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 contractor's 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.
- 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)

Interior Alteration or Repair

⇒ 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.
- Alterations are based upon estimated cost:
  - $4,001 to $24,000 at $6.75 each/1,000
  - $24,001 and above $3.10 each/1,000
- 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.** $160.00 is due prior to issuance of a temporary certificate of occupancy for all industrial, commercial, business and other non-residential final inspections.
Consultation meetings:
The Building and Code Enforcement Division offers a consultation meeting where you will meet with City staff and discuss any questions or issues on your construction project. The meeting may be for a proposed project or a project that is currently under construction and can be held at the site location or in our office. To schedule this meeting, please contact our office at 630.377.4406.

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
- 2004 IL State Plumbing Code w/revisions
- 2009 Int’l Fuel Gas Code w/revisions
- 2009 Int’l Fire Codes w/revisions
- 2012 Int’l Energy Conservation Code
- IL Accessibility Codes
- NFPA Life Safety Code 101

Inspections
The following is a list of inspections, which might be required for your project and the amount of time for the inspection.
- Electric * Approximately 1-hour and this is usually conducted with the framing inspection.
- Frame * Approximately 1-hour and this is usually conducted with the framing inspection
- Ceiling Grid Approximately 1-hour
- Rough Plumbing Approximately 1-hour
- Insulation Approximately 1-hour
- Mechanical/HVAC Approximately 1-hour
- Final Approximately 1 to 1 and ½ hour and is conducted with the Fire Prevention Bureau

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

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
- Smoke evacuation test
- Emergency generator testing
- Fire alarm test
- Final Occupancy Inspection

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. 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.
4. Engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan.
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.
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. All floor level area electric outlet receptacles are to be a minimum of 15 inches from finished floor to bottom of electric outlet.
15. 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.
16. 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.
17. Underground domestic water distribution system inside the building shall be no less than type K copper, above ground no less than M copper and shall be tested at no less than 100 PSI. Water used for testing shall be from potable source.
19. 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.
20. 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.
21. 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.
22. 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.
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 conforming to ANSI/ASSE No. 1017-1999 CSA B64-2001 Standards.
General Comments, continued

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; Fire Prevention, Planning, and Development Engineering, or other various Department’s Permit Conditions have been addressed and approved.

One phone call to J.U.L.I.E. (1-800-892-0123) 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.

<table>
<thead>
<tr>
<th>Utility</th>
<th>Color Code Marker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Utilities</td>
<td>Red</td>
</tr>
<tr>
<td>Comcast</td>
<td>Orange</td>
</tr>
<tr>
<td>Northern Illinois Gas (NICOR)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Sewer Utilities</td>
<td>Green</td>
</tr>
<tr>
<td>Telephone Utilities</td>
<td>Orange</td>
</tr>
<tr>
<td>Water Utilities</td>
<td>Blue</td>
</tr>
</tbody>
</table>

01.09.2014
City of St. Charles 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.

<table>
<thead>
<tr>
<th>Existing Building</th>
<th>Other</th>
<th>New Building</th>
<th>Service Voltage Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Residential</td>
<td>____ Temp Connection</td>
<td>____ Residential: Single family</td>
<td>____ Single Phase 120/240</td>
</tr>
<tr>
<td>____ Commercial</td>
<td>____ Street Lights</td>
<td>____ Residential: Multi Family</td>
<td>____ Three Phase</td>
</tr>
<tr>
<td>____ Industrial</td>
<td>____ Traffic Signals</td>
<td>estimated # of units</td>
<td>____ 120/208</td>
</tr>
<tr>
<td>____ Upgrade Service</td>
<td>____ New Service</td>
<td>____ Commercial</td>
<td>____ 277/480</td>
</tr>
<tr>
<td>____ Relocate Service</td>
<td>____ Relocate</td>
<td>____ Commercial: Multi Family</td>
<td>____ Other</td>
</tr>
<tr>
<td>____ Convert OH to UG</td>
<td>____ Antenna Site</td>
<td>estimated # of units</td>
<td>____ Industrial</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>____ Other</td>
</tr>
</tbody>
</table>

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: __________________________ Phone: __________________

Title: __________________________

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:______________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACCOUNT #</th>
<th>CHARGES ($)</th>
<th>AMOUNT PAID</th>
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</thead>
<tbody>
<tr>
<td>Project Cost:</td>
<td>- 200999 45405</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCC: VACANT</td>
<td>200999 48500</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>SECC:</td>
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<tr>
<td>Upgrade Charges:</td>
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<tr>
<td>Engineering:</td>
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<tr>
<td>Temp Connection:</td>
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<tr>
<td>Electric Improvement:</td>
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</tr>
<tr>
<td>Relocation</td>
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<td>Subtotal</td>
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</tr>
<tr>
<td>Less contribution- if applicable</td>
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<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Total Amount of Charges:**

Electric Project No.:________________________

Page 2 of 2

12/01/2011
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: ___________________________________________________________

Square feet of building: _______________ No. & Size of electric meter ________ No. & Size of water meters: ______

Name of business at this location: ______________________________________________________

Check List for Submittal of Application:
☐ 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 Committee.
☐ Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an
Architectural Consult Meeting with our Planning Division before we can issue your permit.
☐ Building Permit Application – Completely Filled Out.
☐ Three-3 sets of drawings that are stamped by an Illinois Architect, showing all construction details.
☐ Electric service application – If applicable – Four-4 sets of drawings showing electrical one-line diagram, panel
schedules.
☐ Letter of Intent - If any plumbing is being conducted, 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.
☐ A copy of the Plumbing Contractor’s Illinois State Plumbing License and their Illinois State Contractor License.
☐ If any roofing is being conducted by anyone other than the owner we need the Roofing Contractor’s Illinois State
License Number and the expiration date of their License.
☐ Submittal fee of $370.00 only by cash or check payable to the City of St. Charles.

Owner of the Property: Applicant:

Name: ____________________________ Name: ____________________________

Address: __________________________ Address: __________________________

City/State/Zip Code: ________________ City/State/Zip Code: ________________

Telephone NO. ______________________ Telephone NO. ______________________

General Contractor: Electrical Contractor:

Name: ____________________________ Name: ____________________________

Address: __________________________ Address: __________________________

City/State/Zip Code: __________________ __________________________________

Telephone NO. ______________________ Telephone NO. ______________________
**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. _________________

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**

<table>
<thead>
<tr>
<th>Remarks:</th>
<th></th>
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</tbody>
</table>

Accepted: _______ Rejected: _______ Date: __________

Signed: __________________________________________

For Office Use

<table>
<thead>
<tr>
<th>Received</th>
<th>Fee Paid $</th>
<th>Receipt #</th>
<th>Check #</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>