

NEW NON-RESIDENTIAL BUILDING INFORMATION

PERMIT REQUIRED

A building permit is required from any person desiring to build a non-residential building.

The following conditions and requirements apply:

- If the building is located in an area having an Owner's Association, the property owner is obligated to check with the Owner's Association to ensure compliance with their regulations;
- Allowable hours for construction within the Village are 6:30 a.m. to 8:30 p.m. daily.
- New non-residential buildings are authorized on a case-by-case basis.

APPLICATION CHECKLIST

Applications for a new building permit shall include the following items and information:

- a completed new building permit application listing the all contractor(s) performing the work;
- valid contractor registration with the Village of Sugar Grove;
- 4 sets of architectural drawings, signed and sealed by a State of Illinois licensed architect in as built format (not mirrored, reversed, inverted or shown in any other form that doesn't specifically detail exactly how the structure is to be constructed);
- 4 copies of the proposed site plan, signed and sealed by an Illinois Registered Professional Engineer or Surveyor with their stamp, date, license number and expiration date in as built format (not mirrored, reversed, inverted or shown in any other form that doesn't specifically detail exactly how the structure is to be constructed);
- 3 sets of landscape plans;
- 3 sets of outdoor photometric plans;
- 3 sets of parking lot layout plans including parking lot lights;
- Manual J (S)(T)(D) and Com Check;
- Structural Calculations;
- Commercial building code analysis;
- a copy of the contract with the property owner's signature;
- \$260 non-refundable deposit;
- Fox Metro Water Reclamation District permit (630-892-4378);
- Kane County Department of Transportation (630-584-1170) should be contacted for their requirements as well;
- Contact the Sugar Grove Fire Protection District for sprinkler code requirements at 630-466-4513;

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Inspections may include:

- footing (soil test is required)
- foundation wall
- backfill
- foundation spot survey (indicating record elevation of the top of foundation at the four corners and the proposed elevation, location of foundation with ties to the front, side and rear lot lines and accurate dimensions of foundations)
- sump pump connection/line
- underground plumbing and/or electric
- radiant heat
- slab/concrete pre pour
- electric service
- wall assemblies
- above ceiling with all disciplines
- rough plumbing, rough framing, electric and HVAC, fireblocking and house wrap
- insulation
- blower door test and duct work balancing test
- final plumbing
- final building & occupancy
- final water meter
- final approved as built grading survey

The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220 to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

PERMIT FEE

Will be determined during the plan review and is paid when the permit is picked-up after the application has been approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Cynthia Galbreath



COMMUNITY DEVELOPMENT

VILLAGE TRUSTEES

Sean Herron
Ted Koch
Jennifer Konen
Heidi Lendi
Rick Montalto
Ryan Walter

Non-Residential Plan Review Information & Checklist

When submitting for a building permit...

Architectural drawings are required to fully indicate the scope & details of the proposed construction. A State of Illinois licensed design professional (architect or structural engineer) is required to seal the drawings for all new buildings, and those portions of alterations of an existing structure that have walls removed or relocated.

Drawings are to include (as necessary for the project):

Site Plan (required for new residences, additions & alterations to the exterior of a residence) indicate the following on the site plan:

- Zoning district setbacks
- All structures, proposed & existing (for additions & alterations)
- Dimensions from the property lines to the new structure
- Easements
- Floor overhangs shown dotted (with dimensions from the wall face to the overhang and from the overhang to the property lines)
- Paving dimensions
- A/C location with dimensions from the property lines

Floor Plans (including roof plan)

Elevations

Sections

Details

Energy code compliance diagrams (see more info below)

Architectural Drawing Plan Review Checklist

(Based on the International Building Code)

To help us perform a quick plan review for building code compliance, please address all applicable items below on the submitted drawings.

State of Illinois Professional Licensing

- Design Professional Seal Required (see above)
- Design Firm Professional Registration (when appl.)

Building Planning

- Design Loads
- Material design values
 - Soil
 - Concrete
 - Lumber
 - Steel
- Light & Ventilation
 - Habitable Rooms
 - Basement
 - Crawl Space
 - Attic
- Safety Glazing (locations identified)
- Garage Separation
 - Walls / Ceiling
 - Door/Self-close
- Slab Elevation

- Escape Windows
 - Locations
 - Requirements
- Window Sills-Protection from Falling
- Hallway Widths
- Exit Doors / Landing Sizes
- Stair
 - Headroom
 - Width
 - Riser / Tread / Nosing
 - Handrail
 - Guardrail
- Smoke & CO Alarm Locations
- Protection against Decay
- Flame Spread / Smoke Developed / Ignition Barrier
(Where insulation materials are exposed)

Foundation

- Foundation Wall Width
 - Height Abv Grade (6" or 4")
 - Dampproofing
- Footing Size
 - Drain Tile Loop W/ Sump Pit (Fdn. Plan)
 - Depth 3'-6" min. (incl. @ window wells)
- Sill Plate Treated
 - Anchorage
 - Size

Floor

- Concrete Slab (w/WWF)
- Radon Mitigation per State of IL
- Framing Floor Joist Size/Spacing/Spacing/
 - Floor Trusses (draftstopping)
 - Floor Openings (@ stairs, etc.)
- Sheathing Type / Thickness

Wall Construction

- Framing Stud Size / Spacing / Height
 - Sheathing Type / Thickness / Bracing
- Header Sizes

Wall Covering

- Weather Resistant Barrier
- Masonry Veneer (incl. anchors / flashing / weeps)
- EIFS (drainage plane)/ Stucco Details
- Flashing @ Windows/Doors/Wall to Roof / Lintels
- Gypsum Board (typical & @ fire rated garage)
- Cement Board (@ tubs / showers)

Roof / Ceiling Construction

- Ceiling Joist - Size / Spacing / Span
- Rafters - Size / Spacing / Span
- Roof Trusses
- Beams
- Sheathing / Thickness
- Attic Access Size / Location
- Ice Barrier
- Roof Venting Area Req'd/provided Calcs
 - Soffit/Ridge/Box Sizes (free area)
 - Cathedral Venting

Roof Assemblies

- Roof Underlayment (@ high/low slopes)
- Ice Barrier Underlayment **required** Municipal Amendment #22)
- Flat Roof
- Solar Panels

Fireplace

- Masonry
 - Plan w/Firebox Width/Depth, Hearth Extension Width
 - Section w/ flue/firebox height /hearth ext., intel, surround (mantel) size
 - Chimney termination above roof
 - Combustion Air
 - Sealed doors per IECC (wood burning fireplace)

- Prefab Fireplaces & Chimneys listed & labeled per UL127 & installed per manufacturer instructions (specs required for bedroom locations)

Energy Code Compliance – 2015 IECC

- Prescriptive or Performance noted on Cover Sheet
- Floor Plan Key Diagrams to illustrate thermal envelope
- All Building Components Identified
 - Foundation R value (insul. to top of fdn)
 - Wall R value (above grade)
 - Roof/Ceiling R value (R above wall plates)
 - Window/Door/Skylight U value
 - Furnace AFUE
 - Window/Door/Skylight U value
 - A/C SEER
 - Mandatory Requirements: Ducts Piping
- NOTE: No heat allowed to unconditioned spaces
- Whole Building Ventilation Method
- Blower Door Test Req'd w/report submitted

Mechanical

- Identify Combustion Air
 - Equipment Size based on bldg. loads
 - Furnace location
 - Condensate Disposal
 - Kitchen Exhaust >400cfm
 - Method of Radon Mitigation
 - Access/Service Space

Plumbing

- Water Service Size (proposed or existing)
- Plumbing Walls (5 ½" min.)
- Ejector Pit
- Floor Drain
- Steam Shower
- Water Heater(s) (w/pan required above living areas)
- Protection from Freezing (see IECC)

Electrical

- Identify Electrical Panel & Service Size (Amended NEC 230.11(B) Service Size)
- Lighting locations
 - Closet/Storage (>6sf)
 - 3 way switching (NBK amend.)
- Receptacles: GFCI (kitchen, bath, exterior, garage, unfin. basement)
 - AFCI (living areas)

NEW COMMERCIAL BUILDING CODE ANALYSIS

Specify Code Edition that this Analysis is based upon _____

ADDRESS OF BUILDING: _____

	CODE SECTION
USE GROUP: _____	_____
TYPE OF CONSTRUCTION: _____	_____
ALLOWABLE AREA: _____	_____
ACTUAL AREA: _____	_____
INCREASE FOR FULL SUPPRESSION: _____	_____
INCREASE FOR OPEN PERIMETER: _____	_____
ALLOWABLE HEIGHT: _____	_____
ACTUAL HEIGHT: _____	_____
FIRE SUPPRESSION: _____	_____
EXIT TRAVEL DISTANCE: _____	_____
EXTERIOR WALLS: _____ HR. _____	_____
FLOOR AREA PER OCCUPANT: _____	_____
EGRESS WIDTH PER OCCUPANT: _____	_____
CORRIDORS: _____ HOUR _____	_____
STAIRS/SHAFTS: _____ HOUR _____	_____
ROOF CONSTRUCTION: _____ HOUR _____	_____
FLOOR CONSTRUCTION: _____ HOUR _____	_____
MEZZANINES: _____ HOUR _____	_____

PRINT NAME OF ARCHITECT

SIGNATURE AND STAMP OF ARCHITECT

VILLAGE OF SUGAR GROVE
COMMERCIAL (INDIVIDUAL) BUILDING PERMIT REVIEW CHECKLIST
SITE PLAN

Subdivision _____ Unit _____ Lot Number _____

Building Permit No. _____ Street Address _____

Preparer _____ Dated _____ Submittal No. _____ Rec. _____

Dated _____ Submittal No. _____ Rec. _____

Dated _____ Submittal No. _____ Rec. _____

X = Satisfactory

No = Not Satisfactory

N/A = Not Applicable

- _____ 1. P.E. Certification (Site Plan & Calculations)
- _____ 2. Proposed Top of Foundation Elevation(s) and/or Finish Floor Elevation(s)
- _____ 3. Proposed Lot Grading (1 Foot Contour Interval)
- _____ 4. Proposed Spot Elevations (Lot Corners, Peaks, and all other locations shown on Engineering Plans)
- _____ 5. Proposed Top of Curb Elevations (Min. every 50')
- _____ 6. Stormwater Management Facility H.W.L. and Overland Flow Elevation(s)
 - Provide Proposed detention basin contours
 - Provide stage storage discharge table
 - H.W.L., N.W.L., and emergency overflow elevation
 - Provide size of restrictors or outlet system
 - Provide Minimum one-foot of freeboard around pond
- _____ 7. Legal Description and Lot Information
- _____ 8. Lot Square Footage and Building Square Footage (with lot coverage percentage)
- _____ 9. Benchmark within 200 Feet of Lot, preferably Top of Hydrant (as shown on Engineering Plans)
- _____ 10. Permanent Structures Do Not Encroach on Any Easements or Building Setback Lines
- _____ 11. Dimensions to Lot Lines
- _____ 12. Building Footprint with Dimensions
- _____ 13. Driveway Location
- _____ 14. Parking Lot (Composition, Striping, Dimensions)
- _____ 15. Parking Lot with grades
- _____ 16. Public and Private Sidewalk (Compliant with ADA Requirements where applicable)
- _____ 17. Public and Private Bike path (Compliant with ADA Requirements where applicable)
- _____ 18. No Utility Structures in Paved Areas (i.e. Sidewalk, Bike Path, Driveway, etc.)
- _____ 19. Domestic and fire (if necessary) water service locations, material types, connection methods
- _____ 20. Sanitary Service location, material type, connection method, grease trap (if necessary)
- _____ 21. Sump Pump Service Stub and/or roof drain discharge (if necessary)
- _____ 22. Utility Lines on or Adjacent to Property with Structure Locations, Rims, Inverts, Lengths, and slope (water, sanitary, storm, lighting).

- _____ 23. Adjacent Lot Status, i.e. Vacant, Site Plan Pending or Under Construction with Foundation Location and Elevation
- _____ 24. Drainage Direction Arrows
- _____ 25. Street Address
- _____ 26. Provided appropriate Village of Sugar Grove details
- _____ 27. Provided appropriate Village of Sugar Grove specifications
- _____ 28. Stormwater Pollution Prevention Plan Provided if necessary
- _____ 29. Street lights and wiring
- _____ 30. Parking lot signage
 - ADA Parking Signage?
 - One-way Signage?
 - Stop signs/Yield signs?
- _____ 31. Appropriate permit sign-offs provided
 - Kane-DuPage Land Use Opinion (if land use is changing)
 - IDOT
 - IDNR - EcoCat
 - IHPA
 - IEPA
 - NOI NPDES
 - USACOE
- _____ 32. Is a concrete slab and detail provided for the grease trap(s) shown within paved areas?

Approved: _____

Date: _____

Not Approved: _____

Date: _____

We defer to Village Staff regarding landscaping, parkway trees, and any wetlands (if applicable).



APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

APPLICANT INSTRUCTIONS: For all applications, complete Parts 1, 2, 3, 4 and 5 of this form. If electrical work, also complete Part 6. If plumbing work, complete also Part 7. If mechanical work, complete also Part 8. For other permits, complete also Part 9. Site Plan (Part 10) is to be shown on Page 4 or attached hereto.

App. Date:	Type Permit <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Other <input type="checkbox"/>	Owner Applicant? Y <input type="checkbox"/> N <input type="checkbox"/>
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PROPERTY INFORMATION

Street Address	Apt.	Zip	Parcel Number
Subdivision	Lot Number	Parcel Type	<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Other

Owner Information

First Name	Last Name or Business Name & EMAIL ADDRESS		
Street Address	City	State	Zip
Phone Number	Cell Phone	Fax No.	

CONTRACTORS INFORMATION

	Contractor Name	Email Address	City	State	Zip
Applicant (not owner)					
Architect / Engineer					
General Contractor					
Excavation					
Concrete					
Carpentry					
Electrical					
Plumbing					
Sewer					
Mechanical					
Roofing					
Masonry					
Drywall or Lathing					
Insulation					
Paving					
Fire Sprinkler					

CERTIFICATION

I hereby certify that I am the owner of record of the named 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 as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant	Email	Phone No.
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Responsible Person in Charge of Work & Email	Phone No.
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Plumbing Permit Application					Plumbing Work Y <input type="checkbox"/> N <input type="checkbox"/>
Enter the Number of Fixtures Being Installed, Replaced or Repaired					
Tubs / Showers		Drinking Fountains		Back Flow Preventers	
Shower Stalls		Floor Drains		Water Pumps	
Lavatories		Water Heaters		Roof Openings	
Toilets		Water Softeners		Parking Lot Drains	
Urinals		Sewage Ejectors		Inside Downspouts	
Sinks		Sump Pumps		Swimming Pools	
Laundry Tubs		Grease Traps		Standpipes (Number of Heads)	
Dishwashers		Bidets		Fire Sprinklers (Number of Heads)	
Garbage Disposals				Lawn Sprinklers (Number of Heads)	
				Total Fixtures	
Public Water			Public Sewer		
Water Service Size		Water Meter Size		Average Daily Water Use (GPD)	
Utility Service Revisions:					
Est. Start		Est. Finish			

Number of Bedrooms:					
Mechanical Permit Application			Mechanical Work Y N		
Enter the Number of New or Replacements Units					
Forced Air Furnace		Incinerator		Air Handling Unit	
Unit Heater		Boiler		Heat Pump	
Gas / Oil Conversion		Coil Unit		Air Cleaner	
Space Heater		Window A/C Unit		Kitchen Exhaust Hood	
Gravity Furnace		Split System A/C		Kitchen Exhaust Hood	
Solid Fuel Appliance		A/C Comptessor		Electric Furnace	

Type of Heat (check one)					
Gas <input type="checkbox"/>	Oil <input type="checkbox"/>	Electric <input type="checkbox"/>	Wood <input type="checkbox"/>	Other <input type="checkbox"/>	
Est. Start		Est. Finish			

Other Permit Items	
Permit Type:	
Separate items(i.e. patio or deck):	
Est. Start	Total Est. Value