

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)
<http://www.stcharlesil.gov>
permits@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.**

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 Code
- ❑ IL Accessibility Codes
- ❑ NFPA Life Safety Code

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 (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.



AS-BUILT SURVEY AND CERTIFICATE OF OCCUPANCY

At the time of scheduling the final inspection, the developer/builder must submit an As-Built Survey. Two (2) copies of the As-Built Survey must be submitted no less than five (5) working days prior to the final inspection. Development Engineering will review this survey.

If an As-Built Survey 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/builder will receive a verbal approval, or a written notice of non-conformance from Development Engineering. This notice will detail items to be corrected prior to approval.

Temporary Occupancy

A conditional or temporary occupancy may be permitted if the following conditions are met:

- The site/building has been inspected and the Inspector or Building Official has determined that the building may be occupied safely without endangering life or public welfare.
- **ROUGH GRADING** must be in place and only minor issues, as determined by the Inspector, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)
- A cash deposit is provided for each lot where grading or other site improvements cannot be completed or verified.
 - Single Family Dwelling Units: \$5,000 or the cost of the remaining grading work or site improvements.
 - Multi-family Dwelling Units and Commercial structures: \$50,000, or as determined by the Building Official or Development Engineer, based upon the cost of remaining grading work or site improvements.

Temporary Occupancies shall have a strict completion date as established by the Building Official at the time of occupancy.

The City shall return the guarantee for the full amount (no interest) after completion of the lot grading or improvements, submittal of a final As-Built Survey, and acceptance by the Development Engineer.

In the event that the final grading and site improvements are not completed prior to the expiration of the Temporary Occupancy, the cash deposit may be utilized to complete the remaining grading and site improvements.



AS-BUILT SURVEY CHECKLIST

An As-Built Survey is a topographical survey of the construction site, as finally graded, prepared, and certified by a professional land surveyor or a registered professional engineer, and shall be submitted to demonstrate compliance with approved plans, and that adequate provisions for drainage have been constructed.

The intent of the as-built grading requirement is to obtain a record document of a 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" = 20'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include all top of foundation elevations on a stepped foundation. Identify the lowest opening elevation.
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. Depict drainage patterns and emergency overflow routes with arrows.
12. Signature and seal of an Illinois registered land surveyor

Deviation from Approved Plans: If there are deviations from approved plans, the site shall be revised to comply with the approved plans, and the survey shall be updated and resubmitted. Alternately, the Development Engineer may approve revisions to the approved plans, subject to the builder or developer having a Licensed Professional Engineer render an opinion and certify the as-built is in compliance with all applicable code requirements.

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	<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"/> Solar Wind-Generator	<input type="checkbox"/> 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: _____

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



Date: _____ Parcel No. _____ Permit _____

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 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 reviewed by the Historic Preservation Committee.
- 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.
- Two (2)** ComCheck energy conservation reports.
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- 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.
- 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.
- A copy of the Plumbing Contractor's Illinois State Contractor License (055).**
- A copy of the Roofing Contractor's Illinois State Roofing Contractors License.**
- 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).**

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

Owner of the Property:

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

General Contractor:

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

Plumbing Contractor:

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

Concrete Contractor:

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

Sewer and Water Contractor:

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

Applicant:

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

Electrical Contractor:

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

Roofing Contractor:

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

HVAC 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:** _____
