



Village of Clarendon Hills

Commercial Building Permit Submittal Requirements

(Any Commercial, Industrial or Multi-Family Building, Addition, and/or Interior Alteration)

1. **Building Permit Application**
2. **Cost Recovery Form** and **New Water Service Agreement Form**
3. **Architectural Plans** (4 copies signed and sealed by a Registered Architect or Registered Structural Engineer and folded to no larger than 9" x 12"). Building Codes (w/amendments): 2006 International Building Code, 2006 International Mechanical Code, 2006 International Fire Code 2005 NEC and 2004 Illinois Plumbing Code
4. **Engineering Plans** (if applicable, 3 copies signed and sealed by a Professional Engineer and folded to no larger than 9" x 12") which includes, but not limited to:
 - a) All existing utilities and easements and locations of proposed utilities;
 - b) Location, setbacks, and top of foundation elevation of proposed building and adjacent buildings;
 - c) Existing and proposed 1' grade contours on subject property and adjacent properties;
 - d) Required soil erosion and sedimentation control features;
 - e) Existing and proposed ingress/egress;
 - f) Construction fencing on public and private property; and
 - g) Size and location of all culverts, fences, accessory structures, and sidewalks
5. **Landscape Plans** (if applicable, 4 copies) which includes the detailed site information and size, type, and location of all existing and proposed landscaping
6. **Plat of Survey** which includes the lot area in square feet
7. **Stormwater Calculations** (if applicable, 3 copies prepared by a Professional Engineer) which provide the stormwater rainfall, existing and proposed stormwater run-off, and method of analysis
8. **Soil Erosion and Sedimentation Control Cost Estimate** (if applicable)
9. **DuPage County Stormwater Management Permit Application** (if applicable)
10. **DuPage County Receipt** (if applicable) for Transportation Impact Fee
11. Copy of the **Flagg Creek Water Reclamation District Report (Phone 630-323-3299)**
12. **Current License** and **\$10,000 License/Permit Bond** must be submitted or on file for the Electrician, Plumber, and Underground Plumber.
13. **Administration Fee** of \$136.00 for new or remodeled Multi-Family structures, Commercial structures, and Industrial structures
14. **Plan Review Deposit** of \$2,000.00 or 0.25% of the estimated construction cost, whichever is greater, for construction of a new commercial building or addition. A plan review deposit of \$750.00 is required for commercial build-outs or remodellings.

The Applicant must submit ALL of the above documentation to the Community Development Department together as one submittal. Partial submittals will NOT be accepted.

The General Contractor, Electrician and Plumber must obtain a **Village of Clarendon Hills Business License**. If you have any questions, please call (630) 286-5410.