



COMMERCIAL/INDUSTRIAL INTERIOR ALTERATION CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete a general permit application with all pertinent contractor information.
- Complete the electrical application signed by the supervising electrician and provide a copy of their license.
- Provide a copy of the plumber's state contractor's license and a letter of intent(if applicable)
- Provide a copy of the roofers state license (if applicable)
- All other contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required).
- Separate permits are required for fire alarm, fire suppression, tank, low voltage, racking, air lines, etc.
- Submit a plat of survey
- Plans shall be signed/sealed by a state of Illinois licensed structural engineer, architect and professional engineer
- Complete a Zoning Application for the new tenant
- Provide building, electrical and mechanical ComChecks (if applicable)
- Submit FOUR (4) sets of drawings/sketches that indicate:
 - Existing and proposed dimensioned layouts
 - Code Analysis
 - Compliance with applicable codes adopted by the Village of Elk Grove
 - Building construction type and use group
 - Sprinkler and alarm system requirements
 - Occupant loads
 - Travel distances and required exits
 - Height and area calculations
 - Parking stall calculations per Village Zoning Ordinance
 - Floor plan layout
 - Wall types
 - Door schedules including hardware sets
 - Window schedules
 - Use of each room
 - Occupant load of each room
 - Travel distances
 - Finish schedule
 - Reflective ceiling plan
 - Electrical system
 - Service size, location, load calculations and panel schedules
 - One line diagram
 - Location of receptacles, switches and lights

- Mechanical System
 - Location of supply and return vents for the HVAC system
 - Location of equipment
 - Mechanical ventilation schedule
 - Mechanical equipment schedule
 - Gas piping diagram with total BTU's, pipe size and pipe lengths
- Plumbing system
 - Plumbing isometrics for supply, waste, and vent system
 - Total water supply fixture unit count and size of the existing or proposed water meter/water service

Must comply with the following codes:

- 2018 International Building, Mechanical, Fuel Gas, Fire and Existing Building Codes
- 2020 National Electrical Code
- 2014 Illinois Plumbing Code
- 2018 Illinois Energy Conservation Code
- 2018 Illinois Accessibility Code
- Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Foundation(Footing & Foundation)
- Framing
- Electrical
- Mechanical
- Plumbing
- Insulation
- Above ceiling
- Final