

# COMMERCIAL PERMIT APPLICATION CHECKLIST

**BE SURE YOU HAVE ALL THE ITEMS LISTED UNDER YOUR PROJECT BEFORE YOU APPLY**

There may be other documents required before a permit is issued, but these documents are required to submit a permit application.

## **Addition-Ground Level & Upper Level**

- Architectural Drawings
- COM Check Compliance Certificate
- Commercial Project Data Summary Sheet
- Engineers Estimate of Cost
- Mechanical Ventilation Schedule
- Plat of Survey
- Proposed Site Plan
- Reimbursement of Fees Agreement
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

## **Addition-Ground Level Only**

- Architectural Drawings
- COM Check Compliance Certificate
- Commercial Project Data Summary Sheet
- Engineers Estimate of Cost
- Mechanical Ventilation Schedule
- Plat of Survey
- Proposed Site Plan
- Reimbursement of Fees Agreement
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

## **Addition- Upper Level Only**

- Architectural Drawings
- COM Check Compliance Certificate
- Commercial Project Data Summary Sheet
- Mechanical Ventilation Schedule
- Plat of Survey
- Reimbursement of Fees Agreement

## **Concrete/Asphalt**

- Contract/Proposal
- Plat of Survey
- Proposed Site Plan

#### **Demolition-Accessory Structure**

- Asbestos Report
- Contract/Proposal
- Plat of Survey

#### **Demolition-Commercial Structures**

- Asbestos Report
- Contract/Proposal
- Plat of Survey

#### **Demolition-Interior Only**

- Contract/Proposal

#### **Door-Changing Opening Size**

- Contract/Proposal
- Manufacturers Specifications Sheet

#### **Electrical**

- Contract/Proposal

#### **Elevators, Escalators, Lifts and Dumbwaiters**

- Contract/Proposal
- Elevator Plans

#### **Fence**

- Contract/Proposal
- Manufacturers Specifications Sheet
- Plat of Survey

#### **Fill & Grading**

- Grading Plan
- Topographic Survey

#### **Fire Alarm**

- Fire Alarm Plans
- Manufacturers Specifications Sheet

#### **Fire Suppression**

- Fire Sprinkler Plans
- Manufacturers Specifications Sheet

### **Foundation Repairs**

- Contract/Proposal

### **Garage**

- Construction Drawings
- Plat of Survey
- Proposed Site Plan

### **Garage-Slab Only**

- Construction Drawings
- Plat of Survey
- Proposed Site Plan

### **Gutters, Soffit, Fascia**

- Contract/Proposal

### **HVAC**

- Construction Drawings
- Contract/Proposal
- Manufacturer Specifications Sheet

### **Lawn Irrigation Systems**

- Contract/Proposal
- Lawn Irrigation Plan
- Manufacturer Specifications Sheet
- Plat of Survey
- Plumbers Letter of Intent

### **Low Voltage**

- Construction Drawings
- Contract/Proposal

### **New Commercial-New Building**

- Architectural Drawings
- COM Check Compliance Certificate
- Engineering Drawings
- Engineers Estimate of Cost
- Foundation Plan
- Landscape Plan

- Plat of Survey
- Proposed Site Plan
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

#### **New Commercial-Foundation Only**

- Architectural Drawings
- Engineering Drawings
- Engineers Estimate of Cost
- Foundation Plan
- Landscape Plan
- Plat of Survey
- Proposed Site Plan
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

#### **New Commercial-Building Shell Only**

- Architectural Drawings
- COM Check Compliance Certificate
- Plat of Survey
- Proposed Site Plan

#### **New Industrial-New Building**

- Architectural Drawings
- COM Check Compliance Certificate
- Engineering Drawings
- Engineers Estimate of Cost
- Foundation Plan
- Landscape Plan
- Plat of Survey
- Proposed Site Plan
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

#### **New Industrial-Foundation Only**

- Architectural Drawings

- Engineering Drawings
- Engineers Estimate of Cost
- Foundation Plan
- Landscape Plan
- Plat of Survey
- Proposed Site Plan
- Site Improvement & Grading Plan
- Soil Test Report
- Stormwater Management Report
- Topographic Survey

#### **New Industrial-Building Shell Only**

- Architectural Drawings
- COM Check Compliance Certificate
- Plat of Survey
- Proposed Site Plan

#### **Other**

- Contract/Proposal
- Construction Drawings

#### **Plumbing**

- Contract/Proposal
- Construction Drawings
- Plumbers Letter of Intent

#### **Pools & Hot Tubs**

- Construction Drawings
- Manufacturer Specifications Sheet
- Plat of Survey/Proposed Site Plan

#### **Porch**

- Construction Drawings
- Plat of Survey/Site Plan

#### **Remodel/Interior Alterations**

- Architectural Drawings
- COM Check Compliance Certificate

#### **Roof**

- Contract/Proposal

#### **Shed**

- Construction Drawings or Manufacturer Specifications Sheet
- Contract Proposal
- Plat of Survey/Proposed Site Plan

### **Siding**

- Contract/Proposal

### **Sign**

- Contract/Proposal
- Sign Drawings

### **Storage Tank Removal**

- Contract/Proposal
- Illinois State Fire Marshal Approval
- Plat of Survey

### **Waterproofing-Interior & Exterior**

- Contract/Proposal