City of St. Charles
Commercial or Industrial: Alteration or Repair

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

Please direct any and all questions to the 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 an industrial or commercial alteration or repair. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures

Interior Alteration or Repair

- An application is to be filled out and submitted to the Building & Code Enforcement. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Three (3) sets of drawings sealed by an Illinois registered architect, showing the construction or remodeling details, are to be submitted with the application.
- An Electric Service application - If applicable must be completed and submitted with the application. In addition, any electrical work pertaining to the electric service the Electric Service Application must be accompanied by four (4) sets of drawings showing the complete electric 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.
- **See the attached form for contractor requirements.**
- Fire sprinkler or fire alarm plans shall be submitted to the Building Department – These are a deferred submittal. https://www.stcharlesil.gov/Services/Forms-Permits-Applications/Fire-Department-Forms
- If the business is food related, provide documentation plans have been approved by the Kane County Health Department. This is required before building permit will be issued.
- The Building & Code Enforcement Division and the Fire Prevention Bureau will conduct the review for interior alterations, remodel, or repair. Questions for the Building Zoning review should be addressed to our office at 630/377-4406. Questions for the Fire Prevention review should be addressed to their office at 630/377-4457.

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

⇒ A **filing fee of $375.00** 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.
  - $100.00 for the first $10,000.00. (Estimated cost of construction)
  - $10.00 for every Additional $1,000.00. (Estimated cost of construction)
- 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:
- $80.00 per Building Division re-inspection for all types of inspections during construction (excluding finals)
- $80.00 per Fire Prevention re-inspection for all types of inspections during construction (excluding finals)

⇒ **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. Any temporary occupancy will also be required to submit a cash bond covering the outstanding work. This cash bond is refundable at time of Final occupancy.

Transportation Impact Fee:
Kane County collects a Transportation Impact Fee. This fee is not collected by the City of St. Charles and is not included in any permit fees calculated by the City.
Information regarding the Impact Fee can be found here: http://kdot.countyofkane.org/

Building Codes

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

- St. Charles Municipal Code
- 2021 International Building Code w/amendments
- 2021 International Mechanical Code w/amendments
- 2020 National Electrical Code w/amendments
- 2021 International Fuel and Gas Code w/amendments
- 2014 IL State Plumbing Code
- 2021 International Fire Codes w/amendments
- 2021 International Energy Conservation Code
- IL Accessibility Codes
- NFPA Life Safety Code

Inspections

The following is a list of inspections, which might be required for your project and the amount of time for the inspection.

- **Rough Plumbing**
- **Rough Electric**
- **Rough Framing**
- **Above Ceiling/Firestopping**
- **Insulation**
- **Mechanical/HVAC**
- **Final**

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.

General Comments

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. Minimum of 24-hour notice is required when scheduling any inspections.
5. 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.
6. Location of the electric service and transformer to be approved by the City's Electric Department (630/377-4407).
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 is 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.
15. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 2014 Edition.
16. 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.

17. 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 2014 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.
18. 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 2014 Edition installed on the service side of the water meter serving the lawn sprinkler system.
22. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design."
23. Domestic water supply to boilers to be equipped with a backflow preventer conforming to Section 890.1130 Protection of Potable Water f)1)2) of the Illinois State Plumbing Code 2014 Edition.
24. 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.
25. Above ground DWV system shall be no less than schedule 40 or cell core PVC and shall be tested to top of stack or point of the connection into existing stack.
26. Underground DWV system shall be tested with no less than a ten-foot (10') head of water.
27. An occupancy certificate shall not be issued until all items have been addressed and approved.

Call (630) 377-4406 to schedule inspections at least 24-48 hours before needed and required inspections will be listed on the permit conditions.

Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities.

City of St. Charles

Municipal Electric Office

1405 S 7th Avenue, 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:_____

Email Address:_____

Application Date:_____ Requested Service 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
____ Solar Wind-Generator

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

Proposed Generator kW_____

Service Panel:

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

Present Peak KW (Demand)_____ Estimated Peak KW (Demand)_____ Proposed Interconnected Kw AC_____

_____

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.:_____

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The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit. The permit applicant or the general contractor should collect and submit this information to our office.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of $100,000 and for one accident in the sum of $300,000 or a combined single limit of $300,000
- Property damage insurance in the amount of $50,000 limited to not less than $10,000 for each accident.
- Workers compensation and employers liability insurance within statutory limits.
- The City of St. Charles is to be listed as the certificate holder.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
  - $1,000,000.00 for property damage resulting from any one incident.
  - $2,000,000.00 general aggregate.
  - $2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than $1,000,000.00.
- Automobile liability limits of not less than $1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055) license and submit a copy of the 055 license.
- Provide a copy of the plumber's photo ID license (058).
- Plumbing contractors are to submit a Letter of Intent for each permit application that meets the requirements of the Illinois State Pluming code.

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City of St. Charles in the penal sum of $10,000.
- Electrical contractors must be licensed in a municipality in Illinois and provide a copy of the electrical license.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of $10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing.
- Commercial roofing contractors must provide a copy of an unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of $10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of $10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

CITY OF ST CHARLES
Application for Building Permit for Commercial/Industrial Alteration

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: _____

Sq. Ft. of Construction area:_____
Existing Elec. Service amps. _____ **Size & number of existing Water Meters :**_____

Will this work include moving, upgrading or replacing the Electric, Water or Sanitary Service? Yes No (circle one)

Name of business at this location:_____

All items on the Checklist for New Commercial and Industrial Buildings are to be submitted together to be considered a complete submittal. Applications missing submittal items will not be accepted.

- ❑ Is your property located in the Historic Preservation District? (Yes – No) If yes, your application and plans will need to be reviewed by the Historic Preservation Commission. Submit a Certificate of Appropriateness application.
- ❑ **Three (3)** sets of drawings sealed by an Illinois registered architect, showing the construction or remodeling details, are to be submitted with the application
- ❑ An Electric Service Application form must be completely filled out and signed.
- ❑ **See the attached form for contractor requirements.**
- ❑ If the business is food related, provide documentation plans have been approved by the Kane County Health Department. This is required before building permit will be issued.
- ❑ Fire Department requires Fire sprinkler and fire alarm permits, these can be deferred submittals.
- ❑ Submittal Fee is **$375.00,** Submittal fee is due at time of submittal. **PAYABLE BY CASH, CHECK, TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN OUR OFFICE ONLY).**

  - **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Owner of the Property:

Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Applicant:

Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Alteration or Repair Commercial/Industrial Construction
Application - Page 2

General Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Electrical Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Plumbing Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Roofing Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Concrete Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

HVAC Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Sewer and Water Contractor:

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

Contractor:_____

Name:_____
Address:_____
City/State/Zip Code:_____
Telephone NO._____
Email:_____

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:_____

Building Division Approval:

Signed: _____ **Date:** _____