CHECKLIST:
- Permit application completed
- Plat of survey – Marked accordingly (Distance from lot lines & house/structures)
- Detailed Project Drawing/Scope of Work
  - Dimensions; post hole location & size; framing layout with type of material; and material dimensions.
  - If bracing/attaching to house, show on drawing and indicate type of material being used. Include any electrical being installed.
- Estimate from Contractor – OR – If homeowner completing work, provide purchase receipt or list of materials being used.
  - If homeowner completing any electrical work, provide letter of intent.
- Contractor Registered with the Village?
- Is Homeowners Association Approval Required?
  - Yes  No  Applied  Not applied  Attached Approval

TYPE OF PROJECT:
- Pergola
- Roof Structure over Patio
- With Electric

PERMIT FEE:
Permit fee is paid when the permit application is submitted.

<table>
<thead>
<tr>
<th>Pergola/Roof Structure</th>
<th>$160.00</th>
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<tbody>
<tr>
<td>If “With Electric” is selected, rough &amp; final electric inspections</td>
<td>$90.00</td>
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</table>

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT WILL INCUR A PENALTY RESULTING IN THE COST OF THE PERMIT FEE TO DOUBLE.

PLAN REVIEW:
All pergolas/roof structures require a third-party plan review. Plan reviews are performed Monday through Friday. Plans must be submitted by 3:00 P.M. the day prior to the intended review.

REQUIRED CONTRACTOR INFORMATION:
Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Manhattan. If the contractor is not currently registered with the Village, an application can be obtained by contacting the Building Department at (815) 418-2042 or from www.villageofmanhattan.org.
INSPECTIONS:

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<tbody>
<tr>
<td>1.</td>
<td>Post hole or footing (prior to pouring any concrete)</td>
</tr>
<tr>
<td>2.</td>
<td>Rough framing</td>
</tr>
<tr>
<td>3.</td>
<td>Rough and final electrical, if applicable</td>
</tr>
<tr>
<td>4.</td>
<td>Final</td>
</tr>
</tbody>
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- Contact JULIE, INC at 1-800-892-0123. Contact two working days prior to digging to locate utilities.
- Please call (815) 418-2060 or email building@villageofmanhattan.org to schedule an inspection. Be prepared to give contact name, phone number, address, permit number, type of inspection as well as the date for the inspection to be scheduled.
- **Please note that building & plumbing inspections need to be called in by 3:00 P.M. in order to be scheduled for the following business day. Electrical inspections need to be called in by 3:00 P.M. in order to be scheduled for that business day.**
- Inspections are performed Monday through Friday.

MISCELLANEOUS INFORMATION:

- Depending on the property location, there are certain limitations to lot coverage area that include all improvements (house, accessory structures, paving, decks, etc.) on the property.
- **The pergola/roof structure cannot be located within any easement.**
- Posts or footings must be 42 inches below grade. Post holes must be a minimum of 10 inches in diameter.
- Other restrictions may also apply depending on subdivision and individual subdivision covenants.
- According to Village Code, construction noise resulting from the erection, demolition, alteration or repair may only occur between the hours of 7:00 A.M. and 9:00 P.M. Monday through Friday, and 8:00 A.M. and 9:00 P.M. Saturday and Sunday.