

# Village of Odell

**Clerk**

Iris Thorne

**Collector**

Jennifer Leenders

**Treasurer**

James Rebholz

**Attorney**

Nicholas Ehrgott

**Water Superintendent**

Richard Ribordy

Po Box 157

213 S Front St

Odell Illinois 60460

Phone 815/998.2133

Fax 815/998.2277

Email [Info@Odell-IL.com](mailto:Info@Odell-IL.com)

Website [Odell-IL.com](http://Odell-IL.com)

**President**

Brian K. Mills

**Board of Trustees**

Brian Verdun

Rodney Morris

Thomas C Russell II

Trisha Biernat

Emily Gall

Randy Pagel

**Building Inspector**

Gary Wykes

## Construction Permit Application Procedures

1. Permit Applications may be picked up at Village Hall.
2. To avoid delay, the application must be completed entirely.
3. The **Legal Description of Property**, reference the Livingston County Assessor website or your property tax bill.  
(ex: xx-xx-xxx-xxx + description)
4. Include a **Lot Plan** of construction project and property to be improved. Please use the blank page attached to this permit.

### The information below must be included on Lot Plan:

- a. The width and depth of the lot(s) measured in feet
  - b. The width and depth of each existing building(s) on lot
  - c. The width and depth and height (dimensions) of new constructions.
  - d. The distance from the new building to the property lines.
5. Return permit application to Village Hall and pay necessary fees.
  6. Permit will be reviewed by Village officials, please allow up to 10 business days. After the review, the permit may be approved, rejected, or turned over to Zoning Board of Appeals for variance consideration.
  7. At approval, the signed permit will be returned to the property owner. Construction may begin only upon approval, payment of fees, and signature of said permit by Village Officials.

Please call Village Hall 815.998.2133 if you have any questions.

NOTE: Failure to follow the outlined procedures may result in an automatic rejection of the application.

# VILLAGE OF ODELL

## Application for a Building Permit

(For any building or structure or alteration of existing buildings or structures.)

Date of Application \_\_\_\_\_

Owner of Property: Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Legal description of property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed construction and/or alteration. (Indicate below the type, and the use of building or structure proposed to be erected, constructed, reconstructed, enlarged, altered, moved or improved and any establishment of or change of use of land or building in connection therewith, if any. LOT PLAN MUST ACCOMPANY APPLICATION.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total estimated cost of above \_\_\_\_\_ \$ \_\_\_\_\_

If water and sewer taps are wanted, check here      ☐ Water      ☐ Sewer

Mobile Home Information (Year, Make and Size)

\_\_\_\_\_

In consideration of this application and attached forms being made a part thereof, and the issuance of permit, I/we will conform to the regulations set forth in the Village of Odell, Illinois Zoning Ordinances. I/we also agree that all work performed under said permit will be in accordance with the plans and plot diagram which accompany this application, except for such changes as may be authorized or required by the Zoning Inspector.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

Building Plans on 3rd Sheet

Permit Approved — \_\_\_\_\_  
Zoning Administrator — Date