



Building Permit Handbook

For Residential and Commercial Buildings in Mendota, IL

**Mendota City Clerk's Office
800 Washington St. | Mendota, IL 61342
815.539.7459 | www.Mendota.il.us**

Adopted March 17, 2025

Table of Contents

Why codes, permits, and enforcement	2
Permits required	3
Who can complete the work (registered contractors)	4
How to obtain a permit.....	5
Residential property permit fees	6
Commercial/Rental property permit fees	7
Additional Commercial/Rental operational permits and fees.....	8
Contractor fees	9
Important contact numbers.....	9

Why Permits, Codes, and Enforcement

The City of Mendota has four major objectives when enforcing codes: public health, public safety, public service, and community appearance. There are many important reasons to obtain the required permit(s) and inspections for your project as they benefit you and the City.

Building permits and inspections:

- **Protects property value.** Your home or business is an investment. If your project does not comply with the codes and standards adopted by your community, the value of your investment could be reduced.
- **Saves money.** Property insurance may not cover labor damages caused by work done without permits and inspections.
- **Makes selling property easier.** When a property is sold through a multiple-listing association, the owner must disclose any improvements or repairs made, and if permits and inspections were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied, or make costly repairs.
- **Improves safety.** The permit review and inspection process is designed to ensure that all construction is safe. By following code guidelines, your completed project will meet minimum standards for safety and will be less likely to cause injury to you, your family, your friends, or future occupants. Mandatory inspections complement the contractor’s experience and act as a system of checks and balances resulting in a safer project.
- **Ensure Compliance. It's the law.** New IL Building Code Regulations and Legislation (Public Act 103-0510) have been passed and become effective 1/1/2025. These regulations require communities to establish new or substantially improved building codes. The City of Mendota has updated the required permits, processes, and fees effective June 3, 2024. Work done without required permits may be subject to stop-work orders and fines.

Residential and Commercial Required Codes:

As of June 3, 2024, Mendota has adopted the codes below. Codes and amendments can be found at <https://ecode360.com/28710862#45103200> – Permits 129-6

- 2021 International Building Code (2021 IBC)
- 2021 International Residential Code (2021 IRC)
- 2021 International Existing Building Code (2021 IEBC)
- 2021 International Fire Code (2021 IFC)
- 2021 International Mechanical Code (2021 IMC)
- 2021 International Fuel Gas Code (2021 IFGC)
- 2021 International Property Maintenance Code (2021 IPMC)
- 2021 International Swimming Pool and Spa Code (2021 ISPSC)
- 2021 Life Safety Code (2021 NFPA 101)
- The Illinois State Plumbing Code, as adopted and amended by the State of Illinois
- 2020 National Electric Code (2020 NEC or NFPA 70)
- Illinois Energy Conservation Code, as adopted and amended by the State of Illinois.
- Illinois Accessibility Code, as adopted and amended by the State of Illinois.

Required Permits:

NOTE: Work cannot begin until a building permit has been submitted, paid for, and obtained. Permits must be displayed and be viewable from the street. If work begins without the approved, displayed permit, a “Stop Work Order” will be issued and fines assessed.

- **New Construction**
- **Changing the building footprint or altering the structure**
- **Replacement of windows or doors:** When the rough opening size is being altered.
- **Accessory items:** Additions or expansions for items such as: decks, barns, garages, sheds, greenhouses, pergolas, and porches.
- **Driveways, sidewalks, and poured patios.**
- **Fences:** Over 4’ tall including privacy and chain linked.
- **Roof:** New or replacement for residential and commercial.
- **Swimming Pool/Hot Tub/Spa:** Pools 48” deep and greater for above-ground pools and all inground pools and spas/hot tubs.
- **Solar Energy Systems:** New or replacement.
- **Water/Sewer Service:** New service connections to city services.
- **Electrical:** New services, panel upgrades, services to accessory structures, and permanent residential and commercial generators.
- **Heating and Air:** Commercial
- **Demolition:** Commercial and residential structures.
- **Change of Occupancy: (Commercial only)** to complete when a business changes ownership or use of commercial space.

Please contact the City Clerk's office at 815-539-7459 for questions about the permits required.

Who may complete the work?

Before completing any work make sure all appropriate permits are obtained.

Commercial buildings.

- All paid work MUST be completed by city-registered contractors.
- Business owners may complete minor interior renovations that do not alter structures, electrical wiring, plumbing or expose framing, i.e. painting, laying flooring, etc.

Residential properties.

Homeowners are encouraged to use city-registered contractors. A city-registered contractor must be used for the following:

- When a building or other permit is obtained, and the homeowner indicates using a hired contractor for the work. NOTE: If a homeowner does not hire a city-registered contractor, the homeowner will be asked to sign an affidavit of liability.
- **Electric work that includes** new services, panel upgrades, services to accessory structures, and permanent generators.
- **Plumbing work includes new water or sewer** connections to city services. The plumber must also be licensed by the State of Illinois.

Rental properties.

- A rental duplex unit in which the owner lives in one of the units, is considered *Residential*.
- Rental properties that have three units or fewer, are considered *Residential*, however Landlords that own three rental properties or more must follow *Commercial permit rules*.

Choosing the right contractor for your project is critical to ensuring the quality, efficiency, and aesthetics of your project's completion successfully and to your satisfaction.

1. **Ensure the contractor is registered with the city.** Ask the contractor to show proof of city registration. A full list can be obtained on the City website or at the City Clerk's Office.
2. **Ensure the contractor has insurance.** City-registered contractors must show proof of insurance at time of registration. However, it is recommended the homeowner ask for proof of insurance as well.

Note: **Roof Contractors** are required to have worker's compensation and a State Roofing License and **Plumbers** are required to have a State Plumbing License.

Contractors who don't carry Worker's Compensation insurance on their employees or hire such subcontractors (attempting to save money) put the owner at risk.

NOTE: The city only verifies that the contractor has the appropriate licenses and insurance. They do not check or verify the quality of work or services. So it is recommended to still get bids, references, and review contracts before hiring.

3. **Check reviews and ask for references:** A contractor with a solid local reputation will be reliable and committed to maintaining high quality and customer satisfaction standards. Check online reviews, ask for references, and consult the Better Business Bureau.
4. Be wary of significantly lower bids than others, as they may indicate lower quality materials, workmanship, and service.

Building Permit Process:

NOTE: Work cannot begin until a building permit has been submitted, paid for, and obtained. Permits must be displayed and viewable from the street. If work begins without the approved, displayed permit, a "Stop Work Order" will be issued and fines assessed.

The process to obtain a permit:

1. Permit applications are available at the Mendota City Clerk's office.
2. Complete the permit application and submit all required documents at the Mendota City Clerk's office or email to permits@mendotacity.com
3. Once all application materials are received and accepted, files will be reviewed by the Building and Property Safety Director or designee.
 - a. The Director will contact applicants for clarification or additional information.
 - b. Once all materials are received and questions answered, reviews may take up to 10 business days for residential permits and 15 business days for commercial permits.
4. Once the application is approved, the applicant will be contacted to obtain and pay for the permit at the City Clerk's Office.
(Please note that the City only accepts cash, checks, or money orders.)
5. If inspections are required for the project, it will be noted when the applicant obtains the permit.

**Remember to call J.U.L.I.E. before you dig. Call 811 or (800) 892-0123.
JULIE's agents are available 24/7.**

To schedule an inspection:

- To schedule an inspection service, call the Building and Property Safety Director, Justin Boelk, at 815-915-7372 or email permits@mendotacity.com
- Inspections must be scheduled by 3pm if needed for the following day.

Mendota City Clerk's Office:

- Located at 800 Washington Street, Mendota, IL 61342
- Phone (815) 539-7459
- Hours:
 - Mon. – Fri. 7am – 4pm
 - Sat. 8am-Noon
 - Sun. Closed

RESIDENTIAL

BUILDING PERMIT FEES (Permits good for 6 mos. Renewals ½ price.)

Building Permits based on sq. ft

Building Permit	\$.10/sq. ft./Min. \$50
Plan Review	\$50 per hr.
Inspections (if required)	1 st Free/Additional \$25 ea.
<ul style="list-style-type: none">• New construction, changing the building footprint or exterior frame, or altering the structure.• Replacement of windows and doors when the rough opening size is being altered.• New or expansions of items such as: garages, permanent sheds, greenhouses, or decks.	

Building Permits based per project (Price includes review, permit and 1st inspection if needed)

• Fence (4' tall or more for privacy or chain link).....	\$100
• Roof	\$50
• Driveways, sidewalks, or poured patios	\$50
• Demolition	Structural \$50 / Razing \$100
• Water/Sewer (new service connection to city lines)	\$150 ea. Needs to be completed by a city-registered contractor
• Electrical service upgrade/Stationary generator	\$50 ea. Needs to be completed by a city-registered contractor
• Pools (Above ground pool 48" or greater)	Above \$75 / In-ground \$150
• Hot Tub/Spa	\$75 ea.
• Solar Power Systems Must include State of IL Engineering Stamp with application and completed by a registered contractor	
0-10KW.....	\$150
11-50KW.....	\$300
51-100KW.....	\$600
101-500KW	\$1200
501-1000KW	\$2750
1001-2000KW	\$6000
Over 2000KW	\$6000+\$200/each additional 100 KW

Note: First inspection is included in permit fee. Additional required inspections or those needed due to failed inspections will be charged \$25 per inspection.

COMMERCIAL/RENTAL

BUILDING PERMIT FEES (Permits good for 6 mos. Renewals ½ price.)

NOTE:

- **All work MUST be completed by city-registered contractors, except for minor interior renovations that do not alter structures, electrical wiring, plumbing or expose framing.**
- Rental properties that have four units or more and/or the landlord owns four rental properties or more must follow *commercial building permit rules and fees*.

Building Permits based on sq. ft

Building Permit	\$.20/sq. ft./Min. \$100
Plan Review	\$100 per hr.
Inspections (if required)	1 st Free/Additional \$50 ea.
<ul style="list-style-type: none">• New construction, changing the building footprint or exterior frame, or altering the structure.• Replacement of windows and doors when the rough opening size is being altered.• Additions/expansions of items such as: garages, barns, sheds, greenhouses, porches, or decks.• Driveways, sidewalks, or poured patio.	

Building Permits based per project

Fence (4' tall or more for privacy or chain link) includes review, permit, and 1 st inspection	\$150
Roof	\$100
Demolition	Structural \$100 / Razing \$150
Water/Sewer (new service connection to city lines)	\$150 ea.
Electrical service upgrade/Stationary generator	\$100 ea.
Solar Power Systems. Must include State of IL Engineering Stamp with the application.	
0-10KW.....	\$150
11-50KW.....	\$300
51-100KW.....	\$600
101-500KW	\$1200
501-1000KW	\$2750
1001-2000KW	\$6000
Over 2000KW	\$6000+\$200/each additional 100 KW

Note: Building permit fees above include the first required inspection. Additional inspections required or needed due to failed inspections will be charged \$50 per inspection.

Additional Permits for Businesses and Rental Property Owners:

Commercial revitalization has become a goal for the City of Mendota and its residents. Ensuring businesses operate in safe buildings according to their zoning is critical. Addressing vacant and blighted commercial buildings is also important, as these can become detrimental to the health, safety, and vibrancy of residents as well as the economic welfare of Mendota. With this in mind, the following permits and registrations are required.

PERMITS:

Change of occupancy (\$50). Any time a business changes ownership or purpose of retail space a change of occupancy permit must be obtained before opening. Change of occupancy permit includes the following:

- 1) Business registration
- 2) Zoning confirmation for business type
- 3) Building inspection completed by the City of Mendota Department of Building and Fire Safety.
- 4) Certificate of occupancy upon approved inspection.

Zoning. Each building can only operate based on its zoning. Someone interested in changing the purpose of the building must first request and obtain a zoning variance permit. If this is not achieved, the owner could be required to change the building back to its original purpose.

REGISTRATIONS:

Business Registration (Free). Business registrations are required and are renewed annually in May. They include basic contact information.

Note: Home-operated businesses where the public enters the premises for the purpose of services are exempt from the occupancy permit requirements, as stated in item #3 above.

Landlord Rental Unit Registration (Free). Landlords are required to register each of their rental units. Registration is renewed annually in May. Registration includes basic contact information. An inspection may be conducted every two years or in response to a filed tenant complaint. A landlord inspection checklist is available at the City Clerk's office and on the City website.

COMMERCIAL/RENTAL UNIT ADDITIONAL FEES

- Change of Occupancy Permit..... \$50 for New or Change of Ownership/Purpose
- Business Registration/Occupancy.....\$0/renewed annually
- Landlord Registration\$0/renewed annually

CONTRACTOR FEES (May 1 – April 30)

- **Contractor Registration**.....\$100/renewed annually

Must show proof of insurance:

1. Bodily injury (\$500,000) 2. Property damage (\$500,000). 3. Business auto: a. Bodily injury (\$300,000) b. Property damage (\$300,000) 4. Worker’s Compensation as required by state licensures.

Roof Contractors - State Roofing License required. **Plumbers** - State Plumbing License required.

Must provide \$10,000 License/Security Bond listing the City of Mendota.

Important contact information

Mendota City Clerk’s Office:

- Located at 800 Washington Street, Mendota, IL 61342
- Phone (815) 539-7459
- Hours:
 - Mon. – Fri. 7am – 4pm
 - Sat. 8am – Noon
 - Sun. Closed

Building Permit Questions or to Schedule an Inspection:

- Inspection services are provided within 48-hours of request and can be scheduled by calling the Building and Property Safety Director at (815) 915-7372 or email permits@mendotacity.com

Call J.U.L.I.E. before you dig. Call 811 or (800) 892-0123. JULIE’s agents are available 24/7.

THANK YOU for your commitment to safer buildings.

Your cooperation is appreciated.

City of Mendota