

INTERIOR ALTERATIONS NOT RESIDENTIAL

(including Commercial Build Out)

Village of Sugar Grove

PLAN REVIEW - Allow 10 working days for processing.

APPLICATION CHECKLIST

- A completed short form building permit application
- A scaled drawing (minimum scale 1/8"=1'.0.) with all dimensions (full layout of the areas being altered) with all rooms labels as to use including: (see Drawing Requirements attached)
 - a. ceiling height and covering
 - b. wall construction including type of insulation, R-value and wall covering/finish
 - c. electrical layout including outlets, lighting, switches, smoke and CO2 alarm locations
 - d. all means of egress including escape windows and openable are dimension of the window(s) including the sill heights above the floor
 - e. location of stairs, furnace, water heater and electrical panel
 - f. all plumbing fixtures
 - g. isometric drawing (line diagram) indicating waste, vent and piping details for all new fixtures
 - h. a copy of the contract with the owner's signature
 - i. comcheck and/or Manual J documentation
- Contact Fox Metro Water Reclamation District (630-309-6811) for their requirements. Their permit is required prior to issuing one from the Village

REQUIRED CONTRACTOR INFORMATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained from the Building Division at 630-391-7220 or from the Village's website www.sugargroveil.gov.

INSPECTIONS

Inspections may be required for: underground plumbing, radiant heat, slab/pre pour concrete, rough plumbing, rough framing, electric, HVAC, fireblocking, insulation, final plumbing, final building and occupancy. Please call 630-391-7220 to schedule an inspection. Information required includes: contact name and phone number, address, permit number, type of inspection, and the date and time (am or pm) of day you would like the inspection.

PLEASE SCHEDULE THE INSPECTION BY 3:30 PM THE DAY BEFORE YOU WANT IT.

PERMIT FEE

- Permit fees for alterations or remodeling not including any addition to the existing building that will add to the ground area thereof are as follows and must be paid when you pick up the permit after review and approval:

Initial Build out	\$.50 per square foot or a minimum of \$680
Remodel without plumbing	\$410.00
Remodel including plumbing	\$620.00

NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.

MISCELLANEOUS INFORMATION

- The construction of any building may only occur between the hours of **6:30 a.m.** and **8:30 p.m.** (Ordinance #614)
- If you reside in an area with a Property Owner's Association, we recommend you check with them to ensure compliance with their regulations

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Cynthia Galbreath



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Kevin Geary
Sean Herron
Mari Johnson
Ted Koch
Rick Montalto
David Paluch

Commercial (Non-Residential) Architectural Drawing Requirements Interior Alteration

*These items should be shown on the architectural drawings submitted for permit.
Additional items may be required based on the specific project circumstances.*

General *(as indicated)*

- Drawing sheet size - 24" x 36" (preferred maximum size)
- Project address-every sheet
- Drawing date-with revision date on each affected sheet
- North arrow on all plans
- Scale
- Architect's (or Structural Engineer's) name / address / telephone
- Architect's (or Structural Engineer's) State of Illinois seal with signature and date and license expiration date – on cover sheet with index of drawings or on every sheet. Required for all commercial alterations where structural or egress modifications are proposed
- Applicable codes or include a reference to locally adopted codes
- Code data - including: zoning district, zoning setbacks for each side, use group(s), construction type, floor area, whether or not there is a fire protection system, etc.
- Structural design loads & material design values (if applicable)
- Accessibility compliance with Illinois Accessibility Code (IAC) & ANCI 117.1 is required
- Fire rated assembly designations & UL numbers for walls, ceilings, etc. (if applicable)
- On the cover sheet, state the method of energy code compliance (prescriptive or performance type) and submit compliance documents (if performance). Indicate mandatory R-values for ducts, piping, etc.

SitePlan *(as applicable and unless information is contained on civil engineer's or surveyor's drawings)*

- For zoning compliance review where there is a change of occupancy, parking calculations are required with a site plan
- It will be assumed for interior alterations that there is a compliant accessible way to, and into, the building. It is the applicant's responsibility to include any site and / or building entrance modifications as part of the permit application if the accessible way is not code compliant.
- Indicate any new site equipment locations (if applicable)
- Indicate any new water service, sanitary or storm sewer service sizes & locations

Plans *(as required)*

- Demolition Plan-as required
- 'Key Plan' for project location
- 'Egress (Life Safety) Plan' (if applicable)
- Floor Plan (including roof if necessary) with:
 - Room names
 - Dimensions
 - Rated wall locations
 - Wall, door & glazing locations
 - Structural information (if altered)
 - Mechanical-indicate locations of:
 - Supply/return ducts
 - Heating units
 - Other equipment
 - Electrical-indicate locations of:
 - Service panel with size
 - Lights & switches (address IECC switching)
 - Receptacles
 - Emergency lights & exit signs
 - Plumbing-indicate locations of:
 - Plumbing fixtures, incl. mop sink & drinking fountains
 - Water heater
 - Accessibility compliance dimensions-include hatched boxes for clearances at all doors, plumbing fixtures, etc.
- Reflected Ceiling Plan (as required)

Elevations *(as required)*

- Interior elevations
- Exterior elevations (if any exterior work)

Details *(as necessary)*

- HVAC ventilation schedule with outside air indicated
- Electrical schematic diagram Plumbing riser diagrams
- Door and hardware schedule
- Energy code (IECC) compliance documents – prescriptive or performance and indicate mandatory requirements for ducts, piping, etc.
- Construction details/sections/schedules
- Door and hardware schedule

For Office Use Only
 Permit # _____
 Building Dept Approval:

 Fees: _____



601 HEARTLAND DRIVE
Sugar Grove, IL 60554
Phone 630-391-7220
Fax 630-391-7245
www.sugargroveil.gov
permits@sugargroveil.gov

BUILDING PERMIT APPLICATION
(FOR MINOR PERMITS; NOT NEW CONSTRUCTION)

Application Date: _____	Permit Type					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
Start Date _____	End Date _____					
Description of Work: _____ _____						
Property Information						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
Contractor Information						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract) Address (if different) Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email Phone No.