



BUILDING PERMITTING GENERAL SUBMITTAL REQUIREMENTS ALTERATIONS/REMODELING'S/COMMERCIAL BUILDOUTS

This handout will assist with determining the minimum required submittals when applying for a permit for major project types.

- Structural modifications generally require drawings stamped and signed by an IL Licensed Design Professional.
- Work done in the right-of-way (ROW) may require ROW fee to be paid prior to the permit being issued.
- There may be cases where additional submittal requirements are needed to show full compliance with the codes and ordinances, to be determined on a case by case basis.
- There may be project types that this handout does not address, please feel free to contact the Building Department with any questions you may have.

SUBMITTAL REQUIREMENTS

Permit applications and permit documents/drawings may be submitted at the Village Hall, or, if 11x17 or smaller, may be emailed to permits@villageofgrayslake.com.

Submit three (3) sets of permit submittals for residential projects.

Submit four (4) sets of permit submittals for non-residential and multi-family residential projects.

- Building Permit Application
- Permit Drawings (Floor plans (existing and new), ceiling plans, roof plan, light and ventilation calculations, sections and details, exterior elevations, electrical and lighting plans/detail/schedules, plumbing plans/riser diagrams, HVAC plans and new equipment specifications, foundation and structural plans along with details/sections, etc.)
- In some cases for minor remodeling jobs, a written detailed scope of work and sketches of the proposed work may satisfy the Permit Drawings requirement, to be determined on a case by case basis. The submittal must be clearly detail the scope of work proposed, the location of the proposed work, and the materials/fixtures/appliances/equipment/etc. proposed
- Licenses for major sub-contractors (i.e. Electrical, Roofing, Plumbing, Fire Alarm, Irrigation System 060-#, Fire Sprinkler System)
- Color renderings (all sides) and landscape plans for exterior changes to non-residential projects
- Roofing Contractor shall submit:
 - Copy of current State of Illinois Roofing Contractor License

- Electrical Contractor shall submit:
 - Electrical Permit Application
 - Copy of a current Electrical License from an approved State of Illinois Municipality.
 - Electricians signed acknowledgement: can be electrical permit application signed by licensed electrician or copy of contract/proposal signed by licensed electrician or letter of intent signed by licensed electrician
- Plumbing Contractor shall submit:
 - Plumbing Permit Application
 - Copy of current State of Illinois Plumbing Contractor Registration (055-#)
 - Copy of Plumbers License (IDPH 058-# or Chicago)
 - Plumbers signed acknowledgement: can be plumbing permit application signed by licensed plumber or copy of contract/proposal signed by licensed plumber or letter of intent signed by licensed plumber
- If altering the exterior building envelope, show compliance with IL adopted International Energy Conservation Code (i.e. REScheck/COMcheck or Perscriptive)
- A plan review and/or engineering escrow may be required before a plan review can begin

Due to the general nature of this handout, referral to the Village Codes, Ordinances, and Standards and communication with Village staff for the exact requirements is greatly encouraged. Adherence to these general guidelines does not eliminate the requirement by the applicant of all Federal, State, and local laws, rules, ordinances, regulations, and procedures.

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