



## 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. **CommCheck Worksheet** (2 copies) showing compliance with International Energy Efficiency Code.
13. **Current License** and **\$10,000 License/Permit Bond** must be submitted or on file for the Electrician, Plumber, and Underground Plumber.
14. **Administration Fee** of \$138.00 for new or remodeled Multi-Family structures, Commercial structures, and Industrial structures
15. **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.