



SPRAYBOOTH 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.
- 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).
- Provide cut sheets and specifications on the spray booth
- Spray booths require both a fire suppression system and fire alarm system. Separate fire permit applications must be submitted for that work. Spray booth suppression and fire alarm must be connected to the tenant spaces fire alarm system. The existing fire alarm system must be in accordance with current EGV Municipal Ordinances otherwise a fire alarm system upgrade will be required.
- Submit plans that indicate the following:
 - Floor plan layout identifying the location of the spray booth
 - Dimensions of exhaust outlets to site property lines
 - Exhaust discharge location and separation from air intakes and other roof penetrations
 - Make up air system providing an equivalent amount of air being exhausted
 - Quantity and type of hazardous materials intended to be stored on site
 - Electrical raceway, disconnect and panel details/locations
- Must comply with the following codes:
 - 2024 International Building and Mechanical Code
 - 2024 International Energy Conservation Code w/ Illinois and EGV Amendments
 - 2026 National Electrical Code

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.

- Electrical
- Mechanical
- Fire Suppression
- Fire Alarm
- Final