



## **COMMERCIAL BUILDING PERMIT GUIDE**

The purpose and intent of this “Permit Guide” is to help owners, contractors and design professionals understand the Village of Huntley building permit submittal requirements and the process for the issuance of building permits. Following this guide can help to provide expedient permit processing and issuance.

We recommend that a single person be responsible for all communication to and from the Village for the building permit process. This “project contact” should review all of the plans and documents to see that the submittal is complete. If the submittal is not complete, the review process is extended due to partial submittals and multiple reviews. **Keep in mind that we require a complete set of plans with each submittal.**

The Development Services Department will distribute the plans for review to all appropriate departments and will coordinate the delivery of the comments to the applicant. Our intent is to provide you with a written plan review commentary within ten (10) working days from the date of any submittal of complete plans to the Development Services Department.

Prior to resubmitting, the project contact should review the re-submittal packet to ensure that all comments have been addressed. If this is not done and the submittal is incomplete, additional time will be added to the review process.

***Initial*** Construction Reviews shall include the following:

### New Buildings

- Two (2) complete Architectural plans in paper wet stamped by an Illinois State Licensed Architect, plus a digital version.
- Two (2) complete Civil plans in paper wet stamped by a Professional Engineer, plus a digital version.

### Tenant Buildouts

- Two (2) sets of Architectural plans in paper, plus a digital version.

Submittals shall also include project spec books and/or cut sheets and a **completed Building Permit Application**. **We request that all plans submitted are to scale.**

Contact the Development Services department if you have any questions. When the plan review is approved we will contact you regarding next steps.



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A **plan review deposit of \$2,500.00 for new construction and \$100.00 for tenant buildouts** is required when the building permit application and construction documents are submitted to the Village of Huntley.

All **temporary construction trailers** require a separate building permit. Submit a copy of the plat of survey showing the location and size of the trailer along with any proposed utilities whether permanent or temporary. Include cut sheets for the trailer.

**Please note:** Projects located in Kane County must provide a receipt showing payment of the Kane County transportation impact fee prior to permit issuance by the Development Services Department.

## PLAN REVIEW CONTACT DIRECTORY

### **DEVELOPMENT SERVICES DEPARTMENT**

*Tel: (847) 515-5252 Fax: (847) 515-5241*

Charles Nordman, AICP ..... Director of Development Services

### **BUILDING AND CODE ENFORCEMENT DIVISION**

Mark Fink, CBO ..... Building Official

*Tel: (847) 515-5224 ..... email: mfink@huntley.il.us*

Lindsay Rushakoff ..... Permit Coordinator II

*Tel: (847) 515-5239 ..... email: lrushakoff@huntley.il.us*

### **PLANNING and ZONING DIVISION**

Scott Bernacki ..... Senior Planner

*Tel: (847) 515-5248 ..... email: sbernacki@huntley.il.us*

### **ENGINEERING**

Scott Hajek, P.E., CFM ..... Development Engineer

*Tel: (847) 515-5237 ..... email: shajek@huntley.il.us*

### **HUNTLEY FIRE PROTECTION DISTRICT**

Joe Buschbacher, CFPE ..... Fire Marshal

*Tel: (847) 669-5066 ..... email: jbuschbacher@huntleyfpd.org*

### **PUBLIC WORKS**

Timothy Farrell, P.E ..... Director of Public Works and Engineering

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## LIST OF ADOPTED CODES

- International Building Code 2012 with amendments
- International Mechanical Code 2012 with amendments
- State of Illinois Plumbing Code 2014
- National Electric Code 2011 with amendments
- International Fire Code 2012 with amendments
- International Fuel Gas Code 2012 with amendments
- State of Illinois Energy Conservation Code 2012
- Illinois Accessibility Code - most recent edition
- International Property Maintenance Code 2012 with amendments
- NFPA 101 Life Safety Code 2012
- Village of Huntley Subdivision Ordinance
- Village of Huntley Zoning Code
- Kane County Stormwater Management Ordinance with amendments



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## DOCUMENT REQUIREMENTS

The following documents shall be included in the building permit submittal packet. Additional information may be required based on the proposed use of the building. Please contact the Development Services Department for specific requirements.

- Completed Building Permit Application including a sub-contractors list
- Initial **architectural** plans submitted shall include two (2) complete sets in paper and a digital version. Initial **engineering** plans submitted shall include (2) sets of civil plans and a digital version. (Please refer to page 1 for complete details). Resubmittals shall include the same requirements.
- Tenant buildout submittals shall include two (2) complete sets of architectural plans in paper and a digital version.
- When the plan review is approved we will contact you. Three (3) complete sets of **approved final** architectural plans including structural, plumbing, electrical and mechanical plans in paper, signed and sealed will need to be submitted.
- When the plan review is approved we will contact you. Three (3) complete sets of **approved final** civil engineering plans in paper, signed and sealed will need to be submitted.
- Two (2) Project Spec Books and /or Cut Sheets
- Two (2) sets of signed and sealed Structural Calculations
- Two (2) Com Check Reports
- Three (3) sets of Architectural Elevator Plans
- Three (3) sets of Elevator Plans stamped Final from the Elevator Contractor (to be submitted as a separate permit)
- Three (3) sets of Fire Sprinkler Plans (to be submitted as a separate permit)
- Three (3) sets of Fire Alarm Plans (to be submitted as a separate permit)
- Plan Review Deposit of \$2,500.00, or \$100.00 for tenant buildouts

**Note:** Exclusion of any of the required documents will result in a delay in the plan review process.

**Note:** If the project includes a commercial water feature such as a swimming, wading or therapy pool, a permit and plan review is required from the Illinois Department of Public Health. A certificate of occupancy cannot be released without IDPH approval.



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## BUILDING PLAN REQUIREMENTS

The following list of basic information will help expedite the plan review and approval time. Additional specific information may be necessary depending upon the building use and occupancy. Please contact the Development Services Department for any specific requirements.

- Title block on the first page which includes:
  - Construction Classification
  - Use Group(s)
  - List of all design options
  - List of design loads (wind, snow, etc.)
  - Height and Area Calculations
  - Complete list of all plans and the responsible design professional
  - Address bar on the edge of all plan sheets
  - Number of employees that will occupy the building
  
- Submit a key plan showing the tenant space in relation to the entire building. Indicate the use of any adjacent spaces.
  
- The cover page shall be signed and sealed by the design professional
  
- All pages in the set shall be of the same size paper
  
- The architectural plans shall include all plumbing, electrical and mechanical plans
  
- Signed and sealed structural calculations (Including truss drawings)
  
- Section details for walls and foundations
  
- Door and hardware schedule
  
- Window and glazing schedule
  
- A spot foundation survey must be submitted immediately upon completion of the building's foundation. Further work on the building shall not proceed until the spot foundation survey has been approved by the Development Services Department and Village Engineer.
  
- Three (3) sets of final record (as-built) drawings must be submitted and approved by the Village Engineer prior to the issuance of an Occupancy Permit. We also require that a digital version of the as-builts be submitted.
  
- Kane/McHenry County Health Department approval is required, if applicable.