



COMMERCIAL-NEW CONSTRUCTION

PERMIT REQUIREMENTS

- Four sets of plans with Illinois architectural seal including electrical, plumbing, and structural and mechanicals.
- Four site plans including top of foundation, elevations, grading, drive, utilities, erosion control, an accessible route from the handicapped accessible parking spaces, to the building, and to the right of way.
- Provide Population Equivalent from a certified engineer for proposed development.
- Completed Application
 - The Use Group and Construction Type must be provided.
 - Engineer's probable cost
 - Square Footage
 - Number of Stories
 - Permanent Property Index Number
 - Recent Certified Plat of Survey
- Site Development Plans, prepared by an Illinois Professional Engineer or Civil Engineer and Watershed Development Ordinance application.
- List of Subcontractors with phone numbers and addresses.
 - Electrician's License and Liability Insurance (\$1 million-dollar coverage).
 - Excavator must provide a \$10,000 Surety Bond in original form.
 - Plumbers 055 and 058 License.
 - Irrigation Company's State License.
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 - A letter accepting responsibility for any equipment installed in the parkway shall accompany the permit.
 - If RPZ is used for backflow; provide a copy of the CCCDI license.
 - Roofer License.
- Completed Industrial Wastewater Survey

NOTE: If external modifications or site expansion is proposed; provide external architectural elevations, external lighting fixture details, any proposed fence or signage, any trash enclosures with door and wall materials and the inclusion of any rooftop or wall-mounted electrical or mechanical fixtures.

INSPECTIONS REQUIRED

1. Footing
2. Sewer/Water
3. Backfill
4. Underground Plumbing
5. Electrical Service
6. Rough Framing/Mechanicals/Electric/Plumbing
7. Insulation
8. Final

SITE INSPECTIONS

- Soil Erosion and Sedimentation Control
- Stormwater Management Installation
- Final Grading
- Landscaping, including tree replacement where required

Inspections are scheduled by calling the building department by 2:00 pm the day before the inspection is needed. Provide permit number and address when calling.

IF THE INSPECTOR NEEDS TO RETURN FOR A FAILED INSPECTION, A \$150.00 REINSPECTION FEE IS REQUIRED TO BE PAID BEFORE A RE-INSPECTION CAN BE SCHEDULED.