



CITY OF ELGIN BUILDING PERMIT APPLICATION

REQUIRED SUBMITTALS

- 1) Completed **Permit Application** (Attached)
- 2) **Civil Site Plan Packet**, Consisting of: (**NOT ATTACHED TO ARCHITECTURAL PLAN PACKET**)
 - a. Site Plan Transmittal Checklist (Attached)
 - b. Plats of Survey
 - c. Geometric and Landscaping Plans
 - d. Stormwater Report
- 3) **Architectural Plan Packet**, Consisting of: (**NOT ATTACHED TO CIVIL SITE PACKET**)
 - a. Architectural Plan Transmittal Checklist (Attached)
 - b. Building, Electrical, Plumbing, Mechanical, Landscaping, and Site Lighting Plans
 - c. One Civil Site Plan Packet (Exclude Stormwater Report)
 - d. Elevator Shop Drawings (If applicable)
- 4) Building and Site **Plans on CDROM**. One copy must provide all of the information that is shown on the approved building and site plans. A second copy must provide the information indicated in the attached "Electronic Copy of Plans – Fire Department Version" checklist. (Electronic copies of the plans are to be provided prior to the issuance of the building permit.)
- 5) **Fire Suppression and Detection Plans**, including sprinkler drawings (To be submitted after the architectural plans have been revised to address staff comments, but at least 1 week prior to preconstruction meeting) – 4 sets of plans, 1 set Hydraulic Calculations, 1 set of Catalog Cut Sheets
- 6) **Fire Department Electronic Plans** (See Attached Checklist)

APPLICABLE CODES

Building:	2015 International Building Code w/ Amendments
Electrical:	2014 National Electrical Code w / Amendments
Plumbing:	2014 State of Illinois Plumbing Code w/ Amendments
Mechanical:	2015 International Mechanical Code w/ Amendments
Fire:	2015 International Fire Code w/ Amendments
Elevators:	2000 ASME A17.1
Accessibility:	2018 State of Illinois Accessibility Code
Life Safety Code:	2012 NFPA 101
Energy (Residential):	2015 State of Illinois Energy Conservation Code
Energy (Commercial & Industrial):	2015 State of Illinois Energy Conservation Code

CONTACTS

Plans Examiner:	(847) 931-5926	Engineering Department:	(847) 931-5955
Permit Control Officer:	(847) 931-5920	Fire Code Official:	(847) 931-6191
Planning/Zoning:	(847) 931-5920		

**A separate application must be made to the Fox River Water Reclamation District (FRWRD) for any new plumbing work. Also contact FRWRD concerning sanitary sewer requirements.
FRWRD: 1957 N. La Fox Rd, South Elgin, IL, 60177; (847) 742-2068.**

Some projects will require participation in the Kane County Road Improvement Impact Fee Program. For application and information contact Kane County Division of Transportation at (630) 845-3799, or visit the program website at www.co.kane.il.us/dot/roadimpact/roadimpact.htm. A copy of your receipt from Kane County is required prior to permit issuance.

INSTRUCTIONS FOR COMPLETING PERMIT APPLICATION

PLEASE FOLLOW THESE INSTRUCTIONS WHEN COMPLETING THE PERMIT APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE PRINT CLEARLY.

Description of Work - Provide a complete description of the work to be completed, including the cost of the work.

Commercial/Industrial/Residential - Provide the square footage for each floor (Outside dimensions) and the total square footage for the building.

Owner/Tenant/Contractor Information - Provide all required information, including:

Roofing - State of Illinois roofing license is required. **A copy of the current license must be on file with the City of Elgin.**

Electrical - A contractor's registration is required from any city in the State of Illinois that gives a written examination based on the National Electrical Code. **A copy of the current license must be on file with the City of Elgin.**

Plumbing - State of Illinois Plumbing Contractor license with a 055- prefix is required. **A copy of the current license must be on file with the City of Elgin.**

Sewer - A \$20,000 permit bond in favor of the City of Elgin is required.

Mechanical - A contractor's registration is required from any city in the State of Illinois that gives a written examination for HVAC. However, registration is not required if the plans are sealed by an Illinois licensed architect or engineer who accepts responsibility for the work. **A \$20,000 permit bond issued in favor of the City of Elgin is also required. A copy of the current license must be on file with the City of Elgin.**

Fire Sprinkler- State of Illinois Fire Sprinkler Contractor license is required for fire suppression. **A copy of the current license must be on file with the City of Elgin.**

Subcontractors - For each trade, provide a complete description of the work to be completed and the cost of such work.

PLEASE NOTE THAT A PRECONSTRUCTION MEETING IS REQUIRED FOR ALL LARGE BUILDING PERMITS. ONCE ALL REQUIRED PLANS HAVE BEEN APPROVED, THE APPLICANT WILL BE CALLED TO SCHEDULE THE MEETING. THE MEETING MUST BE HELD PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

SITE PLAN TRANSMITTAL CHECKLIST

This sheet must be submitted as a cover page to the Site Plan Packet. Indicate all information which has been provided. ***If any of the required information has not been provided, explain why on the back of this sheet.*** Note that additional important information has also been provided on the back of this sheet.

The Site Plan Packet shall consist of this cover page and the following:

<u>Provided?</u>	<u>Required Quantity</u>	<u>Item</u>
<input type="checkbox"/>	4	Plat of Survey , indicating: Dimensions of property, including square footage of lot Easements Existing buildings and pavement
<input type="checkbox"/>	4	Geometric Plan , indicating all existing and proposed: Topography (1N contours) Pavement and curbing Buildings and structures (indicating year existing structures were built or expanded) Trash enclosures Freestanding signs (Note: signs require a separate permit) Existing topography and improvements within 100' of site
<input type="checkbox"/>	4	Landscaping Plan , indicating: Existing trees to remain Existing trees to be removed Location, size, and species of all proposed landscaping Proposed berms Proposed fences and walls
<input type="checkbox"/>	4	Site Utility Plan , showing all existing and proposed fire hydrants and water, sanitary sewer, and storm sewer lines, B-box location, irrigation information, water meter by-pass, and number of water services
<input type="checkbox"/>	2	Stormwater Permit Submittal
<input type="checkbox"/>	1	PDF of <u>ALL</u> Above Plans (On CD/DVD)

I hereby certify that I have submitted the items indicated above. I acknowledge that the submittal of incomplete or incorrect information will delay the review of my building permit application.

Signature

Date

SITE PLAN TRANSMITTAL CHECKLIST (CONT.)

Plats of survey, geometric plans, and site utility plans are required for all new nonresidential or multiple family buildings, building additions, parking lots, or parking lot additions. Tab 1 of the Stormwater Permit Submittal is also required; the stormwater permit flowchart will indicate whether any additional stormwater information is required. Landscaping plans and/or site lighting plans *may* not be required in the following circumstances:

Item NOT Provided:

Reason:

- | | |
|---|--|
| <input type="checkbox"/> Landscaping Plans | <input type="checkbox"/> No additional vehicle use (Parking) areas are proposed, no existing landscaping is being removed, all landscaping which was required at the time that existing vehicle use areas were constructed is still in place, AND no transition landscaping is required. |
| | <input type="checkbox"/> The development is in the CC1 or CC2 District and the site will be developed from lot line to lot line. |
| <input type="checkbox"/> Site Lighting Plans | <input type="checkbox"/> No additional vehicle use (Parking) areas are proposed AND no changes to the existing site lighting are proposed. |

ADDITIONAL INFORMATION

A Certificate of Appropriateness (COA) is required for any exterior changes to a site within an historic district.

New Construction and Addition plans must be sealed as required by the State of Illinois Architectural and Engineering Acts.

A set of as-built plans, with changes highlighted, must be submitted if significant changes to the building plan, site plan, civil plan, or landscaping plan occurs during construction.

A copy of the approved plans must be kept on the job site.

ARCHITECTURAL PLAN TRANSMITTAL CHECKLIST

This sheet must be submitted as a cover page to the Architectural Plan Packet. The Architectural Plan Packet shall consist of this cover page and the following:

<u>Provided?</u>	<u>Required Quantity</u>	<u>Item</u>												
<input type="checkbox"/>	4	Building Plans Note -- if a multiple tenant building is proposed, the square footage of each tenant space must be indicated.												
<input type="checkbox"/>	4	Electrical Plans												
<input type="checkbox"/>	4	Plumbing Plans Plans must include information regarding meters, back-flow prevention devices, irrigation systems, water meter bypasses, number of water services, and phone jack for AMR installation												
<input type="checkbox"/>	2	Site Lighting Plan , indicating: Location of all outdoor light fixtures Illumination at various points on the site (In footcandles) Catalog cuts of all proposed fixtures A summary table indicating: <table border="0" style="margin-left: 40px; width: 100%;"> <tr> <td>Luminaire height</td> <td>Light loss factor</td> </tr> <tr> <td>Average footcandles</td> <td>Max. footcandles</td> </tr> <tr> <td>Min. footcandles</td> <td>Uniformity ratio</td> </tr> <tr> <td>Lumen rating for each lamp type</td> <td></td> </tr> <tr> <td>Max. footcandles at any residential property line</td> <td></td> </tr> <tr> <td>Max. footcandles at any public ROW line</td> <td></td> </tr> </table>	Luminaire height	Light loss factor	Average footcandles	Max. footcandles	Min. footcandles	Uniformity ratio	Lumen rating for each lamp type		Max. footcandles at any residential property line		Max. footcandles at any public ROW line	
Luminaire height	Light loss factor													
Average footcandles	Max. footcandles													
Min. footcandles	Uniformity ratio													
Lumen rating for each lamp type														
Max. footcandles at any residential property line														
Max. footcandles at any public ROW line														
<input type="checkbox"/>	4	Mechanical Plans												
<input type="checkbox"/>	1	Civil Site Packet (Exclude Stormwater Report)												
<input type="checkbox"/>	3	Elevator Shop Drawings , If applicable												
<input type="checkbox"/>	1	PDF of <u>ALL</u> Above Plans (On CD/DVD)												

I hereby certify that I have submitted the items indicated above. I acknowledge that the submittal of incomplete or incorrect information will delay the review of my building permit application.

Signature

Date

Please Note the Following:

A Certificate of Appropriateness (COA) is required for any exterior changes to a site within an historic district.

New Construction and Addition plans must be sealed as required by the State of Illinois Architectural and Engineering Acts.

A set of as-built plans in the same format, with changes highlighted, must be submitted if significant changes to the building plan, site plan, civil plan, or landscaping plan occur during construction. A copy of the approved plans must be kept on the job site.

ELECTRONIC COPY OF PLANS – FIRE DEPARTMENT VERSION CHECKLIST OF REQUIRED INFORMATION

Please submit a **CDROM in a .DWG or .DFX file format** with the ability to be edited with a standard computer-aided drafting application to include the following items:

1) Site Plan to include:

- a. Building footprint
- b. Parking and drive areas (With widths and weight restrictions)
- c. Significant terrain features (i.e., detention basins, berms, overhead obstructions)

2) Architectural Plan:

- d. Exterior and interior walls
- e. Exterior and interior doors
- f. Overall building dimensions
- g. All other Fire Department identified attributes with required text, such as:
 - Hydrant locations
 - Electric panel location
 - Lock box location (Installation is mandatory)
 - Hazardous materials location if known (Permanent tanks or designated storage areas)
 - Gas meter and shutoff locations
 - Boiler and furnace locations
 - Mechanical rooms
 - Fire alarm panel
 - Fire alarm control room
 - Suppression systems location and type
 - Sprinkler risers
 - Exit, stair and elevator locations
 - Roof features (Hatches, skylights, access points, roof mounted equipment)
 - Roof construction type (bow string, metal truss, etc.)

Note: On multi-story buildings, only one floor per layer of file is allowed.

A set of as-built plans in the same electronic format as the initial submission, with changes highlighted, must be submitted if significant changes to the building plan or site plan occur during construction.

◆ ◆ ◆ FOR OFFICE USE ONLY ◆ ◆ ◆

Date Received _____ Permit # _____ Fee \$ _____

Information Needed _____

**CITY OF ELGIN
PERMIT APPLICATION FOR
NEW CONSTRUCTION/INTERIOR ALTERATIONS/ADDITIONS**

PERMIT DESCRIPTION

Address _____

Description of Work _____

Commercial _____ Industrial _____ Residential _____

Proposed Use _____ Lot # _____

BUILDING OWNER

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

TENANT

(New tenant occupying this space must complete the attached business occupancy application)

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

CONTACT PERSON

Name _____

(Please Print)

Telephone () _____

Fax # () _____

E-mail Address _____

COMMERCIAL/INDUSTRIAL

Cost \$ _____ (Building material only, excluding labor)

Construction Type 1 2 3 4 5 A B C

Occupancy Type __

Total Area _____ Basement _____ 1st Floor _____

2nd Floor _____ Mezzanine _____ Other _____

RESIDENTIAL

Cost \$ _____ Construction Type 1 2 3 4 5 A B C

Total Area _____ Sq. Ft. Basement _____

1st Floor _____ 2nd Floor _____ Other _____

Garage _____ Attached/Detached # Of Bedrooms _____

Model _____

IMPACT FEES

New Residential Market Value \$ _____

New Commercial/Industrial _____ Acres or _____ Lot Square Feet

SEWER AND WATER

FRWRD Permit _____ Private Well ___ Yes ___ No

Septic ___ Yes ___ No Private Read Meter ___ Yes ___ No

Of Water Meters _____ Size Of Water Meters _____

Of Water Taps _____ Size Of Water Taps _____

(Note: Each water meter requires a separate water tap from the City main)

GENERAL CONTRACTOR

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

ROOFING CONTRACTOR

A copy of the contractor's current State of Illinois Roofing license must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

ELECTRICAL CONTRACTOR

A copy of the contractor's current registration from any city in the State of Illinois that gives a written examination based on the National Electrical Code must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ # Of Meters _____ Service Size _____ Each

MECHANICAL CONTRACTOR

A copy of the contractor's current registration from any city in the State of Illinois that gives a written examination for HVAC must be on file with the City of Elgin. However, registration is not required if the plans are sealed by an Illinois licensed architect or engineer. A \$20,000 permit bond issued in favor of the City of Elgin is also required.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ # Of Rooftop Units _____

Of Other Heating Units _____ # Of Other A/C Units _____

PLUMBING CONTRACTOR

A copy of the contractor's current State of Illinois Plumbing Contractor license must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ Lawn Sprinkler _____ Yes _____ No

Of Fixtures _____ (Include Floor Drains and Gas Openings)

SEWER SERVICE CONNECTION CONTRACTOR

A \$20,000 permit bond issued in favor of the City of Elgin is required.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____

WATER SERVICE CONNECTION CONTRACTOR

A copy of the contractor's current State of Illinois Plumbing Contractor License must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____

SPRINKLER CONTRACTOR

A copy of the contractor's current State of Illinois Fire Sprinkler license must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ # Of Sprinkler Heads _____

FIRE ALARM CONTRACTOR

A copy of the contractor's current State of Illinois Fire Alarm license must be on file with the City of Elgin.

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ # Of Devices _____

ELEVATOR CONTRACTOR

Name _____

Address _____

_____ Zip Code _____

Telephone () _____

Description of Work _____

Cost \$ _____ # Of Elevators/Lifts _____