


847-931-5920 permits@cityofelgin.org www.cityofelgin.org/business 150 Dexter Court, Elgin, IL, 60120 

NEW COMMERCIAL / INDUSTRIAL CONSTRUCTION / ADDITION PERMIT APPLICATION

If you are building a new commercial or industrial building or adding to an existing building, this application is for you. If you aren't sure if this is the right permit application for you, visit the website www.cityofelgin.org/business or contact us at 311.

WHAT YOU SHOULD KNOW

- ▶ All projects are subject to zoning approval.
- ▶ If your project takes place in the historic district, a Certificate of Appropriateness will also be required.
- ▶ You must submit construction drawings that have been sealed by an IL licensed architect or engineer.
- ▶ Additional documentation and fees may be required.
- ▶ A separate application must be made to the Fox River Water Reclamation District (FRWRD) for any new plumbing work. Contact FRWRD at 847-742-2068 for sanitary sewer requirements.
- ▶ Contractor requirements are listed on this application and are also available online at cityofelgin.org/permits.
- ▶ Projects may require participation in the Kane County Road Improvement Impact Fee Program. For the application and information contact Kane County Division of Transportation at 630-845-3799. A copy of your receipt from Kane County is required prior to permit issuance.
- ▶ A pre-construction meeting is required for all New Commercial/Industrial permits. Once plans have been approved, the applicant will be contacted to schedule this meeting. The meeting must be held prior to permit issuance.
- ▶ Your project's site work may require surety to be provided to the City of Elgin, prior to issuing your permit. They surety amount is based on 110% of the staff approved engineer's estimate of probable cost.

O F F I C E U S E O N L Y

PROJECT ADDRESS

DATE

PERMIT NUMBER

INFO NEEDED

A D D I T I O N A L D O C U M E N T A T I O N

All of the following is required to be submitted with your completed permit application in digital PDF format. Naming conventions, applicable codes, and contractor requirements, which are listed on the last page, must be followed.

- ▶ Civil Site Plan Packet (not attached to the Architectural Plan Packet) should include the following:
 - ▶ Site Plan Transmittal Checklist (attached)
 - ▶ Plat of Survey
 - ▶ Geometric and Landscaping Plans
 - ▶ Stormwater Report
- ▶ Architectural Plan Packet (not attached to the Civic Site Plan Packet) should include the following:
 - ▶ Architectural Plan Transmittal Checklist (attached)
 - ▶ Building, Electrical, Plumbing, Mechanical, Landscaping, and Site Lighting Plans
 - ▶ Elevator Shop Drawings (deferred submittal- paper version is required)
- ▶ Fire Suppression and Detection Plans. These should be submitted after the architectural plans have been revised to address staff comments, but at least one week prior to pre-construction meeting. Four sets of plans, one set of hydraulic calculations, and one set of Catalog Cut Sheets.
- ▶ Business Application

A P P L I C A N T I N F O R M A T I O N

This will be our city staff's contact person during the application process. This is where all correspondence will be sent during this permit process.

APPLICANT'S FULL NAME

APPLICANT'S COMPANY NAME

APPLICANT'S ADDRESS

APPLICANT'S PHONE NUMBER

APPLICANT IS THE FOLLOWING:

- Property owner
- Business owner
- Contractor
- Design professional
- Tenant

APPLICANT'S EMAIL ADDRESS

PROPERTY OWNER INFORMATION

Check this box if the applicant is the same as the property owner. If so, you may leave this portion blank.

PROPERTY OWNER NAME

PROPERTY OWNER'S COMPANY NAME

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S CITY, STATE, ZIP CODE

PROPERTY OWNER'S PHONE NUMBER

PROPERTY OWNER'S EMAIL ADDRESS

TENANT INFORMATION

Check this box if the applicant is the same as the tenant. If so, you may leave this portion blank.

TENANT NAME

TENANT'S COMPANY NAME

TENANT'S ADDRESS

TENANT'S CITY, STATE, ZIP CODE

TENANT'S PHONE NUMBER

TENANT'S EMAIL ADDRESS

PROPERTY INFORMATION

This information is about the property that you are constructing. The more detailed and accurate you are in your description, the better we will be able to serve you.

ADDRESS

LOT NUMBER

COMMERCIAL/INDUSTRIAL INFORMATION

FIRST FLOOR SQUARE FOOTAGE

SECOND FLOOR SQUARE FOOTAGE

BASEMENT SQUARE FOOTAGE

MEZZANINE SQUARE FOOTAGE

OTHER SQUARE FOOTAGE

TOTAL AREA SQUARE FOOTAGE

BUILDING MATERIALS COST

IBC OCCUPANCY TYPE

PROPOSED USE: Commercial Industrial

IBC CONSTRUCTION TYPE: 1A 2A 3A 4HT 5A
 1B 2B 3B 5B

DESCRIBE YOUR PROJECT

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

WATER AND SEWER

Each water meter requires a separate water tap from the City main.

NUMBER OF WATER METERS

SIZE OF WATER METERS

NUMBER OF WATER TAPS

SIZE OF WATER TAPS

FRWRD PERMIT

PRIVATE WELL Yes No

SEPTIC Yes No

PRIVATE READ METER Yes No

GENERAL CONTRACTOR INFORMATION

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

ROOFING CONTRACTOR INFORMATION

Current state of IL roofing license and notarized letter of intent are required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

MECHANICAL CONTRACTOR INFORMATION

A \$20,000 permit bond in favor of the City of Elgin, notarized letter of intent signed by the license holder, and a contractor's HVAC license from any city in the state of IL that gives a written HVAC examination.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF ROOFTOP UNITS

SERVICE SIZE OF EACH METER

NUMBER OF OTHER A/C UNITS

NUMBER OF OTHER HEATING UNITS

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

ELECTRICAL CONTRACTOR INFORMATION

A contractor's license is required from any municipality in IL that gives a written examination based on the National Electrical Code and notarized letter of intent signed by the license holder is required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF METERS

SERVICE SIZE OF EACH METER

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

WATER SERVICE CONNECTION CONTRACTOR INFO

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

PLUMBING CONTRACTOR INFORMATION

Current state of IL Plumbing Contractor License with the prefix 055 and a notarized letter of intent are required.

The plumber performing the work must be present at inspection and have their 058 license in hand.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF FIXTURES

Include floor drains and gas openings

LAWN SPRINKLERS Yes No

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

SEWER SERVICE CONTRACTOR INFORMATION

A \$20,000 permit bond in favor of the City of Elgin and a notarized letter of intent are required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

SPRINKLER CONTRACTOR INFORMATION

State of IL Fire Sprinkler License and notarized letter of intent signed by the license holder is required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF SPRINKLER HEADS

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

FIRE ALARM CONTRACTOR INFORMATION

State of IL Fire Alarm License and notarized letter of intent signed by the license holder is required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF DEVICES

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

ELEVATOR CONTRACTOR INFORMATION

Copy of the contractor's current state of IL Elevator contractor license and notarized letter of intent signed by the license holder is required.

CONTRACTOR NAME

CONTRACTOR'S COMPANY NAME

CONTRACTOR'S ADDRESS

CONTRACTOR'S CITY, STATE, ZIP CODE

CONTRACTOR'S PHONE NUMBER

CONTRACTOR'S EMAIL ADDRESS

COST OF THE WORK

NUMBER OF ELEVATORS/LIFTS

DESCRIBE THE NATURE OF THE WORK

Be as specific as possible; the more details you provide the better we can serve you. If you need additional space, you may attached additional sheets to this permit application.

APPLICANT SIGNATURE

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

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

City staff will contact you after receiving your completed application and advise you on the next steps within 10 business days.

CIVIL SITE PLAN CHECKLIST

Submit this sheet as the cover sheet for your Civil Site Plan Packet. If any of the required information has not been provided, include an explanation on the back of this sheet. All of this information should be submitted in PDF format. Paper copies will not be accepted until the final walkthrough inspections.

ALL OF THE FOLLOWING IS REQUIRED TO BE SUBMITTED WITH YOUR COMPLETED PERMIT APPLICATION

- ▶ Plat of Survey indicating the following:
 - ▶ Dimensions of the property, including square footage of the lot
 - ▶ Easements
 - ▶ Existing buildings and pavements.
- ▶ Geometric Plan indicating all existing and proposed of the following
 - ▶ Topography (*1N contours*)
 - ▶ Pavement and curbing
 - ▶ Buildings and structures (*indicating year existing structures were built or expanded*)
 - ▶ Trash enclosures
 - ▶ Freestanding signs (*note all signs require a separate permit*)
 - ▶ Existing topography and improvements within 100' of site.
- ▶ Landscaping Plan indicating the following:

(*A Landscaping Plan is not required if you are not adding parking, removing existing landscaping, 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. A Landscaping Plan is also not required if the development is in the CC1 or CC2 district and the site will be developed from the lot line to lot line.*)

 - ▶ Existing trees to remain
 - ▶ Existing trees to be removed
 - ▶ Location, size, and species of all proposed landscaping
 - ▶ Proposed berms
 - ▶ Proposed fences and walls
- ▶ Site Utility Plan indicating the following:
 - ▶ All existing and proposed fire hydrants and water
 - ▶ All existing and proposed sanitary sewer and storm sewer lines
 - ▶ All existing and proposed B-box locations, irrigation information, water meter by-pass, and number of water services.
- ▶ Stormwater Permit Submittal

ARCHITECTURAL PLAN CHECKLIST

Submit this sheet as the cover sheet for your Architectural Plan Packet. If any of the required information has not been provided, include an explanation on the back of this sheet. All of this information should be submitted in PDF format. Paper copies will not be accepted until the final walkthrough inspections.

ALL OF THE FOLLOWING IS REQUIRED TO BE SUBMITTED WITH YOUR COMPLETED PERMIT APPLICATION

- ▶ Building Plans:
 - ▶ Note that if a multiple tenant building is proposed, the square footage of each tenant space must be indicated.
- ▶ Electrical Plans
- ▶ Elevator Shop Drawings, if applicable. *(this is the only document to submit via paper. Three copies must be provided.)*
- ▶ Plumbing Plans indicating the following:
 - ▶ All information regarding meters, back-flow prevention devices, irrigation systems, water meter bypasses, number of water services, and phone jack for AMR installation.
- ▶ Site Lighting Plan indicating the following:
 - ▶ Location of all outdoor lighting fixtures
 - ▶ Illumination at various points on the site *(in foot-candles)*
 - ▶ Catalog cuts of all proposed fixtures
 - ▶ A summary table indicating the following:
 - ▶ Luminaire height
 - ▶ Average foot-candles
 - ▶ Min. foot-candles
 - ▶ Max foot-candles
 - ▶ Lumen rating for each lamp type
 - ▶ Max foot-candles at any residential property line
 - ▶ Max foot-candles at any public ROW line
 - ▶ Light loss factor
 - ▶ Uniformity ratio

ADDITIONAL INFORMATION

- ▶ A Certificate of Appropriateness (COA) is required for any exterior changes to a site within an historic district or at a landmark property.
- ▶ New construction and additional 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 the construction.
- ▶ A copy of the approved plans must be kept on the job site.

A P P L I C A B L E C O D E S

- ▶ Building: 2015 International Building Code with 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: 2018 State of Illinois Energy Code w/ state Amendments

N A M I N G C O N V E N T I O N S

- ▶ Building: 2015 International Building Code with 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: 2018 State of Illinois Energy Code w/ state Amendments

C O N T R A C T O R R E Q U I R E M E N T S

- ▶ The following additional documents are required for specific contractors:
 - ▶ Roofing: A current Roofing License from the State of IL and a notarized letter of intent.
 - ▶ Plumbing: A current Plumbing Contractor License from the State of IL with the prefix 055 and a notarized letter of intent. The plumber performing the work must be present at inspection and have their 058 license on hand.
 - ▶ Sewer: A \$20,000 permit bond in favor of the City of Elgin and a notarized letter of intent.
 - ▶ Fire Sprinkler: A current Fire Sprinkler Contractor License from the State of IL and a notarized letter of intent.
 - ▶ Fire Alarm: A current Private Alarm Contractor License from the State of IL and a notarized letter of intent.
 - ▶ Mechanical: A \$20,000 permit bond in favor of the City of Elgin, a notarized letter of intent, and a contractors license from any municipality in the State of IL that gives a written HVAC examination.
 - ▶ Electrical: A contractors license is required from any municipality in IL that gives a written examination based on the National Electrical Code and a notarized letter of intent is required.