



## COMMERCIAL/INDUSTRIAL NEW BUILDING AND ADDITION 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 identifying the location and size of the proposed building or addition along with dimensions to property lines
- 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
- Provide a copy of the soils report
- Provide a copy of the signed and sealed structural calculations
- Submit FOUR (4) sets of drawings/sketches that indicate:
  - o Existing and proposed dimensioned layouts
  - o Site plan
  - o 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
  - o Section views and elevations
  - o Foundation system
    - Footing/foundation dimensions, depth, rebar
    - Drainage and dampproofing system
    - Insulation type and size
  - o Floor plan layout
    - Wall types
    - Door schedules including hardware sets
    - Use of each room
    - Occupant load of each room
    - Travel distances
    - Finish schedule
    - Reflective ceiling plan

- Wall construction
  - Size and spacing of wall studs
  - Insulation/vapor barrier
  - Header size/spans
  - Window locations & U value
  - Sheathing and interior/exterior finishes
- Roof construction
  - Ceiling joist/truss size, spacing and spans
  - Insulation
  - Roof system
  - Roof pitch & access
- 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