



# Commercial Building Permit Submittal Requirements

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

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## SUBMITTAL REQUIREMENTS

The applicant must submit **ALL** required documentation to the Community Development Department as one submittal. Partial submittals will not be accepted. Permit Application submittals accepted daily before 4:00pm.

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|---------------------------------|---|
| <input type="checkbox"/> 1 copy | <b>1. Building Permit Application</b>   |
| <input type="checkbox"/> 1 copy | <b>2. Cost Recovery Form</b>  |
| <input type="checkbox"/> 1 copy | <b>3. New Water Service Agreement Form</b>  |
| <input type="checkbox"/> 1 copy | <b>4. Architectural Plan (one printed and PDF version)</b><br>Signed and sealed by a Registered Architect or Registered Structural Engineer, and folded to no larger than 9" x 12"  |
| <input type="checkbox"/> 1 copy | <b>5. Engineering Plan (if applicable) (one printed and PDF version)</b><br>Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". Plans shall include, but not be limited to:<br><ol style="list-style-type: none"><li>a) All existing utilities and easements and locations of proposed utilities;</li><li>b) Location, setbacks, and top of foundation elevation of proposed building and adjacent buildings;</li><li>c) Existing and proposed 1' grade contours on subject property and adjacent properties;</li><li>d) Required soil erosion and sedimentation control features;</li><li>e) Existing and proposed ingress/egress;</li><li>f) Construction fencing on public and private property; and</li><li>g) Size and location of all culverts, fences, accessory structures, and sidewalks</li></ol> |
| <input type="checkbox"/> 1 copy | <b>6. Landscape Plan (if applicable) (one printed and PDF version)</b><br>Includes detail site information and size, type, and location of all existing and proposed landscaping  |
| <input type="checkbox"/> 1 copy | <b>7. Plat of Survey (one printed and PDF version)</b><br>Full size and to scale which includes the lot area in square feet   |
| <input type="checkbox"/> 1 copy | <b>8. Stormwater Calculations (one printed and PDF version)</b><br>Signed and prepared by a Professional Engineer; providing the rainfall, existing and proposed stormwater run-off calculations, and method of analysis  |
| <input type="checkbox"/> 1 copy | <b>9. Soil Erosion and Sedimentation Control Cost Estimate (if applicable)</b>  |
| <input type="checkbox"/> 1 copy | <b>10. DuPage County Stormwater Management Permit Application (if applicable)</b>   |
| <input type="checkbox"/> 1 copy | <b>11. DuPage County Receipt for Transportation Impact Fee (if applicable)</b>  |
| <input type="checkbox"/> 1 copy | <b>12. CommCheck Worksheet</b> showing compliance with International Energy Efficiency Code   |
| <input type="checkbox"/> 1 copy | <b>13. General Contractor's current Clarendon Hills Business License</b>  |
| <input type="checkbox"/> 1 copy | <b>14. Electrician's Current Testing Community License and current CH Business License</b>  |
| <input type="checkbox"/> 1 copy | <b>15. Plumber/Underground Plumbing Contractor's Illinois State Plumbing License and current CH Business License</b>  |
| <input type="checkbox"/> 1 copy | <b>16. Certificate of Insurance</b> from an insurance company rated "A" by A.M. Best in an amount no less than \$1,000,000 to protect and to provide full payment to the Village or other affected persons in the event of damage to their property/facilities. The Village shall be listed as "Additional Insured" on an original Certificate of Insurance.  |
| <input type="checkbox"/> —      | <b>17. Flagg Creek Water Reclamation District Report</b> (call 630-323-3299)  |
| <input type="checkbox"/> —      | <b>18. Administration Fee: \$162.00</b>   |



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## SUBMITTAL REQUIREMENTS (continued)

### 20. Construction Deposit & Fees

Total amount of Construction Deposits and Permit fees will be calculated during permit plan review.

## RELATED DOCUMENTS AND RESOURCES

- Village Website: [www.clarendonhills.us](http://www.clarendonhills.us)
- Village Building Permits & Business Licenses: [www.clarendonhills.us/cdforms.cfm](http://www.clarendonhills.us/cdforms.cfm)
- Village Building Codes & Amendments: [www.clarendonhills.us/buildingcodes.cfm](http://www.clarendonhills.us/buildingcodes.cfm)
- Village Municipal Code: [https://codelibrary.amlegal.com/codes/clarendonhillsil/latest/clarendonhills\\_il/0-0-0-15291](https://codelibrary.amlegal.com/codes/clarendonhillsil/latest/clarendonhills_il/0-0-0-15291)
- Contractor License Application <http://www.clarendonhills.us/CDForms.cfm>