



## **COMMERCIAL/INDUSTRIAL NEW BUILDING AND ADDITION CHECKLIST**

### **PERMIT APPLICATION & SUBMITTAL REQUIREMENTS**

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
- Plumbing contractor shall provide a state plumbing contractor's license (055) and a letter of intent.
- Roofing contractor shall provide a copy of the state roofing 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, signs, 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 drawings/sketches that indicate:
  - Existing and proposed dimensioned layouts
  - Site plan
  - 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
  - Section views and elevations
  - Foundation system
    - Footing/foundation dimensions, depth, rebar
    - Drainage and damp proofing system
    - Insulation type and size
  - 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:

- 2024 International Building, Mechanical, Fuel Gas, Fire and Existing Building Codes
- 2026 National Electrical Code
- 2014 Illinois Plumbing Code
- 2024 International Energy Conservation Code w/ Illinois Amendments
- 2018 Illinois Accessibility Code
- Elk Grove Village Zoning Ordinance

**INSPECTIONS:**

Inspections must be scheduled online. Login to your account on the online permitting portal to schedule inspections at least 24 hours ahead of time.

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