

City of St. Charles

Commercial or Industrial: Addition



Building and Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<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 an industrial or commercial addition. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- ❑ An application is to be completely filled out and submitted to the Building & Code Enforcement Division. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ❑ An Automatic Fire Sprinkler System Technical Submission document.
- ❑ Ten (10) sets of drawings, sealed by an Illinois registered architect, showing the construction details submitted with the application. One of these seven sets of plans will need to be a color copy for the Design Review through the Planning Division.
- ❑ One (1) PDF document file is to be submitted for the Design Review through the Planning Division. Please see the attached documents that provide details on the Design Review through the Planning Division.
- ❑ Ten (10) copies of the plat of survey showing the location of the addition and the measurements to all of the lot lines is to be submitted with the drawings and application.
- ❑ Electric Service application - If applicable, the Electric Service application must be completed and submitted with the building permit application. In addition, any electrical work pertaining to the electric service 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.
- ❑ Two (2) copies of the Energy Conservation Report.
- ❑ The following is a list of departments and their office numbers for any questions on their reviews.
 - Building and Code Enforcement 630/377-4406
 - Fire Prevention 630/377-4457
 - Development Engineering 630/443-3677
 - Electric Department 630/377-4407
 - Planning Division 630/377-4443

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:

Application – Permit Fees - Continued

- × \$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)
- × \$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.

Required Meetings:

The City of St. Charles requires three (3) meetings on larger projects with City staff, applicant, and representatives for construction projects. The following is the details on these meetings:

- **Plan Submittal Meeting:**

A Plan Submittal Meeting consists of representatives from Building and Code Enforcement, Development Engineering, Electrical Utility, Engineering/Public Works, Fire Prevention Bureau, and Planning. In this meeting staff reviews the documents that are being submitted to make sure that the correct documents and applications are included in the submittal; however a detailed plan review is not conducted at this meeting. Once the plans are accepted the Building and Code Enforcement Division staff distributes a set of plans to all of the departments that are required to review the plans.

- **Permit Release Meeting:**

A Permit Release Meeting is conducted after the building permit is approved. In this meeting, the plans have been completely reviewed and approved and are ready to be released for construction. It is highly recommended that the applicant, owner, and general contractor and utility contractor be present at this meeting. These meetings provide an opportunity for the City to notify the contractors as well as the owners verbally and in writing regarding any unique or unusual requirements for their project and to discuss project schedule with the project manager.

- **Pre-Occupancy Meeting:**

A Pre-Occupancy Meeting is conducted when the project is in the final phases approximately six to eight weeks prior to completion. City staff finds these meetings to be beneficial for all parties involved in the project. At this meeting City staff is able to advise the contractors, owners, architects, engineers, attorneys, etc. of the items to be completed to ensure that they are ready for the Certificate of Occupancy when they schedule their final inspection. Most of the information they are given at this meeting is the same information that was provided to them at the Plan Submittal and the Permit Release; however, with this meeting being held with only approximately six-6 to seven-7 weeks left for the project it brings more awareness of the importance of completing any outstanding items and submitting these to the City for approval.

Consultation Meeting:

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
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2015 Int'l Fuel and Gas Code w/revisions
- 2014 IL State Plumbing Code
- 2015 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 and for the inspections.

- △ **Footing** Approximately 1/2 hour
- △ **Foundation** Approximately 1/2 hour
- △ **Electric *** Approximately 1 or 1 and 1/2 hours. This inspection is usually done at the same time as the framing inspection.
- △ **Frame *** Approximately 1 or 1 and 1/2 hours. This inspection is usually done at the same time as the electric inspection
- △ **Ceiling Grid** Approximately 1 hour
- △ **Undergrd plumbing** Approximately 1 or 1 and 1/2 hour
- △ **Rough Plumbing** Approximately 1 or 1 and 1/2 hour
- △ **Insulation** Approximately 1 or 1 and 1/2 hour
- △ **Mechanical/HVAC** Approximately 1 or 1 and 1/2 hour
- △ **Final** Approximately 1 or 1 and 1/2 hour. This inspection 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 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.

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

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

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. 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 Development Engineering Division. Please call the Development Engineering Division at (630) 443-3677 should you have any questions. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan.
Note: 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 Office, who will forward them to Development Engineering for their review. If there are any questions, please contact the Development Engineering Office at 630/443.3677.
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.
7. Electric water cooler shall comply with ANSI Section 4.15 and the Illinois State Plumbing Code 2014 Edition.
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 is 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. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 2014 Edition.
15. 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.
16. 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.
17. 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.
18. 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 2014 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.

19. 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.
20. Plumbing fixtures shall comply with Section 890 Appendix A Table A "Approved Materials and Standards for Plumbing Fixtures and Fixture Fittings."
21. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design.
22. 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.
23. 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.
24. Floor level area electric outlets are to be no less than 15-inches from finished floor to bottom of electric outlets.
25. An occupancy certificate shall not be issued until all items listed on the Building & Code Enforcement Division; Fire Department, Planning Office, and Engineering Department plan review sheets have been addressed and approved by the various departments involved.

Location of Utilities:

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.

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

Memo

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**

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: RESIDENTIAL 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 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: _____	
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	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> 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: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
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 Commercial/Industrial Addition



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: _____

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.
- Building Permit Application – Completely Filled Out.
- An Automatic Fire Sprinkler System Technical Submission document – Completely Filled Out is to be included at the time of the submittal.
- Ten-10 sets of drawings that are stamped by an Illinois Architect, showing all construction details. One of these sets of plans will need to be a color copy for the Design Review.
- Ten-10 copies of the Plat of Survey showing the building with all of the yard setbacks.
- Electric service application – If applicable – 4 sets of drawings showing electrical one-line diagram, panel schedules.
- Two-2 copies of the Energy Conservation Report
- 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.
- A copy of the Plumbing Contractor's Illinois State Plumbing License and their Illinois State Contractor License.
- Roofing - We will need an Illinois Licensed Roofing Contractor's State License Number & and the expiration date.
- Refer to Information Packet for Detailed Information.
- Submittal fee of **\$375.00** – payment is to be by cash or check payable to the City of St. Charles.

Owner of the Property:

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

Applicant:

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

General Contractor:

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

Electrical Contractor:

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

**Commercial/Industrial Addition
Application - Page 2**

Plumbing Contractor:

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

Roofing Contractor:

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

Concrete Contractor:

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

HVAC Contractor:

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

Sewer and Water Contractor:

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

Contractor: _____

Name: _____
Address: _____
City/State/Zip Code: _____
Email: _____
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 # _____