

NEW COMMERCIAL, INDUSTRIAL, INSTITUTIONAL BUILDINGS OR BUILDINGS OF PUBLIC ASSEMBLY

- A permit application must be completed and brought in with six (6) sets of architectural drawings sealed by an Illinois Licensed Architect or Structural Engineer **CLEARLY** indicating the work to be performed, including mechanical, electrical and plumbing plans. Electric plans should include a panel schedule.
- All new commercial buildings require fire sprinkler system. 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.
 - Submit complete plans for fire alarm installations or alternations. Submittals shall include manufacturer's cut sheets and battery calculations.
- All commercial construction shall be none combustible. (Type I, Type II, or Type IV – amendment to table 503)
- Three (3) current Plats of Survey indicating existing street(s), curbs, sidewalks, driveways, permanent structures and grade elevations.
- Site plan indicating new structures, driveways, zoning data, sidewalks, parking and drainage information of entire site (may be part of Civil Engineering drawings). All grades indicated must be relative to specified benchmarks.
- Landscape plans indicating location and types (sizes and heights) of trees, bushes and grass areas.
- **Four printed copies (plus an electric copy) of the Civil Engineering drawings indicating all underground improvements, grades tops of foundations and data required for MWRD permit application, as well as any additional requirements as may be set forth by City of Des Plaines Engineering Department (consultations with City Engineering staff are recommended).**
- Application must be complete showing type of work, for whom the work is to be done and the property address. Estimated value of construction must be given. Property index number(s) (PIN) must be indicated on permit application. All trades must be shown and comply with license and bond requirements attached.
- Approvals by agencies of State, County, MWRD and EPA may also be required. Verify these requirements before making application.
- **It is strongly recommended that Zoning, Engineering, Sanitation, Fire Department and Appearance requirements be verified BEFORE applying for a permit.**
- Square foot area and maximum number of people or employees must be submitted.
- Complete the "Architectural Review Data" form. An appearance before the Architectural Review Commission and their approval is required for all new construction.

- **Section 3006.4 Elevator car size:** In all buildings and structures serviced by an elevator and in all buildings and structures where elevator service is required for fire department, ambulance or rescue squad use (see 602.11), at least one elevator shall be provided with an elevator cab sized to accommodate an ambulance cot that is 24" by 76" in the horizontal open position. Cab size to be minimum 5' by 7' platform and minimum 2500 lb capacity with a 42" side slide door.
- **Section 3007.1.1 Elevator enclosures:** All elevator and other hoist way enclosures other than dumbwaiter shafts and observation elevator shafts shall be constructed to have a least a two hour fire resistance rating with approved opening protective conforming to Section 3008.0 and Chapter 7 of the International Building Code.
- Please check to see if other local regulations and/or amendments are applicable to your installation.
- **Any exceptions to the above may require a variation.**
- 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, the correct determination can be made.