



**Village of Valmeyer**  
**260 Knobloch Blvd.**  
**Valmeyer, IL 62295**

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## **PROCEDURES FOR NEW CONSTRUCTION**

1. Applicant must provide a recorded copy of deed to the property where the proposed structure is being constructed.
2. Obtain a Building Permit Application.
3. Contact Bi-County Health Department (618-939-3871) to apply for Permit to Install a sewage disposal system. The Health Department is located at 901 Illinois Ave., Waterloo, IL 62298. (Only if city services are not available).
4. If dwelling is to be in a Subdivision, written approval must be obtained from the developer or Home Owner's Association for plan and site location. This needs to be submitted with your application to the Zoning Administrator.
5. If the structure is to be in SFHA (Floodplain) or within the contour line of a sinkhole or in a Karst area, additional regulations may apply.
6. A complete set of plans must be submitted to be reviewed by the Zoning Administrator and the Building Inspector contracted by the Village of Valmeyer.
7. Complete the Building Permit Application and submit to the Zoning Administrator along with a copy of the recorded deed to the property. A site plan drawn to scale showing the location of all easements, drainage facilities, property lines, proposed structure(s) and all existing structures. Site plan must also indicate any sinkholes, creeks, flood plain (SFHA) areas, etc. Plans for structure must show outside dimensions, room dimensions, windows, doors, porches, decks, attached garage, etc. Plans must also include front, back and side elevations of structure.
8. Before a Building Permit will be issued all documents will be reviewed. Permit fees and inspection fees must be paid.
9. All structures must comply with the Village of Valmeyer's Codes. Inspections will be conducted by the Building Inspector, Plumbing Inspector and Electrical Inspector contracted by the Village.