

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 requirements for obtaining a building permit.

- A **filing fee of \$375.00** (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.
 - Ten (10) copies of the Plat of Survey 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.
 - Ten (10) copies of Architectural stamped plans complete with all civil, landscaping, mechanical, plumbing, and electrical plans.
 - Submit two (2) Com-Check energy conservation reports.
 - One (1) Electronic PDF document file.
 - A storm water management permit with plans including a brief narrative and all supporting calculations and data is necessary if disturbing more than 5,000 SQFT of land.
 - IEPA Permit (sanitary and/or water) may be required for the project.
 - 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
- *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
- 2021 International Building Code w/amendments
- 2021 International Mechanical Code w/amendments
- 2020 Nat'l Electrical Code w/amendments
- 2021 International Fuel and Gas Code w/amendments
- 2014 IL State Plumbing Code
- 2021 International Fire Codes w/amendments
- IL Accessibility Codes
- NFPA Life Safety Code 101

General Comments

1. Site must have street address posted and visible from a public street at all times.
2. The plan review and stamped copy of the plans are to be on the job site at all times
3. 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.
4. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the space. Where an external main disconnect is not "readily accessible", an additional main disconnect must be installed inside building.
5. Utility conduit to be no less than five (5") inches per City's specification.
6. One (1)-line riser diagram of electric service to be posted by main switchgear inside building.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 .

Call J.U.L.I.E. 48 hours prior to digging to notify all public and private utilities.

****A minimum of 24 to 48-hour notice is required when scheduling any inspections. Inspections will be scheduled based on availability. Please have your permit number and address to schedule any inspection.**

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: _____
Email Address: _____
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 estimated # of units _____	<input type="checkbox"/> Three Phase _____ 120/208
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	<input type="checkbox"/> Commercial	<input type="checkbox"/> _____ 277/480
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial: Multi Family estimated # of units _____	<input type="checkbox"/> Other
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Industrial	
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> Other	
<input type="checkbox"/> Signage Lights			

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 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 a copy of the Illinois Licensed Roofing Contactor’s State License.
- Submittal fee of \$375.00 – payment is to be by cash or check payable to the City of St. Charles.

****Projects that do not include all submittal items will not be accepted.**

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. _____

**New Commercial/Industrial Construction
Application - Page 2**

Plumbing Contractor:

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

Concrete Contractor:

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

Sewer and Water Contractor:

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

Roofing Contractor:

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

HVAC 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 # _____

