



COMMERCIAL/INDUSTRIAL NEW BUILDING AND ADDITION CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
- Plumbing contractor shall provide a state plumbing contractor's license (055) and a letter of intent.
- Roofing contractor shall provide a copy of the state roofing license (if applicable).
- All other contractors must obtain a Village Contractors license prior to issuance of permit (No insurance or bond required).
- Separate permits are required for fire alarm, fire suppression, tank, signs, low voltage, racking, air lines, etc.
- Submit a plat of survey identifying the location and size of the proposed building or addition along with dimensions to property lines.
- Plans shall be signed/sealed by a state of Illinois licensed structural engineer, architect and professional engineer.
- Complete a Zoning Application for the new tenant.
- Provide building, electrical and mechanical ComChecks.
- Provide a copy of the soils report.
- Provide a copy of the signed and sealed structural calculations
- Submit drawings/sketches that indicate:
 - Existing and proposed dimensioned layouts
 - Site plan
 - Code Analysis
 - Compliance with applicable codes adopted by the Village of Elk Grove
 - Building construction type and use group
 - Sprinkler and alarm system requirements
 - Occupant loads
 - Travel distances and required exits
 - Height and area calculations
 - Parking stall calculations per Village Zoning Ordinance
 - Section views and elevations
 - Foundation system
 - Footing/foundation dimensions, depth, rebar
 - Drainage and damp proofing system
 - Insulation type and size
 - Floor plan layout
 - Wall types
 - Door schedules including hardware sets
 - Use of each room
 - Occupant load of each room
 - Travel distances
 - Finish schedule
 - Reflective ceiling plan
 - Wall construction
 - Size and spacing of wall studs
 - Insulation/vapor barrier
 - Header size/spans
 - Window locations & U value
 - Sheathing and interior/exterior finishes

- Roof construction
 - Ceiling joist/truss size, spacing and spans
 - Insulation
 - Roof system
 - Roof pitch & access
- Electrical system
 - Service size, location, load calculations and panel schedules
 - One line diagram
 - Location of receptacles, switches and lights
- Mechanical System
 - Location of supply and return vents for the HVAC system
 - Location of equipment
 - Mechanical ventilation schedule
 - Mechanical equipment schedule
 - Gas piping diagram with total BTU's, pipe size and pipe lengths
- Plumbing system
 - Plumbing isometrics for supply, waste, and vent system
 - Total water supply fixture unit count and size of the existing or proposed water meter/water service

Must comply with the following codes:

- 2024 International Building, Mechanical, Fuel Gas, Fire and Existing Building Codes
- 2023 National Electrical Code
- 2014 Illinois Plumbing Code
- 2021 International Energy Conservation Code w/ Illinois Amendments
- 2018 Illinois Accessibility Code
- Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Foundation (Footing & Foundation)
- Framing
- Electrical
- Mechanical
- Plumbing
- Insulation
- Above ceiling
- Final