

## COMMERCIAL ALTERATIONS

- Submit a completed permit application, along with six (6) sets of architectural drawings signed and sealed by an Illinois Licensed Architect or Structural Engineer.
- Plans should clearly indicate the work to be performed, including any mechanical, electrical and plumbing work.
- Electric plans should include a panel schedule and load calculations.
- Fire prevention plans shall be included with all submittals.
  - Submit complete plans for sprinkler system installations or alterations. Submittals shall include manufacturer's cut sheets and hydraulic calculations. (When Applicable).
  - Submit complete plans for fire alarm installations or alternations. Submittals shall include manufacturer's cut sheets and battery calculations. (When Applicable).
- Provide Use Classification and occupancy loads per 2012 IBC.
- For multi-tenant buildings, provide a key plan of the building locating the area of the work.
- Provide complete floor plans of existing and proposed layouts.
- Provide approvals from any required agency (EPA, MWRD, OSFM, etc.).
- Indicate location, method of storage and quantities of any hazardous materials.
- Call JULIE, Joint Utility Locating Information for Excavators, at **811**, for utility line location information. JULIE is a free service.
- Be advised that the above-mentioned are guidelines. Each permit is treated individually and certain other requirements may apply. Once the above-mentioned information is submitted, a more complete determination can be made.