



BUILDING PERMITTING GENERAL SUBMITTAL REQUIREMENTS NEW BUILDINGS AND ADDITIONS

This handout will assist with determining the minimum required submittals when applying for a permit for new structures or additions.

- Structural modifications generally require drawings stamped and signed by an Illinois licensed design professional.
- Work done in the right-of-way (ROW) may require a 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 (as 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

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
- Plat of survey
- Site plan/ grading plan / drainage plan
- Tree Survey (if applicable)
- Permit Drawings (Floor plans, 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.)
- Licenses for major sub-contractors (i.e. Electrical, Roofing, Plumbing, Fire Alarm, Irrigation System 060-#, Fire Sprinkler System)
- 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
- Show compliance with IL adopted International Energy Conservation Code (i.e. REScheck, COMcheck or Perscriptive)
- For non-residential projects:
 1. A developer advanced information checklist (non-residential) along with 4 sets of engineering plans
 2. Color façade renderings (all sides)
 3. Landscaping plan
 4. Signage plan
- 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 Building Department personnel for the exact requirements is greatly encouraged. Adherence to these general guidelines does not eliminate the requirement of the applicant to meet all Federal, State, and local laws, rules, ordinances, regulations, and procedures.

Revised January 2019