City of St. Charles
Checklist for New Commercial & Industrial Plan Submittal

All submitted plans must be no greater than the paper size of 36x48

The following items must be included for submittal and review of any plans to the City of St. Charles Building and Code Enforcement Division.

- ☐ A **filing fee of $370.00** (all payment is to be made by check, cash, or money order) is to be paid at time of submission of application and plans. Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained. Additional fees for utility connections, if required, such as electric, water, sewer connections or water meters are to be paid at the time the permit is approved.
- ☐ A Building Permit Application must be completely filled out and signed.
- ☐ An Electric Service Application form must be completely filled out and signed.
- ☐ Prior to the issuance of a building permit a **RECORDED** Plat of Survey, which has the **stamp and recording number** on the survey is to be provided to the Building & Code Enforcement Division. The Plat is to be sealed by a licensed Illinois surveyor. Each plat is to have the building or addition drawn to scale with all setbacks indicated including dedications/general provision and all easement. Seven (7) copies are to be submitted.
- ☐ A complete project/construction schedule is to be submitted with the applications and plans.
- ☐ Submit two (2) energy conservation reports. (i.e. Com-Check, Summary Report, ASHRAE 90.1)
- ☐ Complete set of mechanical, plumbing, and HVAC plans, signed and sealed by a mechanical engineer or qualified architect, **including signed and sealed shop drawings of engineered trusses with layout (3 copies).** If for a new building or addition, seven (7) sets are required.
- ☐ Complete set of electrical drawings, **signed and sealed by a professional engineer or qualified architect**, including a one-line service building riser diagram, electrical panel schedules with estimated circuit loading and site location plan for the utility transformer, the primary and also secondary electric service cable. If for a new building or addition, seven (7) sets are required.
- ☐ Complete set of civil plans if work outside the building or within the ROW is necessary seven (7) sets showing existing and proposed utilities.
- ☐ One- PDF document file for the Design Review.
- ☐ Four (4) complete sets of plans for the fire sprinkler system are to be submitted with the application.
- ☐ Four (4) complete sets of plans for the fire alarm system are to be submitted with the application.
- ☐ If necessary, a storm water management plans including a brief narrative and all supporting calculations and data.
- ☐ IEPA Permit (sanitary and/or water) may be required for the project.
- ☐ For new construction or an addition, seven (7) sets of landscaping plans are required to be submitted for review.
- ☐ If the business is food related, confirmation that plans and menu have been submitted to the Kane County Health Department.

*** A Plan-Submittal Plan Meeting *must* be scheduled and attended by the owner, or owner's representative, project architect, and general contractor. Contact the Building & Code Enforcement Division at 630/377-4406 to schedule the next available date. The required meetings will be held on Tuesdays and Thursdays at 9:00 AM or 9:30 AM.**

City of St. Charles
New Commercial or New Industrial Building

Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office) 630.443.4638 (Fax)
http://www.stcharlesil.gov

Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday through Friday (8 AM to 4:30 PM) at 630.377.4406

A building permit is required prior to any construction of a new industrial or commercial building. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures

- An application is to be filled out and submitted to the Building and Code Enforcement Division. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Seven (7) sets of **drawings**, sealed by an Illinois registered architect are to be submitted with the application. These drawings are to include one line diagram of plumbing, HVAC and electrical.
- Seven (7) copies of the **plat of survey showing** the building and the measurements to all of the lot lines are to be submitted with the drawings and application.
- Seven (7) copies of the **landscape plans** are required at time of submitting the application and plans.
- Two (2) energy conservation reports (i.e. Com-Check, Summary Report, ASHRAE 90.1) are required at the time of submittal.
- Two (2) copies of a **topographical survey** must be submitted no less than five (5) working days prior to the final inspection. The Development Engineering Division will review this survey. Please call them at (630) 443.3677 should you have any questions.
- One-PFD document file for the Design Review.
- **The St. Charles Municipal Electric Utility application** for electrical service must be completed and submitted with the application. Seven (7) sets of drawings showing the complete electrical service, including a one line service diagram, electric panel schedules and site location of utility transformer, sealed by a professional engineer or qualified architect are to be submitted with the original application. St. Charles Municipal Electric Utility Application must be original; no fax copies are acceptable.
- The Building & Code Enforcement Division (630.377.4406), Fire Prevention Bureau (630.377.4457), Development Engineering Division (630.443.3677), Engineering Department (630.377.4486), and Electric Departments (630.377.4407) will conduct the reviews for this construction. Questions for any of these different department, please contact them at the appropriate telephone number that is listed.

Application – Permit Fees: (*All payments are to be made either in the form of cash, check, or money order)*

⇒ A **filing fee of $370.00** is to be paid at time of submission of application and plans.
- **Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.**
- **Additional fees for utility connections, if required, such as electric, water, sewer connections or water meters are to be paid at the time the permit is approved.**

⇒ **Re-inspection fee**. During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
- $65.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
- $80.00 per Fire Department re-inspection for all types of inspections during construction (excluding finals)
- $170.00 per re-inspection for all industrial, commercial, business and other non-residential final inspections.

⇒ **Temporary certificate of occupancies**. $170.00 is due prior to issuance of a temporary certificate of occupancy for all industrial, commercial, business and other non-residential final inspections.

Building Codes

The following are the Building Codes, which the City of St. Charles has adopted:

- ❑ St. Charles Municipal Code
- ❑ 2009 Int'l Building Code w/revisions
- ❑ 2009 Int'l Mechanical Code w/revisions
- ❑ 2008 Nat'l Electrical Code w/revisions
- ❑ 2009 Int'l Fuel and Gas Code w/revisions
- ❑ 2004 IL State Plumbing Code w/revisions
- ❑ 2009 Int'l Fire Codes w/revisions
- ❑ IL Accessibility Codes
- ❑ NFPA Life Safety Code 101

Inspections

The following is a list of inspections, which might be required for your project.

- Δ Electric *
- Δ Frame *
- Δ Footing
- Δ Foundation
- Δ Sewer
- Δ Water
- Δ Storm Piping
- Δ Underground Plumbing
- Δ Floor and Slab
- Δ Ceiling Grid
- Δ Rough Plumbing
- Δ Insulation
- Δ Mechanical/HVAC
- Δ Insulation
- Δ Landscaping
- Δ Final

*Frame and/or electric inspections will only be scheduled after all required plans have been submitted to the Fire Marshall for review.

Overtime Inspections:

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Fire Prevention Inspections

- ∇ Full flow flush
- ∇ Underground fire supply pressure test
- ∇ Above ground sprinkler test(s)
- ∇ Kitchen fire suppression system
- ∇ Fire alarm test
- ∇ Final Occupancy Inspection

Development Engineering Inspections

- □ Public water main
- □ Public sanitary sewer (air, mandrel, TV)
- □ Sidewalk, driveway and parkway
- □ Roadway repair/construction
- □ Grading – only after as – built received

General Comments

1. Site must have street address posted and visible from a public street at all times.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspections.
4. It is the responsibility of the general contractor to provide all sub-contractors with copies of all review comments and the required inspections, which are needed.
5. Two (2) copies of a topographical survey of the construction site subsequent to final grading and landscaping shall be prepared and certified by a professional land surveyor or a registered professional engineer, which demonstrates compliance with approved plans, and that adequate provisions for drainage have been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The "as-built" elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan. These topographical surveys are to be submitted not less than five (5) working days prior to final inspection. They are to be submitted to the Building and Code Enforcement Division, who will forward them to the Development Engineering Division for their review. If there are any questions, please contact them at 630/443.3677.
6. Location of the electric service and transformer to be approved by the city Electric Department (630/377-4407).
7. Electric water cooler shall comply with ANSI Section 4.15 and the 2004 Illinois State Plumbing Code.
8. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the building/tenant space.
9. Where an external main disconnect is not "readily accessible", an additional main disconnect must be installed inside building.
10. Utility conduit to be no less than five (5") inches per City's specification.
11. One (1)-line riser diagram of electric service to be posted by main switchgear inside building.
12. Conductors entering the transformer shall be below the manufacturers mark line on the inside front panel of transformer. If the manufacturers mark has been removed, the conductors are to be below coils of transformer.
13. Provide a 15 or 20 amp G.F.I. receptacle outlet in an accessible location on the roof for serving the HVAC roof top units. The receptacles shall be on the same roof level and within 25 feet of the units. The receptacle outlets shall not be connected to the load side of the equipment disconnecting means.
14. Underground DWV system shall be no less than four (4") inch cast iron or Schedule 40 PVC and shall be tested with no less than a ten (10') foot head of water.
15. Above ground DWV system shall be no less than schedule 40 or cell-core PVC plastic and shall be tested to top of stack or point of the connection into existing stack.
16. Underground domestic water distribution system inside the building shall be no less than type K copper, and shall be tested at no less than 100 PSI. Water used for testing shall be from potable source.
17. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 2004 Edition.
18. Provide a by pass with locking valve around all water meters larger than one (1") inch. By pass to be same size as domestic water service, but in no case less than one (1") inch.
19. A reduced pressure backflow preventer (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 2004 Edition shall be installed between the potable water supply and the fire sprinkler system. (RP-BFP) to be installed inside building as close to the entrance of the potable water supply as possible and shall be placed so that it is readily accessible for inspection, testing, maintenance and/or replacement. A floor drain sized to accommodate any discharge from the (RP-BFP) shall be installed as close as possible to the (RP-BFP). The drain line from the reduced pressure backflow preventer shall waste into the sanitary drainage system through an air gap.
20. Any lawn sprinkler system connected to the municipal water supply shall be equipped with a RP-BFP listed and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A39 of the Illinois State Plumbing Code 2004 Edition installed on the service side of the water meter serving the lawn sprinkler system.
21. A (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 2004 Edition shall be installed in the potable water supply inside the building as close to the entrance of the potable water service as possible and shall be placed so that it is readily accessible for inspection, testing and maintenance and/or replacement.

General Comments, continued

22. Floor level area electric outlets are to be minimum 15-inches from bottom of outlet to finished floor,
23. All reduced pressure backflow preventers (RP-BFP) shall waste to a floor drain sized to accommodate any discharge from the (RP-BFP). The drain line shall waste into the sanitary drainage system through an air gap.
24. Plumbing fixtures shall comply with Section 890 Appendix A Table A "Approved Materials and Standards for Plumbing Fixtures an Fixture Fittings."
25. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design."
26. Domestic water supply to boilers to be equipped with a backflow preventer Section 890.1220 hot water supply and distribution.
27. All mechanical equipment, such as HVAC units, refrigeration units, and pool equipment located on the roof of any structure in any zoning district shall be screened from view from public streets and adjoining residential dwellings by its location on the roof (away from the parapet), by an architectural element of the building (e.g. a parapet), by a screening wall that is compatible with materials of the building, or a combination thereof.
28. An occupancy certificate shall not be issued until all items listed on the Building & Code Enforcement Division, Fire Department, and Development Engineering Division plan review sheets have been addressed and approved by the various departments involved.
28. All required easements because of public or private storm water detention or public utility (water, sanitary or storm) construction prior to occupancy.

J.U.L.I.E.: Joint Utility Location Information for Excavators 1-800-892-0123

Dig Number:_____ **Date Notified:**_____

One phone call to J.U.L.I.E. 48 hours prior to digging will notify all of the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading, or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

Utility	Color Code Marker
Electric Utilities	Red
Comcast	Orange
Northern Illinois Gas (NICOR)	Yellow
Sewer Utilities	Green
Telephone Utilities	Orange
Water Utilities	Blue

Memo

ST. CHARLES
SINCE 1834

Date: **October 26, 2010**

To: **St. Charles Developers and Builders**

From: **Development Engineering Division**

(630) 443-3677 Fax: (630) 762-6922

RE: As-Built Grading Surveys and Certificate of Occupancy Permits – General Guidelines

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This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of Certificate of Occupancy permits (CO).

The developer or builder shall schedule a final inspection with the Building and Code Enforcement Department. This schedule will then be forwarded internally to the Development Engineering Division. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Development Engineering Division Office will not schedule or perform Lot Grading inspections without the receipt of TWO as-built grading survey.** The as-built grading survey may be submitted to the Building and Code Enforcement Department, or brought directly to the Development Engineering Division. If an as-built grading plan has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

NOTE: All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Development Engineering Division. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Development Engineering Division will issue conditional or temporary approval during winter months **only** if the following conditions are met.

- **ROUGH GRADING** must be in place and only minor issues, as determined by the Development Engineering Division, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)

- The developer shall provide the City of St. Charles Development Engineering Division with a $5,000 check as determined by the city, **for each lot**, as a financial guarantee for the completion of the outstanding items. The Development Engineering Division will send a reminder notice on May 15 of the following year (30 days prior to the winter expiration date). **Temporary Development Engineering approval during winter months shall expire June 15 of the following year.**

1. If a check is used, it shall be made payable to the City of St. Charles and have the subdivision name, lot number and street address written on the check. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Development Engineering approval.

2. The Development Engineering Division must receive the financial guarantee prior to the issuance of temporary approval or occupancy permit.

The Development Engineering Division will monitor the submission, release and execution of all financial guarantees relative to lot grading.

After the outstanding items have been corrected, the developer or homebuilder shall reschedule an inspection with the Development Engineering Division (630) 443-3677. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

- **Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Development Engineering Division will return the financial guarantee with a letter noting Engineering Division Approval.
- **Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies. (Items to watch for: B- boxes, clean outs to grade, erosion control devices in place.)

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within thirty days (30) of completion of work activities. A 10% administrative fee will be added to the direct services provided.

Please contact the City of St. Charles Development Engineering Division with any questions or concerns at (630) 443-3677.

POLICY SUMMARY

RE: AS-BUILT GRADING SURVEY/PLAN

The intent of the as-built grading survey requirements set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

1. Building numbers and street name. If multi-family please include all addresses to the building unit (multi-family lot inspections will be done as one lot only).

2. Lot lines with dimensions drawn to scale no smaller than 1" = 50'.

3. Approved vs. constructed foundation, garage, and window well elevations. Include location of foundation elevation change (upper and lower elevation at each change).
   (Highlight lowest structure opening).

4. Spot elevations at all property corners, side lot lines (25' min. spacing), break points, drainage swales and building corners.

5. One-foot contours throughout the property (depict landscape berms or swales).

6. Rim and invert elevations at utility structures.

7. Top-of-curb and centerline pavement elevations along property frontage.

8. Calculated maximum driveway slopes.

9. Clearly defined site benchmark.

10. Topographic features including structures, all window well locations, and permanent water surface levels.

11. Identify 100-year floodplain and floodway lines, when applicable.

12. Depict drainage patterns and emergency overflow routes with arrows.

13. Signature and seal of an Illinois registered land surveyor

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

City of St. Charles

Municipal Electric Office

Two East Main Street – St. Charles IL 60174

630/377-4407

Electric Service Application – New Service/Upgrade

(Each individual service will require a complete and separate application)

Name:_____ Phone:_____

Original Signature:_____ Fax:_____

Contact Name:_____ Phone:_____

Application Date:_____ Requested Service Date:_____

Note: This application will be null and void if work is not completed within 6 months from said application date.

Existing Building
- ____ Residential
- ____ Commercial
- ____ Industrial
- ____ Upgrade Service
- ____ Relocate Service
- ____ Convert OH to UG

Other
- ____ Temp Connection
- ____ Street Lights
- ____ Traffic Signals
- ____ New Service
- ____ Relocate
- ____ Antenna Site
- ____ Signage Lights

New Building
- ____ Residential: Single family
- ____ Residential: Multi Family estimated # of units____
- ____ Commercial
- ____ Commercial: Multi Family estimated # of units____
- ____ Industrial
- ____ Other

Service Voltage Requested
- ____ Single Phase 120/240
- ____ Three Phase
  - ____ 120/208
  - ____ 277/480
  - ____ Other

Service Panel:

Present Rating (amps)_____ Proposed Rating (amps)_____ Proposed Connected KW:_____

Present Peak KW (Demand)_____ Estimated Peak KW (Demand)_____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address:_____

Subdivision:_____ Lot #_____Real Estate Permanent Tax #_____

Legal Description (attach sheet if necessary):_____

Record Titleholder of property:_____

If property is held in trust, identify beneficial owner (s):_____

Address:_____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name:_____

Street Address:_____

City/State/Zip_____ Phone:_____

Authorized representative or agent:_____

Title:_____ Phone:_____

Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By:_____ Date Application Received:_____

Date Payment Received:_____ Method of Payment:_____

Building Permit No.:_____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by:_____ **Date:**_____

ITEM	ACCOUNT #	CHARGES ($)	AMOUNT PAID
Project Cost:	- 200999 45405		
SOCC: VACANT	200999 48500		
SECC: VACANT	200999 48501		
SOCC:	200999 48502		N/A
SECC:	200999 48503		
Upgrade Charges:	200999 48504		
Engineering:	200999 45206		
Temp Connection:	200999 45407		
Electric Improvement:	200999 45404		
Relocation			
Subtotal			N/A
Less contribution- if applicable			N/A
Total Amount of Charges:			

Electric Project No.:_____

CITY OF ST CHARLES

Application for Building Permit for New Commercial or Industrial Building

DEPARTMENT: Building & Code Enforcement Division **PHONE: (630) 377-4406 FAX (630) 443-4638**

Application Date: _____ **Parcel No.** _____ **Permit No.** _____

PLEASE PRINT ALL INFORMATION

I, _____**, do hereby apply for a permit for the following described work**

located at _____ **Estimated Cost:**_____

Description of proposed work: _____

Subdivision Name:_____ **Lot No.**_____

Square feet of building:_____ **No & Size of electric meter** _____ **No & Size of water meters:**_____

Name of business at this location:_____

- ► **All items on the Checklist for New Commercial and Industrial Plan Submittal are to be submitted at the Plan Submittal Meeting.**
- × Is your property located in the Historic Preservation District? (Yes – No) If yes, your application and plans will need to reviewed by the Historic Preservation Committee.
- × Along with the documents from the Checklist you will need:
- × Letter of Intent – A Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job. We will also need a copy of the plumbing contractor Illinois State Plumbing License and their Illinois State Contractor License.
- × Roofing License. We will need an Illinois Licensed Roofing Contactor's State License Number and the expiration date of their license.

Owner of the Property:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Applicant:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

General Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Electrical Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

New Commercial/Industrial Construction Application - Page 2

Plumbing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Roofing Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Illinois License No._____

Concrete Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

HVAC Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Sewer and Water Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Contractor:_____

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME:_____ **SIGNATURE:**_____

REPORT OF THE BUILDING OFFICIAL

Remarks:_____

_____

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed:_____

For Office Use

Received _____

Fee Paid $_____

Receipt # _____

Check #_____

Copies of application distributed to:

Electric:_____ **Development Engineering:**_____ **Fire:**_____

Planning:_____ **PW:**_____ **Sewer:**_____

Water:_____ **Historic Preservation:**_____ **Engineering:**_____