



Commercial Building Permit Submittal Requirements

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

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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|------------|-----|--|
| ___ 1 copy | 1. | Building Permit Application |
| ___ 1 copy | 2. | Cost Recovery Form |
| ___ 1 copy | 3. | New Water Service Agreement Form |
| ___ 1 copy | 4. | Architectural Plan (one printed and PDF version)
Signed and sealed by a Registered Architect or Registered Structural Engineer,
and folded to no larger than 9" x 12" |
| ___ 1 copy | 5. | Engineering Plan (if applicable) (one printed and PDF version)
Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". Plans shall
include, but not be limited to: <ul style="list-style-type: none">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; andg) Size and location of all culverts, fences, accessory structures, and sidewalks |
| ___ 1 copy | 6. | Landscape Plan (if applicable) (one printed and PDF version)
Includes detail site information and size, type, and location of all existing and proposed landscaping |
| ___ 1 copy | 7. | Plat of Survey (one printed and PDF version)
Full size and to scale which includes the lot area in square feet |
| ___ 1 copy | 8. | Stormwater Calculations (one printed and PDF version)
Signed and prepared by a Professional Engineer; providing the rainfall, existing and proposed
stormwater run-off calculations, and method of analysis |
| ___ 1 copy | 9. | Soil Erosion and Sedimentation Control Cost Estimate (if applicable) |
| ___ 1 copy | 10. | DuPage County Stormwater Management Permit Application (if applicable) |
| ___ 1 copy | 11. | DuPage County Receipt for Transportation Impact Fee (if applicable) |
| ___ 1 copy | 12. | CommCheck Worksheet showing compliance with International Energy Efficiency Code |
| ___ 1 copy | 13. | General Contractor's current Clarendon Hills Business License |
| ___ 1 copy | 14. | Electrician's Current Testing Community License and current CH Business License |
| ___ 1 copy | 15. | Plumber/Underground Plumbing Contractor's Illinois State Plumbing License
and current CH Business License |
| ___ 1 copy | 16. | Certificate of Insurance 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. |
| ___ | 17. | Flagg Creek Water Reclamation District Report (call 630-323-3299) |
| ___ | 18. | Administration Fee: \$162.00 |



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