

Building in Clinton County - Frequently Asked Questions

WHERE IS THE CLINTON COUNTY ZONING OFFICE LOCATED?

The Clinton County Zoning Office is located in the lower level of the courthouse, Room 124. The mailing address is 850 Fairfax Street, Carlyle, IL 62231 with office hours of 8.00 a.m. – 4:30p.m. Monday through Friday, excluding holidays. If you plan to visit the office, cell phones are prohibited in the courthouse.

WHAT IS ZONING?

Zoning is a tool used to promote orderly development. It creates zoning or districts which allow certain areas according to specific requirements.

Clinton County adopted the Clinton County Zoning Ordinance in January 1991. County Zoning regulations apply to Bartelso, Boulder, Ferrin, Jamestown, New Memphis, Shattuc, and St Rose and the unincorporated areas of Clinton County.

The municipalities of Albers, Aviston, Beckemeyer, Breese, Carlyle, Centralia, Damiansville, Germantown, Hoffman, Huey, Keyesport and Trenton administer their own zoning ordinance.

The unincorporated area of Clinton County is divided into zoning districts. The ordinance lists certain types of uses that are permitted or are special uses in each district.

HOW CAN I FIND INFORMATION ON A PARCEL?

Property information is available for the County of Clinton on our online mapping/GIS website at <http://portico.mygisonline.com/html5/?viewer=clintonil.bv1-p1> or call 618-594-6655.

WHAT PROJECTS REQUIRE A ZONING CERTIFICATE?

Examples include but are not limited to: Homes, decks, sheds (permanent & portable), pools, garages, carports, and farm structures.

WHAT INFORMATION IS REQUIRED TO OBTAIN A CERTIFICATE FOR A NEW HOME?

Site plan, 8 ½" x 11" copy of floor plan, sewage permit and any additional information required by the Zoning Administrator.

WHERE DO I OBTAIN AN APPLICATION FOR A PRIVATE SEWAGE DISPOSAL SYSTEM?

<http://clintoncountyhealth.com/forms/>

HOW DO I OBTAIN A NEW ADDRESS?

The Addressing Office is located in the lower level of the courthouse, Room 124. Applications are available at: <http://www.clintonco.illinois.gov/addressing.htm> or call 618-594-6631.

NOTE: If you are constructing a New Home, it is advisable to temporarily post your address on the property where it can be seen by emergency personnel and delivery drivers. Consider a 2 x 4 post with a minimum of 3" in height reflective numbers on both sides. Forms for a 911 sign can be obtained at <https://www.clintonco.illinois.gov/county-offices/addressing/>

HOW DO I CHANGE THE ZONING OF PROPERTY?

You must submit a complete application for a Map Amendment to the Zoning Office. A public hearing date will be assigned to appear before the Zoning Board of Appeals. The ZBA will make a recommendation to the County Board for a final vote. The process typically takes a minimum of two to three months.

IF MY BUILDING IS PORTABLE AND/OR ON SKIDS, DO I NEED A ZONING CERTIFICATE?

Yes. An application is available at <https://www.clintonco.illinois.gov/county-offices/zoning/>

DOES THE COUNTY ENFORCE COVENANTS OR DEED RESTRICTIONS?

No. Many of the subdivisions in the county are subject to covenants and deed restrictions which regulate the use of property beyond the limitations contained in the county's ordinances. These covenants and deeds restrictions are private agreements between property owners and are **not** enforced by Clinton County.

DO I NEED A PERMIT TO RE-ROOF, INSTALL WINDOW(S) OR TO INSTALL NEW SIDING?

Generally, a permit is not required for a re-roof, window replacement, or similar maintenance projects.

HOW CAN I GET A COPY OF THE DEED TO MY PROPERTY?

Please contact the Clinton County Clerk and Recorder's Office at 618-594-6620.

HOW DO I FIND WHERE MY PROPERTY LINE(S)?

Clinton County Zoning Office does not locate or mark property lines. You will need to contact a Licensed Professional Land Surveyor.

ARE THERE BUILDING CODES FOR COMMERCIAL STRUCTURES IN CLINTON COUNTY?

(20 ILCS 3105/10.09-1)

Sec. 10.09-1 Adoption of building codes; enforcement.

(a) After July 1, 2011, no person may occupy a newly constructed commercial building in a non-building code jurisdiction until:

- (1) The property owner or his or her agent has first contracted for the inspection of the building by an inspector who meets the qualifications established by the Board; and
- (2) The qualified inspector files a certification of inspection with the municipality or county having such jurisdiction over the property indicating that the building meets compliance with the building codes adopted by the Board for non-building code jurisdictions based on the following:

(A) The 2006 or later edition of the following codes developed by the International Code Council:

- (i) International Building Code;
- (ii) International Existing Building Code; and
- (iii) International Property Maintenance Code.

(B) The 2008 or later edition of the National Electrical Code NFPA 70.

- (b) This Section does not apply to any area in a municipality or county having jurisdiction that has registered its adopted building code with the Board as required by Section 55 of the Illinois Building Commission Act.
 - (c) The qualification requirements of this Section do not apply to building enforcement personnel employed by jurisdiction as defined in subsection (b).
 - (d) For purposes of this Section:
 - “Commercial building” means any building other than a single-family home or a dwelling 2 or fewer apartments, condominiums, or townhomes or a farm building as exempted from Section 3 of the Illinois Architecture Practice Act.
 - “Newly constructed commercial building” means any commercial building for which original construction has commenced on or after July 1, 2011.
 - “Non- building code jurisdiction” means any area of the State not subject to a building code imposed by either a county or municipality.
 - “Qualified inspector” means an individual qualified by the State of Illinois, certified by a nationally recognized building official certification organization, qualified by an apprentice program certified by the Bureau of Apprentice Training, or who has filed verification of inspection experience according to rules adopted by the Board for the purposes of conducting inspections in non-building code jurisdictions.
 - (e) New residential construction is exempt from this Section and is defined as any original construction of a single-family home or a dwelling containing 2 or fewer apartments, condominiums, or townhomes in accordance with the Illinois Residential Building Code Act.
 - (f) Local governments may establish agreements with other government entities within the State to issue permits and enforce building codes and may hire third-party providers that are qualified in accordance with this Section to provide inspection services.
 - (g) This Section does not regulate any other statutorily authorized code or regulation administered by State agencies. These include without limitation the Illinois Plumbing Code, Energy Conservation Code, and administrative rules adopted by the Office of the State Fire Marshal.
 - (h) This Section applies beginning July 1, 2011.
- (Source: P.A. 96-704, eff.1-1-10.)