B1, B2)
- Appliance Store (C3, B1, B2)
- Arena, Stadium (S1, S2, B1)
- Art and School Supply Store (C2, C3, B1, B2)
- Art Gallery, Museum (S1, S2, C1, C3, B1, B2)
- Asphalt Batch Plant (Special Use - M2)
- Athletic Club, Indoor (B1, B2)
- Auction House (B1, M1)
- Auditorium (S1, S2)
- Automobile Service Station (B1, M1)
- Automobile, Truck Sales (B1, M1)
- Bagged Mineral Products (M1, M2)
- Bakery Production (B1, M1, M2)
- Bakery and Donut Shop Retail Only (C2, C3, B1, B2)
- Ballroom, Dance Hall (B1, B2)
- Bank (C1, C2, C3, B1, B2)
- Barber, Beauty Shop (C2, C3, B1, B2)
- Barber, Beauty Shop in Office Building (C1)
- Bed & Breakfast (Special Use B, R)
- Bicycle Manufacturer (M1, M2)
- Bicycle Shop (B1, B2)
- Birthing Center (C1)
- Boat Manufacturer (M1, M2)
- Boat Sales (B1, M1)
- Book, Stationary Store (S1, C1, C2, C3, B1, B2)
- Bowling, Billiard Center (S1, C3, B1, B2)
- Bus Passenger Terminal (B1, B2)
- Business School (S1, C1, B1, B2)
Candy and Ice Cream Shops (C2, C3, B1, B2)
Cannabis, Craft Grower (Special Use - A, B1, M1, M2)
Cannabis, Cultivation Center (Special Use - A, M1, M2)
Cannabis, Dispenser (Special Use - B1)
Cannabis, Infuser (Special Use - B1, M1, M2)
Cannabis, Processor Special Use - M1, M2)
Cannabis, Transporter (Special Use - M1, M2)
Car Wash (B1, M1, C2)
Cemeteries (Special Use - A, R1AA, R1A, R1B, R4)
Churches (S1, S2, B1, B2, M1)
Churches (Special Use - R1AA, R1A, R1B, R3A, R3B)
Clothing, Stores (C3, B1, B2)
Clubs, Private (B1, B2, M1)
Coal Storage (Special Use - M1, M2)
College, University Classroom (S1, S2 and Special Use R3B)
Computer Data Processing Center (S1, C1, B1, B2)
Community Center (S2)
Concrete Batch Plant (M2, Special Use M1)
Contractor's Shop (B1, M1, M2 except in the P-1 Corridor)
Convenience Established in Multi-Family Building (Special Use - R3B)
Convention Center (S2)
Cordage, Rope, Twine and Net Manufacturer (M1, M2)
Correctional Institutions, Detention (S2)
Cotton; Spinning & Weaving (M2)
Country Clubs, Private Golf Courses (Special Use - A, R1AA, R1A, R1B, R3A, M2)
Dairy Products Manufacturer (M2)
Dairy Store (C2, C3, B1)
Dairy Store in Office Building (C1)
Dance Studio (S1, C2, C3, B1, B2)
Day Care Center (R3B, S1, C1, B1, B2 and by Special Use - R2, R3A)
Day Care, in a Church (Special Use - R1AA, R1A, R1B, R4)
Day Care Homes (R1AA, R1A, R1B, R2, R3A, R3B, R4)
Delicatessen (C2, C3, B1, B2)
Delicatessen in Office Building (C1)
Department Store (C3, B1, B2)
Detention Centers, Correctional (S2)
Diagnostic Imaging, Lab Testing Facility (C1)
Distillery, Rectifying, Blending Spirits (M2)
Dormitory, Residence Hall (S1, S2)
Drug Store (C2, C3, B1, B2)
Drug Store in an Office Building (C1)
Drugs, Pharmaceutical Manufacturer (M2)
Dry Cleaners (C2, C3, B1, B2)
Dry Cleaner in Office Building (C1)
Dry Goods Store (C3, B1)
Dwelling Units above First Floor (C1, B1, B2)
Dwelling, Multiple-Family (R3A, R3B)
Dwelling, Multiple-Family Age Restricted 55+ (S2)
Dwelling, Two-Family (R2, R3A)
Dwellings, Mobile Home (R4, Special Use B1)
Dwellings, Single-Family (R1AA, R1A, R1B, R2)
Educational Facilities (S1, S2, B1, B2)
Electronic Equipment Sales & Service (B1, B2)
Electrical Power Plants, Sub-Stations (S2)
Electrical Machinery Manufacturer (M1, M2)
Electrical Appliance Manufacturer (M1, M2)
Exhibition-Exposition Hall (S1, B1, B2)
Extraction, Storage, Washing, Handling of Materials (Special Use - A, M1, M2)
Farm (A, S1)
Field House (S1, S2)
Fire Station (S2)
Fleet Fueling Depot (M1)
Florist Shop (C2, C3, B1, B2)
Food Locker Plants (B1, M1, M2)
Footwear Manufacturer (M1, M2)
Funeral Parlor (B1, B2)
Fur Store (C3, B1, B2)
Furniture Repair Store (C3, B1, B2)
Furniture Store (C3, B1, B2)
Furniture, Fixture, Bedding Manufacturer (M1, M2)
Garden Supply Store (C3, B1, B2)
Gas Company Plant, Facilities (S2)
Gift Shop (C2, C3, B1, B2)
Glass Manufacturer (M2)
Golf Course, Public (S1, S2)
Grain Elevator (M2)
Greenhouse (A, S1)
Gymnasium (S2, B1)
Hardware Store (C2, C3, B1, B2)
Health Club (C1, C2, C3, B1, B2)
Heating, Physical Plant (S1)
High-Rise Building (Special Use - R3B, C1, C3, B1, B2)
Hobby, Toy Shop (C2, C3, B1, B2)
Hospital (S2)
Hotel/Motel/Conference Center (B1, B2, C3)
Household Goods, Sales, Repair (C2, C3, B1, B2)
Ice Rink (S1, S2, C3, B1)
Indoor Tennis Club (B1, M1)
Instrument Manufacturer (M1, M2)
Jewelry Manufacturer (M1, M2)
Jewelry Store (C3, B1, B2)
Junior College Classroom (Special Use R3B) (Permitted S1, S2)
Kennels (M1, M2 or by Special Use B1)
Knitting Mills, Fabric Absent Dye Process (M1)
Knitting Mills, All Fibers (M2)
Laboratory (S1)
Laundry (C2, C3, B1, B2)
Leather Goods Shop (C3, B1, B2)
Legislative Hall (S2)
Library (S1, S2, B2)
Linen Supply House (B2, M1)
Liner Housing (B2)
Liquor Store (C2, C3, B1, B2)
Lumber Yard (B1, M1, M2)
Machinery Manufacturer (M2)
Mail Order Store (C3, B1, B2)
Manufacture of Grain Mill Products (M2)
Manufacture of Products; Cork or Wood (M1, M2)
Manufacture of Products; Plastic (M1, M2)
Manufacture of Products; Processed Fur (M1, M2)
Manufacture of Products; Processed Leather (M2)
Manufacture of Transport Equipment, Components (M2)
Market, Grocery (C2, C3, B1, B2)
Market, Grocery in Office Building (C1)
Marijuana Related Uses (See Cannabis)
Memorial Structures, Monuments (S3)
Metal Products Manufacturer (M2)
Miniature Golf Course (B1)
Mobile Home Park (Special Use - B1)
Mobile Home, RV Rental or Sales (B1, M1)
Motion Picture Theatre (C3, B1, B2)
Motor Vehicle Manufacture, Assembly (M2)
Motor Vehicle Parts, Accessory Sales (C3, B1)
Motor Vehicle Repairs, Paint Shop (B1, M1)
Motor Vehicle Sales (B1, M1)
Motor Vehicle Storage (B1, M1, M2)
Motor, Small Engine Repair, Service and Sales (M2)
Music Store (C3, B1, B2)
Musical Instrument Manufacturer (M1)
News Stand (C2, C3, B1, B2)
News Stand (Office Building) (C1)
Newspaper, Magazine Printing/Publishing (B1, B2, M1, M2)
Night Club (B1, B2)
Nurseries & Greenhouses (Special Use - A) (Permitted B1, M1)
Nursery School (C1, B1, B2)
Nursing & Retirement Home (S2 and by Special Use - R3A)
Office Building (S1, S2, C1, C2, C3, B1, B2 and Special Use R3B)
Office Use (M1)
Optical Goods Sales (C3, B1, B2)
Park (S1, S2)
Parking Lot (S1, S2, B1, B2, and Special Use R3)
Pet Store (C2, C3, B1, B2)
Photographic Studio (C2, C3, B1, B2)
Photographic Supply Sales (C3, B1, B2)
Photographic, Optical Goods Manufacturer (M1, M2)
Planetarium (S1)
Police Station (S1, S2)
Pottery, China, Earth Ware Manufacture (M1, M2)
Post Surgical Recovery Unit (C1)
Post Office (B2)
Print Shop (B1, B2, M1)
Professional Service Office (B1, B2, C1)
Public Transit Garages (S2)
Radio Radar Site (M1, M2)
Radio, TV Station (S1, S2, C1, B1, B2)
Rail Terminal (M2)
Recreation Center (S1, S2, B1, B2)
RV Sales (B1, M1)
Restaurant Supplies & Services (B1)
Restaurant (Office Building) (C1)
Restaurants (C2, C3, B1, B2)
Retail Lumber Sales (B1, M1, M2)
Riding Stables (Special Use - A)
Roadside Stands for Agricultural Products (A)
Roller Rink (C3, B1)
Rooming Houses (S1, R3B and by Special Use - R3A)
Rubber Products Manufacturer (M2)
Rug, Floor Covering Store (C3, B1, B2)
Salon, Spa (B2)
Sanitary Landfill (S2)
School Administrative Offices (S2)
School Bus Garage, Repair Shops (S2)
School System Warehouses (S2)
Schools, excluding Vocational (S1, S2)
Sex Shops (B1)
Sexually Oriented Business (B1)
Shoe Repair Shop (C2, C3, B1, B2)
Shoe Repair in Office Building (C1)
Shoe Store (C3, B1, B2)
Shooting Range (Special Use B1, M1)
Snack Food Manufacture (M1, M2)
Soft Drink, Carbonated Water Industry (M1, M2)
Specialty Food Store (C2, C3, B1, B2)
Specialty Food Store Office Building (C1)
Specialty School (S1, C1, B1)
Sporting Goods Manufacture (M1, M2)
Sporting Goods Sales (C3, B1, B2)
Storage; Canned or Bottled Food-Drink (M1, M2)
Storage; Government Warehouse (S2)
Storage Petroleum Products (M2)
Storage; Fiber Products (M1, M2)
Storage; Flour, Sugar, Starch (M1, M2)
Storage; Heavy Machinery & Equipment (M1, M2)
Storage; Ice (M1, M2)
Storage; Loose or Bagged Agricultural Products (M2)
Storage; Loose or Bagged Processed Food (M1)
Storage; Metal Products (M1, M2)
Storage; Non-hazardous Chemical, Plastic (M1, M2)
Storage; Packaged Foodstuff (M1, M2)
Storage; Packaged Mineral Products (M1, M2)
Storage; Packaged Tobacco Products (M1, M2)
Storage; Paper Products (M1, M2)
Storage; Rolled Paper (M1, M2)
Storage; Seeds, Beans, Nuts, Silage (M2)
Storage; Wood Products, Furniture (M1, M2)
Student Residence Hall (S1, S2)
Supper Club (B1, B2)
Swimming Facility (S1, S2, B1, C1 PUD)
Tailor, Dress Maker (C2, C3, B1, B2)
Taproom in Brewery Holding a Class P Liquor License (M1)
Taxidermist Shop (B1, M1)
Telecommunication & Antenna (S1, S2 and Special Use C, B, M)
Telephone Exchange (S2)
Textile Manufacture, absent Dye Process (M1, M2)
Theatre (S1, C3, B1, B2)
Therapeutic Care Home (R3B, and by Special Use - R3A)
Tobacco Shop (C2, C3, B1, B2 and C1 in an Office Building)
Tourist Cabins, RV or Tourist Camps (Special Use - B1)
Toys & Sporting Goods Manufacture (M1, M2)
Trailer Rental & Sales (B1, M1)
Transportation Terminal (B2)
Travel Bureau (C1, C2, C3, B1, B2)
Truck Freight Terminal (B1, M1, M2 and except in P-1 Corridor)
Truck Stop (B1)
Variety Store (C3, B1, B2)
Veterinary Hospitals (B1, and by Special Use - A)
Video Rental, Sales (B1, B2)
Vocational School (C1, C3, B1, B2)
Wallpaper, Paint Store (C3, B1, B2)
Warehouse; General (M1, M2)
Warehouse; Mini (B1, M1, M2 and except in the P-1 Corridor)
Watch, Clock Manufacture (M1, M2)
Water Treatment Plants (S2)
Wearing Apparel Manufacture (M1, M2)
Welfare Agency (S2)
Wholesale Distributors (B1, M1, M2)
Wooden Cone Container Manufacture (M1, M2)
Wool, Worsted; Spinning & Weaving (M2)
Zoo (S2)
Chapter 4  Construction Procedures

Construction Plan Submittal: All projects require the submittal of construction drawings as required per our adopted codes. One & Two Family construction and remodeling requires the submittal of two (2) sets of plans for review and permit. For commercial and multi-family construction four (4) sets of plans shall be submitted for review and permit. The Inspector may exercise discretion in the level of detail required in the submittal. Per state statute, commercial plans shall be prepared under the seal of the appropriate Design Professional. Construction plans are also required to be submitted electronically. This submittal may deferred until all changes are implemented so the plans are most accurate. A final certificate of occupancy will not be issued until plans are received electronically.

Mechanical, Electric and Plumbing (MEP) plans shall be submitted for all multiple-family and commercial construction projects. Again, the individual Inspector may exercise discretion in the level of detail required in the submittal. Per state statute, MEP drawings shall be prepared under the seal of the appropriate Design Professional. The submittal of plans improperly sealed, or by those not authorized to prepare drawings, may result in rejecting the submittal.

Plan Review Procedures: Submittals for commercial projects shall be made directly to the Assistant Director – Plans Examiner of the Inspection Department and the plans will be routed to the appropriate Town departments for review. The Plans Examiner is responsible to collect and administer all Town plan reviews with the designated designer, contractor, or owner. Plans should not be submitted to individual departments without the consent of the Plans Examiner. Upon receiving satisfactory responses to all plan review comments and the completion of an application, permits may be issued for construction. For One & Two Family construction and remodeling, the plan review process will be conducted promptly after permit issuance. The review process will attempt to identify any major code deficiencies based on the level of detail provided in the submittal.

Listed below is an itemized list for construction submittals. Please be advised this list is not all inclusive and further plans or details may be required or requested to complete a review and issue permits. Please be advised the turn around time for a plan review is based upon the completeness of the plan submittal, and the seasonal workload. A plan submittal applicant should recognize seasonal or weather demands when considering an expected start date for construction.

Permit Application: An application shall be completed prior to permit issuance. The application provides the necessary contact information for the applicant and designer, a description of the project, licensed contractors, and provides a cost of the work to be performed to calculate fees.
Construction Plan Submittals by Discipline: Certain plans must be submitted for every construction project involving the expansion of a building or a site. Listed below is information that may need to be included on a submittal, although the list is not all inclusive. Again, commercial plans shall come under a Design Professional seal.

Site Plan Information
- Plans shall be to an architectural or engineering scale.
- All lot and building dimensions, all setback dimensions from property lines.
- All existing structures, lot drainage information.
- Floodplain or floodway hazard information.
- Proposed, or existing, accessory structure locations.
- Sanitary and storm sewer, water service size material and location.
- Water meter location, or meter room.
- All utility and/or drainage easements.
- Curb cut, driveway and parking space, loading areas.
- Mechanical equipment, refuse storage, freestanding sign locations.

Building Plans
- Plans shall be to an architectural or engineering scale.
- Identify Use Group and Construction Type.
- All necessary building dimensions to be identified.
- Building design loads shall be noted on the plans.
- Foundation, Piers, Caissons, Grade Beams
- Floor plans, Means of Egress paths, and exits.
- Stair geometry, guardrail and handrail details.
- Door, window, wall, floor covering schedules.
- Structural elements (wood, steel, concrete, glazing, etc)
- Fire resistive assemblies and or ratings, UL Designs
- Shop drawings for prefabricated building elements.
- Building exterior or façade elevations.

Mechanical Plans
- Outdoor air schedule.
- Exhaust fan location with fan size and termination location.
- Combustion air opening size and location.
- Return and supply air duct size, material and sealing means.
- Damper specifications, size and location.
- Appliance size, location and ratings.
**Electric Plans Lighting:**

- International Energy Conservation Code 2018 compliance is required in the State of Illinois and all plans submitted shall include supporting documents demonstrating compliance.
- A Comcheck showing watts/square foot for illumination along with the page showing fixture type (please use same nomenclature on the plans as on the Comcheck), lumens, lamp type, and amp draw.
- Cut sheets for lighting controls (occupancy sensor switches, or in ceiling). If dual level light switches are being used, please make it clear on the plans.
- Disconnects required per NEC 410.130(G).
- Type of disconnect and location should be specified.
- All plans should specify fixture type, lamp, and amperage draw.

**General Requirements:**

- The available fault current should be shown for the service location to insure equipment is safe to be used. Contact the utility for this information.
- Specifications for all service entrance equipment including the number of meters and the size of related disconnects. The grounding electrode conductors location and size should be specified.
- All conduit sizes should be specified and conductors sized.
- On separately derived systems (transformers), the grounding electrode conductor and system bonding jumpers shall be sized and connection points shown.
- All panels should have the supply conductors and raceway specified. The plans should include a panel schedule showing each breakers use and size.
- Device locations should be shown with the circuit numbers.

Please call the Electrical Inspector regarding requirements for pools, hazardous locations, residential projects, and remodel proposals.

**Plumbing Plans:**

- Plans sealed by either a Architect, Mechanical Engineer, or a licensed plumber.
- Plans submitted by a licensed plumber shall bear his name, plumbing license number, date of license expiration and signature.
- Floor plans shall depict the location of all of the plumbing fixtures, with room measurements and ADA and IAC information.
- Isometric drawings depicting drain, waste & vent piping installation, including type of pipe, size of all piping and fixture the piping serves.
- Domestic hot and cold water, type of pipe, size and fixture served.
- Backflow device information including type of device, system the device is serving, and detailed drawings of installation.
Fire Protection Plans:

- Two sets of plans shall be submitted, one for the Fire Department, and one for the Electrical Inspector. Plans must be stamped by a minimum NICET Level III Certified Technician.
- Fire alarm system plans must be submitted and approved showing all wiring, power and back-up power supplies, and all initiating and notification, and actuation devices. Permits are required and should be obtained prior to work beginning. Time must be allowed for plan review of sprinkler and fire alarm drawings.
- Sprinkler System plans and hydraulic calculations must be approved and a permit must be obtained from the Normal Fire Prevention Division.
- Alarm drawings must show location of all panels, initiating, and notification devices. Cut sheets of device details shall be submitted along with load calculations for each alarm circuit.
- In assembly occupancies a floor plan must be submitted, drawn to scale showing the arrangement of furnishings or equipment to the authority having jurisdiction, by the building owner, manager, or authorized agent to substantiate conformance with the provisions of Life Safety Code and to determine occupant loads.
- Permits are required and should be obtained prior to work beginning. Time must be allowed for plan review of sprinkler and fire alarm drawings.
- Sprinkler System Permits are issued by the Building Inspector and Alarm System Permits are issued by the Electrical Inspector.

Required Permit Fees: Depending on the scope of the project several different permits will need to be secured. Listed below are the possibilities and the specific fees are located in chapter six.

- Building Permit Fee
- Mechanical Permit Fees
- Construction Water Fee
- Fireplace Construction Fee
- B-N Water Reclamation District Fee
- Plan Review Fees
- Storm Water Detention Fees
- Parking Lot Fees
- Curb Cut Fees

Building Permit Application: A permit shall be obtained prior to commencing work of any type. Failure to do so may result in doubling the permit fees. At the time of permit request the applicant shall supply this office with the following subcontractors; Electrical (Licensed), Plumbing (Licensed), HVAC (Licensed), Roofing (Licensed) and the Excavation Contractor. Residential construction value is determined on a square foot basis to apply fee consistency. The value is derived from the most current ICC standards.
Bloomington-Normal Water Reclamation District Permit: Prior to permit issuance the applicant shall obtain a permit from the B.N.W.R.D. and provide a copy to this office. The contact phone number is 309-827-4396.

Required Inspections: The applicant is responsible to schedule these inspections and should allow 24 hours notice whenever possible. This department will try to perform inspections as quickly as possible but does reserve the right of 24-hour notification. Below are the required inspections of the general contractor, mechanical inspections are to be requested by the individual contractor of permit.

Building (Red Inspection Placard)
- Site: Prior to any type of excavation a site.
- Footing: Prior to pouring concrete for footings.
- Foundation: Performed prior to backfilling of the structure.
- Framing: Performed prior to insulation or drywall.
- Grading: Confirms compliance with the drainage plan.
- Occupancy: Prior to building occupancy.

Mechanical (White Placard - HVAC / Yellow Placard - Gas Piping)
- Gas Piping: Prior to drywall.
- HVAC Rough-In: Prior to insulation or drywall.
- Occupancy: Prior to building occupancy.

Electrical (Green Inspection Placard)
- Rough-In: Prior to insulation and drywall.
- Service: Necessary for permanent power connection
- Above-Ceiling: Prior to installation of ceiling finish.
- Grounding-Bonding: Prior to being concealed (drywall, concrete, etc)
- Occupancy: Prior to building occupancy.

Plumbing (Orange Inspection Placard)
- Sewer & Water Service: Prior to excavation backfill.
- Underground: Prior to being concealed (concrete)
- Rough-In: Prior to insulation and drywall.
- Backflow Prevention: Prior to building occupancy.
- Occupancy: Prior to building occupancy.

Fire Protection
- Hydro - Pressure Test: Prior to backfill or occupancy.
- Alarm Test: Prior building occupancy.
- Extinguishment: Prior to building occupancy.
Temporary Occupancy: A Temporary Occupancy is issued where all life safety code requirements are met however the project is not 100% complete. This also includes meeting the minimum requirements for Mechanical, Fire, Water, Engineering, Health Department, State of Illinois, and any other public agency having inspection jurisdiction.

Final Occupancy: A Certificate of Occupancy will be issued when all conditions of permits and any other approvals have been satisfied.

Contractor Requirements

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Registered with Town annually.</td>
</tr>
<tr>
<td>Mechanical</td>
<td>ICC licensed contractor or equivalent, registered annually.</td>
</tr>
<tr>
<td>Electrical</td>
<td>ICC Licensed contractor or equivalent, and registered annually.</td>
</tr>
<tr>
<td>Plumbing</td>
<td>State of Illinois licensed, registered annually.</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>Registered with Town annually.</td>
</tr>
<tr>
<td>Excavation</td>
<td>Registered with Town annually.</td>
</tr>
<tr>
<td>Roofing</td>
<td>State of Illinois licensed, registered with Town annually.</td>
</tr>
<tr>
<td>Demolition</td>
<td>Registered with Town annually, proof of insurance.</td>
</tr>
</tbody>
</table>

Dye Testing & Water Meters. Prior to issuing occupancy on any new construction the permit applicant shall schedule a sewer dye test and the installation of a water meter. To complete the test a property must have water available and an operational sump pump discharge. To schedule a test please call 454-9768 between 7am and 3pm and provide 48 hours notice. To schedule the installation of a water meter please call 454-9565 and provide 48 hours notice for the installation. The meter is typically paid for with the Plumbing Permit and the water department staff will take care of installation. Please be advised that use of water for irrigation without a meter will result in service shut-off.

Erosion Control Permit. The Engineering Department enforces an Erosion Control ordinance that requires a permit for site development that includes one of the following conditions: 5000 sq/ft of land area, 1000 sq/ft of land area within 25’ of a lake, pond, or stream, or excavations exceeding 100 cubic yards of material. The specific site requirements for erosion control can be obtained from the Engineering Department. Permits for 1&2 family construction are issued with the Building Permit, all others must be obtained directly from the Engineering Department. Please contact Julie Weger at 309.434-3425 or by e-mail at jweger@normal.org

Permanent Electrical Service. Normal is currently served by two power companies, Ameren and Cornbelt Electric. As a condition of occupancy, each dwelling shall be supplied with a permanent electrical service. This office will do an Electric Service Inspection on each property during construction. When a property is inspected, a sticker indicating approval is installed inside the meter base. After Inspection Department approval it is the Contractor’s responsibility to notify the appropriate power company for permanent connection.
Chapter 5  Housing Department Regulations

**Purpose and Intent.** The ultimate purpose of the International Property Maintenance Code (IPMC) is to establish and maintain minimum standards for both private and commercial residential property. This code is intended to provide occupants and neighbors with a healthful and safe environment in which to live, and to assure that property owners maintain the dwelling in an acceptable condition.

**Scope and Applicability.** Every building or portion thereof that is used as a dwelling, dwelling unit, duplex, apartment, rooming house, rooming unit, hotel or motel shall conform to the requirements of the IPMC. The Code also applies to non-rental single-family property that is deemed detrimental to the neighborhood or the dwelling occupants.

**Licensing and Fees.** It shall be considered unlawful to maintain a Duplex, Apartment, Rooming House, Multi-Use Dwelling, Bed & Breakfast or Hotel without a registration or license. These are valid January through December of a given year however all fees are due by August 1st of each license year. Below is the schedule.

- **Rooming House** $40.00 plus $7.00 per roomer
- **Rooming House (10 plus Occupants)** $120.00 plus $21.00 per roomer
- **Two-Family Dwelling** $75.00
- **Multi-Family or Multi-Use Dwelling** $40.00 plus $7.00 per unit
- **Hotels or Motels** $40.00 plus $7.00 per unit
- **Mobile Home Parks** $120.00 plus $7.00 per lot
- **Change of Owner-Manager** $10.00 per property

**General Building Requirements**

- Foundations, exterior walls and roof shall be weatherproofed, and vermin-proof.
- All floor, interior walls and ceilings shall be free of damage and in sound condition.
- Dwelling unit doors shall be operational, weather tight and lockable.
- Windows shall be operational, capable of locking and provided with screens.
- Stairways, decks or balconies shall be in sound repair and have proper railings.
- Entry doors to each unit shall be provided with a thumb latch deadbolt lock.
Building Requirements

- Yards shall be provided with landscape cover and maintained in good condition.
- Parking areas or lots shall be hard surfaced and in a sound condition.
- Parking lots shall maintain striping, parking blocks and lot screening.
- Parking lots exceeding 4 spaces shall be provided with adequate lighting.
- Every dwelling unit shall provide an adequate refuse storage area and screened.
- Dwelling units shall be free of infestation from insects, rodents or other vermin.
- Bedrooms shall be provided with, and maintain an unobstructed means of egress.
- Each dwelling unit shall be provided with, and maintain smoke detectors.
- Habitable rooms shall have a lighting that can be controlled at the room’s entry.
- Each dwelling unit shall be provided with a kitchen sink, toilet, lavatory and tub.
- Each unit shall have adequate heating, and water heating facilities.

Common Area Requirements

- Common exit corridors shall remain unobstructed and in sound condition.
- Common area hand and/or guard railing shall be maintained in a sound condition.
- Exit lighting and emergency lighting shall remain operational.
- Fire doors shall remain in a closed position and door closers shall be operational.
- Fire alarms systems shall be operational and in sound condition.
- Laundry, storage or mechanical rooms shall be maintained in an orderly condition.

Mobile Home Inspections. Any "Mobile Home" that is installed in a park in Normal is required to obtain inspections and approvals prior to occupying the home. Plumbing and Electric permits are required by either the homeowner, or a licensed contractor. A BNWRD permit is required for a new sanitary connection and the fee is $1,912.50.

Site-Pad Inspection. This inspection is performed prior to placing concrete for the mobile home’s pad. This is to verify the proper location and minimum pad thickness.

Plumbing & Electrical Inspection. This inspection assures proper water, sewer and electrical service connections between the home and the public utilities. (Permit Fee: $30.00)

Occupancy Inspection. The above mentioned Plumbing and Electrical inspections are performed, as well as a general building inspection to assure proper tie-downs, steps or stairs, skirting, address numbers, off-street parking and other life safety items.

Annual Park Inspection: Each April this office performs a Mobile Home Park inspection to assure compliance with the Town’s ordinance, upon successful inspection a license is issued to the park at cost of $120.00, plus $7.00 per lot, or pad.
## Chapter 6 Permit & Development Fee Schedules

<table>
<thead>
<tr>
<th>Cost of Work</th>
<th>Building Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $1,000</td>
<td>$30.00</td>
</tr>
<tr>
<td>$1,001 to $3,000</td>
<td>$45.00</td>
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<tr>
<td>$3,001 to $10,000</td>
<td>$45.00 plus $6.00 per thousand or fraction thereof over $3,000.00</td>
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<tr>
<td>$10,001 to $50,000</td>
<td>$90.00 plus $5.50 per thousand or fraction thereof over $10,000.00</td>
</tr>
<tr>
<td>$50,001 to $500,000</td>
<td>$310.00 plus $4.25 per thousand or fraction thereof over $50,000.00</td>
</tr>
<tr>
<td>$500,001 to $1,000,000</td>
<td>$2,222.50 plus $3.00 per thousand or fraction thereof over $500,000.00</td>
</tr>
<tr>
<td>$1,000,001 and up</td>
<td>$3,722.50 plus $2.00 per thousand or fraction thereof over $1,000,000.00</td>
</tr>
</tbody>
</table>

Fees for Demolition Permits: Residential ($75.00) or Commercial ($150.00)

Moving Fees: Houses ($250.00) or Garages ($150.00)

### Building Plan Review Fee Schedule:

<table>
<thead>
<tr>
<th>Plan Review</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Single Family</td>
<td>$100.00</td>
</tr>
<tr>
<td>Single-Family Attached</td>
<td>$60.00 per unit</td>
</tr>
<tr>
<td>Commercial Building</td>
<td>$300.00 minimum, or .002 x valuation</td>
</tr>
<tr>
<td>Fire Alarm Review</td>
<td>$50.00</td>
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<tr>
<td>Fire Sprinkler Review</td>
<td>$250.00</td>
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</table>
**HVAC, Electric, Plumbing, and Sign Permit Fee Schedule**

<table>
<thead>
<tr>
<th>Cost of Work</th>
<th>Permit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $2,000</td>
<td>$30.00</td>
</tr>
<tr>
<td>$2,001 to $20,000</td>
<td>$30.00 plus $13.50 per thousand of fraction thereof over $2,000</td>
</tr>
<tr>
<td>$20,001 to $50,000</td>
<td>$273.00 plus $7.50 per thousand or fraction thereof over $20,000</td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>$500.00 plus $5.00 per thousand or fraction thereof over $50,000</td>
</tr>
<tr>
<td>$100,001 and up</td>
<td>$750.00 plus $4.25 per thousand or fraction thereof over $100,000</td>
</tr>
</tbody>
</table>

**Bloomington-Normal Water Reclamation District Fee Schedule**

- **1&2 Family (per unit)**: $2,975.00 (Duplex $5,950.00)
- **Mobile Homes**: $1,912.50
- **Multi-Family Dwellings**: Determined by BNWRD (PE is $850.00)
- **Commercial, Industrial**: Determined by BNWRD (PE is $850.00)

**Erosion Control Permit Fee Schedule**

- Sites less or equal to one (1) acre: the fee is $35.00
- Sites greater than one (1) acre and less than or equal to fifty (50) acres: the fee is $35.00 for the first acre plus $20.00 / acre for each additional acre or part thereof up to 50 acres total.
- Sites greater than fifty (50) acres: the fee is $35.00 for the first acre plus $20.00 per acre for each additional acre up to fifty (50) acres, plus $5.00 per acre for each acre or part thereof over 50 acres total.
**Construction Water Fee Schedule**

- Single-Family: $20.00
- Duplex, Apartment: $20.00 plus $4.00 per unit
- Rooming House: $20.00 plus $4.00 per 4 roomers
- Commercial-Manufacturing: $45.00
  - Up to 4,999 sq/ft.
  - 5,000 to 9,999 sq/ft.
  - 10,000 to 29,999 sq/ft.
  - 30,000 and up over 30,000 sq/ft.
- Metal Commercial Buildings: $62.50 plus $3.75 per (2) bathrooms without brick or block

**Storm Water Detention Fee Schedule Based on 1/3 Acre or fraction**

- Agricultural District: $225.00
- R-1AA Single-Family: $275.00
- R-1A Single-Family: $320.00
- R-1B Single-Family: $410.00
- R-2 Mixed Residence: $500.00
- R-3A Multiple Family: $642.00
- R-3B Multiple Family: $734.00
- R-4 Mobile Home District: $408.00
- S-1 University District: $683.00
- S-2 Public Lands and Institutions: Calculated
- S-3 Historic and Cultural District: Calculated
- C-1 Office District: $500.00
- C-2 Neighborhood Shopping District: $825.00
- C-3 Regional Shopping District: $825.00
- B-1 General Business District: $734.00
- B-2 Central Business District: $825.00
- M-1 Restricted Manufacturing District: $683.00
- M-2 General Manufacturing District: $775.00
**Miscellaneous Development Fee Schedule**

- Appeals $50.00
- Zoning Variations (R1-R2) $125.00
- Zoning Variations (All Other) $150.00
- Zoning Map Amendments $300.00
- Zoning Text Amendments $300.00
- Special Use Permits $300.00
- Site Plan Review $300.00
- Minor Changes to PUD $100.00

**Development Size**

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**Park Land Dedication Fees**

- R1A, R1B $608.11 per Dwelling
- R2, R3A, R3B $562.50 per Dwelling
- Other Districts $562.50 per Dwelling

**School Land Dedication Fees**

- R1A, R1B, R2 $651.70 per Dwelling
- R3A, R3B $188.42 per Dwelling

**Combined Dedication Fees**

- R1A, R1B $1259.81 per Dwelling
- R2 $1214.20 per Dwelling
- R3A, R3B $750.92 per Dwelling

**Water System Fee**

- $1,440.00 per 1” of pipe, or fraction thereof

**Sanitary Sewer Tap On Fees**

- Fees vary and are based on acreage, refer to schedule in Municipal Code Section 7.22-4.
Chapter 7  Parking Requirements

Parking Location. In residential zoning all off-street parking lots and/or spaces are required to be beyond the building setback line, and out of the front, corner and required side yards. Exceptions may be considered by Special Use, Planned Unit Development, or Site Plan Review processes in Residential zoning districts. In all other zoning districts parking areas are regulated per the Community Design Standards.

Required Number of Spaces. The minimum number of parking spaces is based on the use or type of occupancy as determined by section 15.7-2(H). Each parking lot is required to have accessible parking spaces. The number of accessible spaces is determined in the IAC table.

Landscaping. All off-street parking areas are required to be landscaped in accordance with the Community Design Standards, or as approved through a public process.

Design/Construction. Parking and drives accessory to single-family or two-family residential use are required to be constructed of either; 6" of aggregate base and 2" of bituminous asphalt, or 4" of portland cement concrete. Parking and drives, other than one or two-family, shall be constructed of either; 8" of aggregate base and 3" of bituminous asphalt, or 5" of p.c. concrete.

Driveway Specifications. The minimum width for a driveway shall be 10'-0" and shall maintain a minimum setback of 3'-0" from the side property line. Common driveways in residential zoning districts are prohibited.

Parking Lot and/or Curb Cut Plans. A parking plan shall be submitted showing all the proposed spaces, drive accessways, loading areas, lighting, refuse areas, lot drainage and curb cuts. All pertinent space, aisle and setback dimensions shall be clearly indicated on the plan. Curb cuts information shall include the proposed width, intersection setbacks, and curb conflicts (joints, inlets, drains). Common curb cuts are prohibited by this code.

Parking Lot Permit. A parking lot permit shall be obtained from the Town of Normal Engineering Department upon plan approval. Permit fees are $25.00 plus $1.00 per space.

Parking Pads and Turn-Around Pads. A parking pad may be installed adjacent to a one and two car driveway in the R1 and R2 zoning districts. For R1 and R2 properties fronting on an arterial street, a turn around pad may be installed in the front yard. Parking pads are designed to accommodate one car and turn-around pads are to be used for allowing a vehicle the ability to enter a road in the forward position. Turn-around pads are not to be used for parking purposes. Construction details for the pads are specified in 15.7-2 C of the zoning code.
Curb Cut Permit: No city curb or gutter shall be cut or altered without first securing a Curb Cut Permit. All curb cuts are subject to approval by the City Engineer. Approvals are based on the standards in Section 8.3 of the Town's Municipal Code. Permit fees are $10.00 for residential districts and in all other zoning district fees is $15.00 per cut.

Parking Space & Aisle Design Standards 15.7-2

<table>
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<th>A Parking Angle</th>
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<th>C Curb Length (feet)</th>
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<td>63</td>
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Required Number of Parking Spaces (Based on Gross Floor Area)

Assembly Property  (1) space per 75 sq/ft.
Church Property    (1) space per (3) three sanctuary seats
Educational Property, Nursing (1) space per 600 sq/ft.
Educational Property, Elementary (1) space per 500 sq/ft.
Educational Property, All others (1) space per 400 sq/ft.
Institutional, Nursing Home (1) space per 250 sq/ft.
Institutional, Day Care Center (1) space per 600 sq/ft.
Institutional, Correctional (1) space per 1500 sq/ft.
Institutional, Therapeutic Group (2) spaces, plus 1 per 4 roomers.
Residential, One and Two Family (1) minimum, (4) maximum.
Residential, Multiple Family (2) spaces per dwelling unit.
Parking Impact Zone (.75) space per bedroom per unit
Residential, Hotels and Motels (1) space per unit.
Residential, Rooming House (2) spaces, plus 1 per 2 roomers.
Retail-Store Property (1) space per 300 sq/ft.
Office Property      (5) spaces, plus 1 per 300 sq/ft.
Multi-Tenant Business Property (1) space per 200 sq/ft.
Basic Industry, Military (1) space per 300 sq/ft.
Utility Company      (1) space per 1200 sq/ft, (2) minimum.
Manufacturing Property (1) space per 600 sq/ft.
Storage Property     (1) space per 600 or 2400 sq/ft.

Number of Required Accessible Parking Spaces

Total Spaces Provided  Accessible Spaces
1 to 20               1
21 to 50              2
51 to 75              3
76 to 100             4
101 to 150            5
151 to 200            6
201 to 300            7
301 to 400            8
401 to 500            9
501 to 1000           2% of total spaces
1001 and up           20, plus (1) for each 100 over 1000
Section 400.ILLUSTRATION C "Parking Sign"

HANDICAPPED PARKING SIGN

Effective January 1, 1985, Public Act 83-1316 amended Sec. 11-301 of "The Illinois Vehicle Code" to require Handicapped Parking Signs (for parking lots subject to "The Illinois Vehicle Code") to comply with R 7-8 sign shown below (U.S. Department of Transportation Standard). Existing signs may remain, but their useful lives shall not be extended by other means than normal maintenance.

Note: This is a standard sign and may be ordered from any traffic sign supplier by number. The arrow should be omitted where there is only one space. The arrow may also be replaced by "time" such as 9 AM - 5 PM, where a part-time restriction exists. The sign must be supplemented with the Illinois Standard R 7-1101 plate giving the amount of the fine for illegally parking in the reserved space(s).

COLORS
LEGEND AND BORDER—PANTONE 340C
WHITE SYMBOL ON PANATONE 286 BACKGROUND
BACKGROUND—WHITE

DIMENSIONS (INCHES)

156

Rev. 12/95
ILLINOIS STANDARD R7-I101

COLOR: LEGEND AND BORDER GREEN NON-REFLECTORIZED (PANTONE 340C)

BACKGROUND WHITE REFLECTORIZED

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Chapter 8  Community Design Standards

Section 15.14-1 of the Zoning Code is the Town's Community Design Standards. This ordinance requires the development of property be reviewed for compliance in order to enhance the aesthetics of the Town, and therefore the economic value of property and the general welfare of the citizens. The ordinance focuses on building aesthetics, landscaping, exterior lighting, and signage. The standards apply to development in the following districts.

- R-1 and R-2 Residence Districts (PUD, Site Plan or Special Use)
- R-3A and R-3B Multiple Family Districts
- C-1, C-2 and C-3 Office, Neighborhood and Regional Shopping Districts
- S-2 Public Lands and Institutions District
- B-1 General Business District
- M-1 and M-2 Manufacturing Districts

Procedure. Developments in the above districts shall file an application for review and 3 copies of the development plan that include the following information; A site plan showing all buildings and parking, all building elevations, mechanical and refuse equipment locations, lighting plan, sign plan, landscaping plan and an existing tree inventory. The above listed are minimum requirements, additional information may be required. The application is available from the City Clerk's office.

Review Schedule. Upon receipt of the application and all information, a review will be conducted. It is important to include all information and submittals to avoid any type of delay. The development plan will be reviewed and determined if the plans conform to the design standards. The review result will be one of the following; approved, approved conditioned upon modifications, or rejected.

Variation Process. The applicant reserves the right to pursue a variation to the design standards through the Zoning Board of Appeals. While the ZBA’s action may be final, the Town Council reserves the right to consider appeals at the request of an applicant, or as a Council member.

Expedited Review. For projects involving moderate or emergency repairs to an existing structure, an expedited review may be requested. The Director of Inspections will review the request and notify the applicant of the review decision. Below are the thresholds.

- R-3A and R-3B $7,500.00
- C-1, C-2, B-1 or M-1 $15,000.00
- C-3, S-2 or M-2 $25,000.00

Compliance with Plans. Projects approved by the committee are subject to the approved plans for the life of the property. The ordinance requires the submission of a certificate of compliance from the lighting and landscape contractors to confirm the improvements as were installed as submitted.
Community Design Standards - Building Design

Facade Articulation. No building wall or roofline that faces a public street or connects a pedestrian walkway shall have an uninterrupted length exceeding fifty percent of the length of the building wall.

Building Entries. Each building shall have a clearly defined, prominent, primary entrance that features at least two of the following or equivalent design elements:

(1) Canopies and awnings
(2) Porticos, arches, pillars
(3) Decorative doors
(4) Entry recesses or projections
(5) Raised cornice, parapets
(6) Peaked roof forms

Multi-Sided Façade Treatment. Each building shall incorporate similar material types and design elements on all sides of a building. Facades fronting a public way, or adjacent to residential zoning shall incorporate at least two of the following elements or equivalent design elements:

(1) Change in wall plane
(2) Mix of building materials
(3) Decorative building materials
(4) Decorative windows or doors

Rooflines. Lines exceeding 75’ in length fronting a public way, or adjacent to residential zoning shall have incorporate one of the following elements:

(1) Change in roof plane
(2) Mix of roof styles
(3) Architectural or decorative roof materials
(4) Dormers, gables, gable vents, mansards
(5) Cupolas, steeples, clock tower

Canopies. Canopies may have a clearance of no more than 15 feet, and the overall height of canopies may not exceed 20 feet. The square foot area of a canopy may be no greater than 450 square feet per parking space at regular gas pumps. Spaces next to special pumps, including pumps dedicated to diesel or propane may not be factored into the calculation.
Community Design Standards - Landscape Requirements

Significant Tree Replacement Requirements. Significant trees are those deemed to be a desirable species and in good health as determined by the Town’s Arborist. For every significant tree removed from a site there shall be a tree replacement ratio as follows:

- All Sites: 1 to 1 ratio of replacement tree to removed tree, with at least one 6-inch caliper or two 4-inch caliper replacement tree(s) and additional trees that meet minimum requirements set forth in SEC. 15.14-7(D)(6)(c).

Overall Landscaping Requirement. At least twenty (20) percent of the total land area of any development must be landscaped. Landscaping must be dispersed throughout the entire development and must not be concentrated in one area. At least fifty (50) percent of all trees planted on site, including significant trees preserved on site, must be large, shade tree species.

Tree and Shrub Planting Requirements.

- One Acre or less: (1) tree and (5) shrubs for each 100’ of perimeter lot footage.
- Over One and to Five Acres: (1) tree and (5) shrubs for each 50’ of lot perimeter.
- Over Five Acres: (1) tree and (5) shrubs for each 33’ of perimeter lot footage.
- An owner may choose to buyout of up to 25% of the required tree plantings.

Minimum Plant Sizes and Specifications.

- Canopy Shade Tree: 2-inch diameter breast height
- Ornamental Tree: 1.75-inch diameter breast height.
- Evergreen Tree: 6 feet high, balled, and burlapped or equivalent.
- Shrubs: 24-inch balled and burlapped or 3-gallon minimum.
- Ornamental Grasses: 2-gallon minimum container size.
- Perennials. 1-gallon minimum container size.

When planting on-site is not feasible the applicant shall pay a fee in lieu to the Town of Normal for a comparable planting on Town property. The fee schedule is as follows:

- Large shade tree $500.00
- Ornamental Tree $300.00
- Evergreen $300.00
- Shrub $75.00
Parking Lot Standards. Parking lots shall be screened from public streets, open space, and adjacent residential properties by complying with one of the following perimeter options:

- A 20’ perimeter landscaped area shall be provided for areas along a public street. Screening shall include (1) shade tree and (5) shrubs for every 25 lineal feet of perimeter.
- For 15’-20’ of perimeter landscaped area shall be provided for areas along a public street. Screening shall include (1) shade tree and (10) shrubs for every 25 lineal feet of perimeter.
- For 10’ to 15’ of perimeter landscaped area shall be provided for areas along a public street. Screening shall include (1) shade tree and (10) shrubs for every 25 lineal feet of perimeter and shall install a decorative fence (ie. masonry, decorative metal)

Interior Parking Lot Landscape Coverage and Planting Ratios:

- 40 to 75 spaces shall have at least five (5) percent of the interior lot area landscaped. Required plantings are 1 tree and 5 shrubs or ornamental grasses per 20 spaces.
- 76 to 150 spaces plus shall have at least seven (7) percent of the interior lot area landscaped. Required plantings are 1 tree and 5 shrubs or ornamental grasses per 20 spaces.
- 150 spaces plus, shall have at least ten (10) percent of the interior lot area landscaped. Required plantings are 2 trees and 5 shrubs or ornamental grasses per 20 spaces.
- Any lot that provides in excess of 125 percent of parking spaces required by Town code shall have at least fifteen (15) percent of the interior lot area landscaped.
- Lots located within the Parking Impact Zone may reduce the required interior landscape percentage by one-half.

Community Design Standards - Site Lighting Requirements

Submission Requirements. All lighting plans must be prepared by a lighting professional and plans must include the following information:

- A photometric plan indicating initial footcandle (FC) levels at grade to the lot lines.
- Location and specifications for all luminaires, poles, and luminaire mounting arms.
- Maximum to minimum uniformity ratio of 20:1.
- Max average initial light level of 1-FC in residential, and 2-FC in other districts.
- Canopy lighting must be cutoff or recessed, with no lens dropping below the horizontal plane of the canopy.
- Levels under the canopy shall not exceed an average of 25 FC at grade.
- The lighting supplier shall submit a Certificate of Compliance to the Town to verify the installation of the proper light fixtures and light levels.
Chapter 9  Sign Regulations

Permits and Fees. It shall be unlawful for any person to erect, construct, alter, move or convert any sign in the Town of Normal without first obtaining a sign permit. The repairing, cleaning or the normal maintenance of such signs shall not require a permit as long as the sign is not altered. Sign permit fees are based on the fabrication and installation cost of the sign. Failure to secure a permit prior to construction will result in doubling the fees.

Construction and Inspections. All signs constructed within the Town of Normal shall be required to comply with the provisions of the Town’s most recently adopted Building and Electrical Codes. Inspections shall be requested as identified on each permit.

General Requirements: All signs shall be located on a platted lot having public street frontage so as to properly determine allowable height and area. All signs must be located on private property and may not encroach over the right of way, public lands or easements.

Prohibited Signs

- Animated signs
- Swinging Signs
- Parking of advertising vehicles
- Any sign on the right of way
- Portable electric signs
- Abandoned Signs

Signs Exempt From Permit

- Temporary Political Signs
- Holiday Signs
- Private Traffic Signs
- Public Interest Signs
- Real Estate, Subdivision Signs
- Flags bearing State, Nation

Interior Signs. Signs located within the interior of the building are exempt from the regulations of this code. Interior signs that block a window may only obscure 25% of the window area.

Temporary Signs. Any signs, displays, banners, or other similar means of advertisement not considered part of the permanent sign package is considered “Temporary Signage”. Temporary signs may be displayed for not more than 84 days per calendar year. An application shall be filed and approved by the department prior to the display of temporary signs.

Variations. The Zoning Board of Appeals may consider variations to the maximum height, sign area, number and minimum setback variations may be applied for. Variation decisions may be appealed to the Town Council, or in turn by a Town Council member.
General Sign Height and Area Regulations:

The Sign Code incents the use of low-rise signs by allowing for 3 sq/ft of sign area per lineal foot of the longest public frontage. Signs exceeding the low-rise requirements are allowed 2 sq/ft of sign area. The low-rise heights for B-1, C and M zoning districts are;

Low-Rise Sign Regulations (Allows 3 sq/ft of sign are per foot of longest lot frontage)

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<tr>
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<td></td>
<td>22.5’ to 75’</td>
<td>25’</td>
<td>225 sq/ft</td>
</tr>
<tr>
<td></td>
<td>75’ to 127.5’</td>
<td>35’</td>
<td>330 sq/ft</td>
</tr>
<tr>
<td></td>
<td>127.5 and over</td>
<td>50’</td>
<td>450 sq/ft</td>
</tr>
</tbody>
</table>

High Rise Corridor. Signs in the corridor may be 75’-0” in height, and up to 450 sq/ft in area based on lot frontage. The corridor follows I-55 with speed limits of 55 mph plus.

Multiple Family District Sign Regulations. R-3A and R-3B districts are entitled to either one (1) freestanding sign 6’-0” in height and 40 sq/ft in area, or wall signs 40 sq/ft in area.

S-2 Public Lands and Institutions. Shall be permitted to install one monument sign for each public street frontage and the maximum sign heights and area shall be sized in accordance with the following:

<table>
<thead>
<tr>
<th>Lot Frontage</th>
<th>Maximum Height</th>
<th>Maximum Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>200’ or less</td>
<td>6'-0” in height and 75 sq/ft in area</td>
<td></td>
</tr>
<tr>
<td>Over 200’ and less than 500’</td>
<td>10'-0” in height and 150 sq/ft in area</td>
<td></td>
</tr>
<tr>
<td>Over 500’</td>
<td>12'-0” in height 200 sq/ft in area</td>
<td></td>
</tr>
</tbody>
</table>

B-2 Central Business District. The B-2 district allows for 1 sq/ft of wall sign per lineal foot lot of frontage with a minimum of 25 sq/ft. Monument signs are permitted to be 6’ in height and 50 square feet in area. Projecting signs may be no larger than 12 sq/ft in area.
Chapter 10   Nuisance Violations

Grass or Weed Growth

It shall be unlawful for any owner, occupant or person in control of a property to allow the growth of grass, weeds or other noxious plants to exceed 8" in height. Such growth is to be regarded as detrimental to public health and safety. The town shall notify the owner of the property by letter stating the violation. The letter will allow a specified amount of time to remove the nuisance. If the property is not brought into compliance the town will remove the nuisance and incur all costs to the property owner. The costs involved shall include an administrative fee of $50.00 per lot ($5.00 per additional lot) and the actual subcontracted cost to abate the nuisance.

Trash and Debris, Construction Wastes, Brush and Dirt, or other Wastes

It shall be unlawful for any owner, occupant or person in control of a property to allow the accumulation any of the above mentioned wastes on a property in the Town of Normal. Such wastes shall be considered detrimental to public health and safety. The town shall notify the owner or person in control of the property by letter stating the violation. The letter will allow either 4 or 10 days to remove the nuisance depending on the nature of the nuisance present. When a short-term letter (4 days) is issued and compliance is not obtained, the town will remove the nuisance and incur all involved costs to the owner. When a long-term letter (10 days) is issued and compliance is not obtained, the matter is referred to the legal department.

Unlicensed or Inoperable Vehicles

It shall be unlawful for any owner, person or occupant in control of a property to allow the storage of an unlicensed or inoperable vehicle on the property. The unlicensed or inoperable vehicles may be stored on the property only if they are enclosed in a permitted building. The town shall notify the owner of the vehicle and the property stating the violation. The letter will allow 10 days to bring the property into compliance. Failure to comply will result in the matter being referred to the legal department. Please contact this department with questions or concerns on these matters as early as possible.

Cleaning of Public Streets

Please be advised that the GENERAL CONTRACTOR is responsible for the entire operation of the project. When inclimate weather conditions arise it is almost impossible to not make a mess of your construction sites and the public streets. The general contractor is the person responsible to notify the specific subcontractor to clean the streets when necessary. We appreciate your help and common sense in this matter.
Nuisance Violation Ticket Ordinance

Inspection staff is authorized to issue “tickets” for specific ordinance violations. These violations have been identified as those which have been chronic offenses. Tickets may be issued for a wide variety of offenses, below are listed the primary violations and the associated fine. Tickets are payable at City Hall and made through the Legal Department.

- Weed, trash and debris, inoperable or unlicensed vehicle violations
- No shows for scheduled annual Housing Inspections
- Major life safety code violations

Trailer and Motor Vehicle Storage Regulations

The Town has conservative parking and storage requirements for trailers and RV’s in residentially zoned districts. The purpose of the amended ordinance was to address the proliferation of large-scale motor vehicles and trailers associated with commercial or nonresidential activities, in residential neighborhoods. Below is a general description of the requirements of the ordinance.

- Motor vehicles, excluding defined recreational equipment, in excess of 8’-0” in height must be stored in an enclosed building at all times in residential zoning districts.
- Domestic Utility Trailers shall not exceed 6’ in width, 12’ in length, and 8’ in height and be of single axle. Trailers must be stored in a location not visible from a public street.
- Trailers, regardless of size, shall not be used for business or commercial purposes.

Upholstered Furniture Regulations

As a result of an inordinate amount of fires responded to by the Normal Fire Department, the Town enacted an ordinance to regulate the placement of upholstered furniture. This ordinance has improved community aesthetics and eliminated potential life safety hazards.

- Upholstered or indoor furniture may not be located outdoors in a location visible from a public way. This includes roofs, porches and yards.
- Tenant violators will be asked to comply, in the event they are uncooperative, the property manager will be contacted and given 2 hours to comply.
- Repeat offenders will be issued ordinance violations on site by Inspections or the Police Department.
Chapter 11  Central Business District (Uptown)

General Prohibition

No exterior building renovation, new construction or other exterior alterations to property in the B-2 Central Business District, whether or not it requires a building permit, shall be started until the property owner and/or developer obtains a Certificate of Compliance from the Uptown Design Review Commission.

Submission

Any person desiring to renovate the exterior of any building, construct a new building or structure or make any other exterior alterations to property in the B-2 Central Business District shall submit all information required by this Section in the form specified. Failure of an owner or developer to provide this information in the form required shall be sufficient grounds for the Uptown Design Review Commission to refuse to accept the filing or reject the application at any stage in the review and approval process and, in addition, shall constitute a violation of this Code.

Regular Meetings

All Regular Meetings of the Uptown Design Review Commission shall be held at 4:00 p.m. on the second Monday of each month at such place as the Commission may determine. Special Meetings may be called by the Chairperson or a majority of the Commission members upon at least 48-hours notice or by announcement of the time and place of the special meeting at a Regular, Special or Adjourned Meeting. All Regular, Special, Adjourned, Study or Workshop Meetings of the Uptown Design Review Commission shall be open to the public. If the Design Review Commission requires additional documentation or material in order to conduct its review, they may continue the Administrative Public Hearing or its consideration of the application for a period not to exceed ninety (90) days without the consent of the applicant.

Expedited Review Process

Qualifying projects notwithstanding the procedures set forth above, may seek expedited UDRC review under the following circumstances. This does not include conventional construction plan review.

- Construction or other exterior alteration less than $3,000.00 in value.
- Repair or rehabilitation work in which like materials will be used.
- Emergency situations to protect persons and/or property from significant injury or damage.
Application and Notice

Upon receipt of an expedited review application, the Town Clerk shall immediately forward such application to the Chairperson of the Uptown Design Review Commission. The Chairperson and the Planner shall meet as soon as possible to review the application. Notice of such meeting shall be given immediately to the applicant either in person, by telephone or ordinary mail.

Expedited Review

When conducting an expedited review the Planner and the Chairperson, or his/her designee, of Uptown Design Review Commission shall be governed by the design guidelines in the Uptown Design Code and shall determine whether or not the proposed construction permanently and significantly alters the exterior appearance of a structure. If in the opinion of the two-member panel, the exterior appearance of the structure is significantly and permanently altered, the panel shall refer the applicant to the full Uptown Design Review Commission and the process for full review shall apply.

Expedited Decision

If the Expedited Review Panel determines that the proposed construction activity does not significantly and permanently alter the exterior of the structure, the Chairperson shall note his approval on the application and issue any appropriate expedited Certificate of Compliance.
B-2 Central Business District Permitted Uses

1. Appliance Repair Shop
2. Appliance Store
3. Art & School Supply Store
4. Art Gallery, Museum
5. Athletic Club, Indoor
6. Bakery
7. Bakery & Donut Shops (Retail Sales Only)
8. Ballroom, Dance Hall
9. Bank
10. Barber, Beauty Shop
11. Bicycle Shop
12. Book, Stationery Store
13. Bowling, Billiard Center
14. Candy & Ice Cream Shops
15. Churches & Other Places of Public Worship
16. Clothing Store
17. Clubs, Private
18. Computer Data-Processing Center
19. Dance Studio
20. Day Care Center
21. Delicatessen
22. Department Store
23. Drug Store
24. Dry Cleaners
25. Dwelling Units when located above the first story
26. Educational Facilities
27. Electronic Equipment Sales & Service
28. Exhibition Hall, Exposition Hall
29. Florist Shop
30. Funeral Parlor
31. Fur Store
32. Furniture Repair Store
33. Furniture Store
34. Garden Supply Store
35. Gift Shop
36. Hardware Store
37. Health Club
38. Hobby, Toy Shop
39. Hotel-Motel/Conference Center
40. Household Goods, Sales & Repair
41. Jewelry Store
42. Laundry
43. Leather Goods Shop
44. Library
45. Linen Supply House
46. Liquor Store
47. Mail Order Store
48. Market, Grocery Store
49. Motion Picture Theater
50. Music Store
51. News Stand
52. Newspaper, Magazine Printing & Publishing
53. Night Club
54. Nursery School
55. Office Building, Office
56. Optical Goods Sales
57. Parking Lot
58. Pet Store
59. Photographic Studios
60. Photographic Supply Sales
61. Post Office
62. Print Shop
63. Professional Service Office
64. Radio, T.V. Station
65. Recreation Center
66. Restaurants
67. Rug, Floor-Covering Store
68. Salon, Spa
69. Shoe Repair Shop
70. Shoe Store
71. Specialty Food Store
72. Sporting Goods Sales
73. Supper Club
74. Tailor, Dress Making Shop
75. Theater
76. Tobacco Shop
77. Transportation Terminal
78. Travel Bureau
79. Variety Store
80. Video Rental Store
81. Wallpaper, Paint Store
82. Other uses similar to the above
Chapter 12  Special Districts, Processes or Developments

Approval Process

The development methods, districts, or areas included in this chapter are somewhat unique in that they may be or have been subject to a public hearing by a Board or Commission, and ultimately approved by the Town Council. Below is a much abbreviated description of each development method, district or area.

Historic Districts

The Town currently has three designated historic neighborhoods that include Cedar Crest, Highland, and the Old North Normal neighborhoods. Prior to the issuance of building permits applicants must first receive approval from the Historic Preservation Commission. Depending on the scope and nature of the work to be performed projects may require consideration by the full Commission. Work deemed minor in nature may be considered by expedited review.

Certificates of Appropiateness are available at the Town Clerk's Office or Inspection Department, or on the website. Specific questions regarding improvements should be directed to Town Planner at 454-9590.

Planned Unit Developments (PUD's)

A PUD is an alternative development style that requires consideration by the Planning Commission and final approval by the Town Council. The Town has an estimated 35 PUD’s throughout the community of which most are residential. A PUD is a development plan that identifies most building and site design details prior to any development. Most PUD’s have a common building theme and include common recreation areas or amenities available to all who reside or conduct business in the development.

Another feature of a PUD is that the streets, sewer, and water systems have the ability to be public or private. Typically the sewer and water systems are public however several PUD’s have private streets. Private streets are not eligible for town garbage collection, snow removal or maintenance. The maintenance responsibilities are that of the developer, or a homeowners association. Examples of PUD’s include the following developments.

- Savannah Green
- Woodridge Townhomes
- Lancaster Heights
- One Normal Plaza
- Healing Stone Apts
- The Fields
- Oaks on Hovey
- Shoppes @ College Hills
- Landmark Square
- Evergreen Village
- Stoneybrook Condos
- Amanda Brooke
- Constitution Trail Center
- Kelly Glen
- Prairie Gardens
Special Use

Recognized are certain uses of land which by their very nature and their unique characteristics cannot be permitted in a particular district or districts without special consideration being given to the characteristics of surrounding property, as well as the site itself and the impact such a use would have on adjoining or nearby property. Such Special Uses fall into two categories:

A. Uses publicly operated or traditionally affected with a public interest.

B. Uses entirely private in character, but of such a nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities.

Special Use Permits are considered by the Zoning Board of Appeals with final approval granted by the Town Council. The Special Use process is commonly associated with Churches and Rooming Houses (Fraternity or Sorority) but includes a variety of land uses. While the ordinance has specific development guidelines each Special Use must meet, additional requirements may be included as a condition of approval. Conditions of the Special Use Permit run with the life of the property unless the use is amended or terminated.

Site Plan Review

The Site Plan Review process facilitates the coherent development of the community through the review of specific and detailed plans for parcels of land which either, because of their location or because of the anticipated impact of the proposed uses thereon, may create land use conflicts with adjacent land uses or zoning classifications.

Site Plan Review applications are considered by the Planning Commission with final approval granted by the Town Council. Publicly owned properties, large business, commercial or industrial properties are typically subject to the process. Similar to the PUD and Special Use process, specific conditions are typically associated with the property to assure compatibility with surrounding properties.

All publicly owned properties are subject to the site plan Review process. These would include town facilities, school district properties, public libraries, transit facilities and the like. Private developments of certain lot sizes may also be subject to the process. Unusually large properties, (5 acres or greater) or their proximity to residential zoning districts (within 500’) usually need special consideration.

Examples would include the Mitsubishi manufacturing plant, Super Wal-Mart, or Menard’s. The approval and any associated conditions of a Site Plan Review run with the life of a property unless amended or the use in terminated.
Tax Increment Finance Districts

The Town currently has four TIF Districts - the area in and near Uptown, the area near the intersection of Main and Osage and encompassing a portion of the ISU campus south of the ISU residence halls, the property at 8 Traders Circle (formerly the Holiday Inn), and a portion of One Normal Plaza (former Illinois Soldiers and Sailors Children’s Home) and Route 66.

Main Street Corridor

Since early 2006, the leaders of the Town of Normal, City of Bloomington, Carle BroMenn, Illinois State University, and Illinois Wesleyan University have been collaborating on an intensive planning process for the Main Street Corridor, which extends more than 5 miles from I-55 in north Normal to I-74 in south Bloomington (including the couplets). The result of the effort is the Main Street Redevelopment Plan, entitled “Main Street: A Call for Investment.” The plan was adopted by both the Town of Normal and City of Bloomington in 2007. The plan sought to improve development along one of the community’s prime commercial and transportation corridors.

After a multi-year planning process, the Town of Normal adopted an optional “Form-Based Code” for the Main Street Corridor in June of 2011. In general, the Form-Based Code calls for more pedestrian-oriented, urban-style development closer to the street with parking in the rear or on the side. Development that occurs within the Main Street Corridor may follow either the Form-Based Code or the conventional code.

Prior to development an owner must declare which zoning (conventional code and existing zoning or for- based code and the identified overlay zoning) they will choose to develop under. Staff will in turn review the project in accordance with the code chose by the owner. Proposed variances to either code are processed through the Zoning Board of Appeals per the usual procedure. The owner reserves the right to request an appeal (through a Council member) of the Zoning Board’s decision as provided for in the current code.
P-1 Corridor

In 2005 the Town Council implemented a zoning overlay district, called the P-1 Restricted Use Corridor, along the community’s key commercial corridors: one along Main Street south of I-55 (including the Kingsley portion), one along College Avenue east of I-55 (including the Mulberry portion), and one along Veterans Parkway south of I-55. Properties adjacent to these streets have the following uses prohibited, regardless of the underlying zoning district: Adult Hotels/Motels, Adult Lingerie Modeling Studios, Adult Media Stores, Adult Modeling Shops, Adult Motion Picture Theater, Contractor’s Shops, Mini-Warehouses, Sex Shops, Sexually Oriented Entertainment Business, Truck Freight Terminals, Truck Stop, and Truck Terminals.

The purpose of the ordinance is to safeguard the Town’s primary commercial corridors from the somewhat industrial appearance of mini-warehouses, truck terminals, truck freight terminals, and contractor’s shops and the negative aesthetic of adult businesses while leaving a more than adequate amount of land available for these uses.

South Uptown Residential District (Form Based Code)

This district was approved in March 2004 and utilizes Form Based Coding. Specific standards were developed regarding building density, height, architecture, setbacks, parking and landscaping. Each property in the district is subject to review by the Community Design Standards review committee. Variations or appeals to the design guidelines may be appealed to or considered by the Town Council.

Parking Impact Zone

The Parking Impact Zone was created in 2001 in an attempt to maximize parking opportunities surrounding the ISU campus. The zone is generally bounded by Cypress on the north, Walnut on the east, Vernon-Hovey on the south, and Adelaide to the west. Below are a few of the basic provisions or requirements in the impact zone.

- New dwelling units are required to provide .75 parking spaces per bedroom.
- Spaces in the PIZ may be 8’ in width and 17’ in depth.
- Parking may be permitted in required yards where properly screened.
- Stacked parking may be utilized for the required spaces.
- PUD’s are regulated by parking, setbacks, height and greenspace.

These are the general provisions of the ordinance however specific questions should be directed to the Inspection Department. An exact map of the zone is shown as an insert on the Zoning Map.
Demolition Procedures

Prior to any demolition an application shall be completed by the owner or contractor. The application will provide the Town the opportunity to determine the property’s historic status if any, and to confirm the utilities have been properly disconnected.

Please note that sewer services must be properly capped, and water services shall be removed back to the public main unless approved otherwise by the Water Director.

A person engaged in the work of demolition shall file with the Town Clerk, a Certificate of Liability Insurance from an insurance company authorized to do business in the State of Illinois. Said Certificate shall designate the specific job to be performed by said contractor and designate coverage provided by such policy as required below. Said Certificate shall name the Town as an additional insured. The policy shall:

Insure both parties for single limit coverage for bodily injury and property damage for at least $300,000.00 per occurrence and aggregate, and shall contain both general and automobile coverages; or provide at least $100,000.00 worth of coverage for bodily injury per individual and $300,000.00 of bodily injury coverage per occurrence and $100,000.00 of property damage coverage for both general and automobile coverage. A Certificate shall also be provided showing the contractor has adequate insurance in accordance with the Workmen’s Compensation and Occupational Disease Acts of Illinois, as amended.

In addition to these requirements a “State of Illinois Asbestos Abatement Project Notification Form” must be submitted to the State. Further questions regarding the demolition process can be directed to the Town, or you may contact the State as listed below.

Illinois Environmental Protection Agency
Post Office Box 19276
Springfield, Illinois 62794
(217) 785-5897