



# CITY OF WEST CHICAGO

## BUILDING PERMIT GUIDELINES FOR COMMERCIAL, INDUSTRIAL AND MULTI-FAMILY CONSTRUCTION

This building permit guideline packet provides a summary of information required to submit a building permit application, obtain necessary inspections and receive a final occupancy permit for industrial, commercial or multi-family construction. Please review the attached information to determine the necessary requirements. Following these guidelines will assist the City in providing prompt reviews and approvals of development projects.

For assistance with the building permit application, please call the following staff:

John Fincham	Assistant Community Development Director	(630) 293-2200, ext. 155
Jeff Harris	City Planner	(630) 293-2200, ext. 158
Dennis A. Keefe	Deputy Chief	(630) 231-2123
Sara Cooper	Engineering Consultant	(630) 293-2200, ext. 175
Robert A. Hupp	Interim Community Development Director	(630) 293-2200, ext. 141
Laurie Jensen	Building Technician	(630) 293-2200, ext. 131

On-line Assistance:

City of West Chicago	<a href="http://www.westchicago.org">www.westchicago.org</a>
DuPage County – Stormwater	<a href="http://www.dupageco.org/stormwater">www.dupageco.org/stormwater</a>
IEPA Utility Permit Forms	<a href="http://www.epa.state.il.us/water/forms.html">www.epa.state.il.us/water/forms.html</a>

### CODES AND ORDINANCES USED BY THE CITY, WITH AMENDMENTS:

- The City of West Chicago Code of Ordinances
- The International Building Code, 2009 with Appendixes F-J inclusive
- The National Electric Code (NEC), 2008
- The International Fire Code, 2009
- International Mechanical Code, 2009
- Illinois State Plumbing Code, 2004
- Illinois Accessibility Code, 1997 (5<sup>th</sup> Printing)
- International Property Maintenance Code, 2009
- International Energy Conservation Code, 2009

## GENERAL GUIDELINES

A separate building permit is necessary for the following construction:

- New Building
- Building Addition/Alteration
- Fire Alarm
- Fire Suppression System (Sprinkler)
- Construction Trailer
- Spray Booth
- Demolition
- Range Hood/Ansul System
- Sign
- Lawn Sprinkler System
- Accessory Structures
- Satellite Dish Antenna
- Fuel Storage Tank
- Fence
- Elevator or Chair Lift
- Parking Lot

If requested *at the time of submittal*, a builder may submit an application for each phase of construction, including the following:

- Mass Grading Permit – Authorizes property grading, provision of erosion control measures and construction of stormwater management facilities with outlet control structures.
- Site Development Permit – Authorizes property grading, utility installation including sanitary, water and storm sewer, curb installation, parking lot, streets and streetlights.
- Foundation Permit – Authorizes construction of footing and foundation.
- Shell Permit – Authorizes footing, foundation, walls, roof and roof drainage.
- Interior Completion Permit – Authorizes interior construction, mechanical, electrical and plumbing.
- Complete Building Permit – Authorizes construction of a complete building.

All building permit applications shall be submitted to the Community Development Department. Upon submittal of a complete permit application, the Community Development Department will transmit the application to the following departments and districts for review as necessary:

- Building Division
- Planning Division
- Public Works Department
- Building Plan Review Consultant
- Engineering Plan Review Consultant
- West Chicago Fire Protection District
- DuPage County Department of Economic Opportunity

An applicant will receive one review, which will include comments from each reviewing group. If a re-submittal is required, it shall include a written response to each review comment. A building permit will be issued when all reviewing groups approve the application.

If necessary, the applicant shall submit plans directly to the DuPage County Health Department, 111 N. County Farm Road, Wheaton, Illinois, 60187 for its approval. The phone number is (630) 682-7979.

## BUILDING PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The submittal requirements for each type of building permit request are listed below. A complete building permit application submittal is necessary to ensure the timely review and issuance of a building permit. All plans shall be folded less than 14" by 9".

### Mass Grading Permit

1. **3** sets of civil engineering plans (signed and sealed) showing the following:
  - a. Soil erosion control plan, details and notes
  - b. Existing and proposed grading
  - c. Detention basin with outlet structure and piping (if required)
2. Stormwater Submittal
  - a. If detention is not required or site has regional detention, **1** completed Stormwater Management Permit Application
  - b. If detention is required and/or special management areas exist on site:
    - **1** completed Stormwater Management Permit Application
    - **3** Stormwater Management Reports in DuPage County tab format (plus 4 additional plans and reports if special management area on site – see more below under **Site Development Permit**)

### Site Development Permit

1. **1** Site Development Permit Application
2. **5** sets of civil engineering plans (signed and sealed)-see attached sheet for plan requirements
3. Stormwater Submittal
  - a. If detention is not required:
    - **1** completed Stormwater Management Permit Application
    - **3** sets of storm sewer calculations with drainage area map
  - b. If site has regional detention (including exempt sites with built detention)
    - If detention allocated to site with original calculations available
      - **1** completed Stormwater Management Permit Application
      - **3** copies of regional detention allocation table
      - **3** sets of storm sewer calculations with drainage area map
    - If original design calculations are not available:
      - Provide detention to meet existing runoff
      - **1** completed Stormwater Management Permit Application
      - **3** Stormwater Management Reports in DuPage County tab format (see more below under c.)
  - c. If detention is required and/or special management areas exist on site:
    - **1** completed Stormwater Management Permit Application
    - **3** Stormwater Management Reports in DuPage County tab format (plus 4 additional plans and reports if special management area on site)
      - County flow chart and checklist
      - Narrative (Tab 1)
      - Detention calculations (Tab 2A and 2B)
      - Special Management Area Submittal (Tabs 3, 4 and 5)
      - Maps (Tab 6)
      - Maintenance Submittal (Tab 7)
      - Cost Opinion and Security (Tab 8 – see more below)

4. **3** copies of Engineer's Cost Opinion
  - a. Public Improvements (to be owned and maintained by City)
  - b. Stormwater Improvements
  - c. Erosion Control Measures
5. **5** copies Plat of Easement for City owned/maintained utilities (more copies required for final City Council approval)
6. Original IEPA Application for Construction Permit (water) – available on-line - Required for a new watermain loop and/or watermain that will/may serve multiple sites
7. Original IEPA Application for Permit (sanitary) – available on-line - Required for new sanitary sewer that will/may serve multiple sites or private service connection serving a population equivalent (PE) of 15 or more
8. **1** copy of other agency permits (if work in their ROW or jurisdiction)
  - a. Illinois Department of Transportation
  - b. DuPage County Department of Transportation
  - c. Wayne or Winfield Township

**Foundation Permit**

1. **1** completed Building Permit Application
2. **1** completed Stormwater Management Permit Application
3. **1** completed Water Usage Survey
4. **4** sets of architectural site plans (signed and sealed)
5. **4** sets of architectural building plans which includes title block with type of construction, use group and list of design options, footing, foundation and wall details
6. **2** sets of structural calculations (signed and sealed)
7. **5** sets of civil engineering plans (signed and sealed)
8. If property is within a special management area, 4 additional copies of civil engineering plans along with 3 Stormwater Management Reports in DuPage County tab format
9. **5** plats of survey
10. **3** sets of Soil Investigation Report (signed and sealed)

**Shell Permit (may only be issued after site utilities permit and foundation permit are issued)**

1. **1** completed Building Permit Application
2. **4** sets of architectural building plans which includes title block with type of construction, use group and list of design options, footing, foundation and wall details, list of all rated assemblies and their design numbers.

**Complete Building (foundation, shell and interior completion) and Building Addition**

1. **1** completed Building Permit Application
2. **1** completed Stormwater Management Permit Application
3. **1** completed Water Usage Survey
4. **1** completed Wastewater Discharge Survey
5. **4** sets of architectural site plans (for building and zoning reviews), which includes setbacks and parking lot layout
6. **4** sets of architectural building plans which includes title block with type of construction, use group and list of design options, footing, foundation and wall details, list of all rated assemblies and their design numbers, details showing all State of Illinois interior handicapped requirements.

7. 2 sets of building specifications
8. 4 sets of mechanical plans for all equipment including BTU input, approved locations, duct size, type and gauge, ventilation schedule, gas piping plan, size and location of combustion air intakes, kitchen hood and exhaust system details and type, location and rating for fire/smoke dampers.
9. 4 sets of plumbing plans which include a riser diagram for all water piping and drain, waste and vent systems, material type, catalog cuts for all plumbing fixtures, type of backflow protection and details for handicapped requirements such as: height of water closets, grab bars, lavatories, tissue holders, mirror and length of grab bars.
10. 4 sets of electrical plans which include load calculation chart for all panel boards and the main service riser with demand factors, type and size of service with meter location and main disconnect, size and type of wire and number of conductors in each conduit or raceway for each circuit, use and amperage for each circuit, details on grounding system and floor plan indicating fixtures, outlets, equipment, transformers, panels, receptacles and special systems.
11. 2 sets of landscape plans
12. 4 sets of photometric plans
13. 6 sets of civil engineering plans (signed and sealed)
14. If within a special management area, an additional 4 sets of civil engineering plans along with 7 Stormwater Management Reports in DuPage County tab format
15. 5 plats of survey
16. 2 sets of structural calculations including all loads (signed and sealed)
17. 3 sets of Soil Investigation Report (signed and sealed)
18. Other agency requirements

**Interior Completion Permit and Remodel Permit**

1. 1 completed Building Permit Application
2. 1 completed Water Usage Survey
3. 1 completed Wastewater Discharge Survey
4. 4 sets of architectural site plan or plats of survey
5. 4 sets of architectural building plans which includes title block with type of construction, use group and list of design options, footing, foundation and wall details, list of all rated assemblies and their design numbers, details showing all State of Illinois interior handicapped requirements
6. 4 sets of building specifications
7. 4 sets of mechanical plans for all equipment including BTU input, approved locations, duct size, type and gauge, ventilation schedule, gas piping plan, size and location of combustion air intakes, kitchen hood and exhaust system details and type, location and rating for fire/smoke dampers.
8. 4 sets of plumbing plans which include a riser diagram for all water piping and drain, waste and vent systems, material type, catalog cuts for all plumbing fixtures, type of backflow protection and details for handicapped requirements such as: height of water closets, grab bars, lavatories, tissue holders, mirror and length of grab bars.
9. 4 sets of electrical plans which include load calculation chart for all panel boards and the main service with demand factors, type and size of service with meter location and main disconnect, size and type of wire and number of conductors in each conduit or raceway for each circuit, use and amperage for each circuit, details on grounding system and floor plan indicating fixtures, outlets, equipment, transformers, panels, receptacles and special systems.
10. Other Agency Requirements – DuPage County Health Department approval, if necessary.

**Construction Trailer**

1. 3 copies of the plat of survey, showing location of trailer
2. 2 copies of electrical riser

**Fire Sprinkler System** (must be submitted within three weeks of issuance of building permit)

1. 4 sets of shop drawings from sprinkler company
2. 4 sets of hydraulic calculations (if applicable)
3. 4 sets of water data (current flow test)
4. 4 sets of specifications (if applicable-including fire pump)

**Fire Alarm Submittal Requirements** (must be submitted within three weeks of issuance of building permit)

1. 3 sets of shop drawings from fire alarm company
2. 3 sets of battery calculations (if applicable)
3. 3 sets of specifications on all equipment being installed.

**Hood and Duct/Ansul System** (must be submitted as one permit application)

1. 4 sets of shop drawings
2. 4 sets of specifications

**Fuel Storage Tank**

1. 4 plats of survey
2. 4 sets of architectural site plans
3. 1 copy of State Fire Marshal Approval
4. 4 sets of electrical plans

**Architectural Site Plan (Stamped & Sealed) shall include:**

1. Location of all existing and proposed buildings including required setback dimensions from all other on-site structures, all lot lines and any existing or proposed ROW (right-of-way).
2. Location of all existing and proposed parking lots, including setback dimensions from all lot lines, parking spaces (including handicapped space dimensions, location and location of accessibility ramp), loading spaces and access aisle and driveway dimensions and locations.
3. Location of existing and proposed easements for utilities, access, etc.

**Engineering Civil Plan shall include:**

1. Sediment and Soil Erosion control plan
2. Geometric plan
3. Grading plan showing existing contours, proposed contours, pavement slopes, drainage swales, 100 year flood routes, existing conditions plan
4. Utilities plan
5. Erosion control plan, details and notes
6. Lighting and photometric plan
7. Landscaping plan
8. West Chicago Public Improvements Materials List
9. Other details and notes (as applicable)

### **Requirements Prior to the Issuance of a Building Permit**

A building permit may only be issued upon completion of the following items:

1. Approval from all appropriate reviewing agencies.
2. Payment of the building permit fee.
3. Post a letter of credit or other security.
4. Other agency approval if necessary, such as:
  - a. DuPage County Department of Economic Opportunity Certification (special management areas)
  - b. DuPage County Health Department
  - c. DuPage County Highway Permit
  - d. IDOT Permit if State right-of-way is impacted
  - e. IEPA Permit if public watermain or sanitary sewer main will be constructed.
  - f. FEMA – CLOMAR/LOMAR/Elevation Certificate
  - g. Army Corps of Engineers Permit
5. Obtain a contractor's license.
6. Conduct a pre-construction meeting with City staff. Call Assistant Community Development Director John Fincham at (630) 293-2200 to schedule the pre-construction meeting.
7. Notice of Intent.
8. Zoning approval if final occupant is known.

### **Inspections**

Building, plumbing and electrical inspections can be scheduled by calling (630) 293-2200 x131 prior to 1:00 p.m. for the next day. If called in after 1:00 p.m., the inspection will be scheduled for the second day.

Fire alarm and fire sprinkler system inspections can be scheduled directly with the West Chicago Fire Protection District by calling (630) 231-2123.

Engineering and utility inspections can be scheduled by calling (630) 293-2255.

### **Requirements Prior to the Issuance of a Certificate of Occupancy**

Occupancy may only be approved upon completion of the following items:

1. Approval of Building Division (building, parking)
2. Approval of Fire District (fire alarm, sprinkler system)
3. Approval of Planning Division (landscaping)
4. Approval of Engineering Division
5. Approval of as-built survey
6. Posting of maintenance bond if public improvements were installed
7. Submittal of a waiver of liens if public improvements were installed
8. Submittal of a Business Registration Application
9. Zoning approval if not previously submitted