

GENERAL INFORMATION & SUBMITTAL CHECKLIST:

- **TENANT / LANDLORD BUILD-OUT OR ALTERATIONS**
- **COMMERCIAL NON-RESIDENTIAL BUILDINGS**
- **MULTI-FAMILY RESIDENTIAL [BUILDING/UNIT] ALTERATIONS**

1. Submit Building Permit Application Form (General, Electric & Plumbing information). Sign Permit Application. Both available on our website.
 - Application form must be completed in full.
 - Application must be “signed” or accompanied by written Authorization by:
 - The Property owner and / or the Proposed business Owner
 - A deposit (100% applicable to the Permit Fee) in the amount outlined in Section 4-2-11(A)2(a) of the Village Code must accompany application.
2. Submit five (5) copies (4 if ‘no’ Plumbing), signed/sealed by an Illinois Registered Design Professional, of specifications and fully dimensioned plans drawn to scale, with sufficient clarity and detail to show the nature and character of the work to be performed.
3. The proposed plans will be reviewed for compliance with the following Codes and Village of Willowbrook Amendments to said Codes:
 - 2009 International Building Code (w/ Local Amendments)
 - 2008 National Electric Code (NEC) (w/ Local Amendments)
 - 2014 Illinois State Plumbing Code (w/ Local Amendments)
 - 2009 International Mechanical Code (w/ Local Amendments)
 - 2009 International Fire Code (w/ Local Amendments)
 - 2009 International Fuel Gas Code (w/ Local Amendments)
 - 2015 Illinois / International Energy Conservation Code (IECC)
 - 1997 Illinois Accessibility Code / 2010 ADA
 - 2009 International Property Maintenance Code (w/ Local Amendments)
 - Visit: <http://www.willowbrookil.org/> > “Village Code” for Local Amendments
4. Location of the tenant space for the proposed build-out or alterations within the existing building must be keyed into existing building.
5. Complete MEP (Mechanical/HVAC, Electric, Plumbing) plans are required to be included with original submittal, prepared by a registered engineer.
6. If applicable, plans shall include all area to be demolished.
7. Complete equipment layout and elevation of equipment shall be shown on all plans. Said plans shall include, but not be limited to, work dividers, desks, counters & machinery, storage racks, etc.

8. Details of structural, mechanical and electrical work, including computations, diagrams and other essential technical data shall be filed upon the request of the Building Official.
9. When quality and integrity of materials is essential for conformity with the building codes, the specific information shall be given to verify minimum quality and structural integrity standards.
10. Finish schedule for walls, floors, ceiling and counter surfaces.
11. Complete door schedule, including hardware.
12. Information on water supply and sewage disposal.
13. Emergency lighting and exit lights must be shown on the drawings.
14. Fire Protection:
 - All Fire Protection plans forwarded to the “Village of Willowbrook” (WB).
 - The Tri-State Fire Protection District will also review all submitted drawings for compliance with the NFPA Code (this review will be coordinated by the WB Municipal Services Department).
 - ‘Sprinkler’ and ‘Fire Alarm’ Plans/details: Minimum of four (4) copies are required.
 - Prior to the Issuance of a Permit: Plan approval and verification that the plan review fee as established by the Tri-State Fire Protection District has been paid.
15. For a Food Service Establishment, also submit plans for review to the DuPage County Health Department, (630)682-7400. <http://www.dupagehealth.org/>
16. Depending on the Sanitary District serving the property, submit one set of plans for review to either:
 - **DuPage County Public Works/Sanitary System, Genevieve Polewski, (630) 407-6809**
 - **Flagg Creek Sanitary System, C/O Sue Contorno, (630) 323-3299 Ext 6101**- Provide any Permit(s), proof of plan approval, impact statement/receipts, etc. to the Village.
17. Please allow a minimum of ten (10) working days for 1st / Initial Plan Review Comments.

**** APPLICATIONS NOT COMPLETED WITH SUFFICIENT DETAIL WILL BE REJECTED, RESULTING IN A DELAY IN THE ISSUANCE OF A BUILDING PERMIT ****

If you have any questions regarding this matter please do not hesitate to contact me.

Thank you

Roy Giuntoli

Building Inspector

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