



# The Village of **WILLOWBROOK**

**Municipal Services Department**  
**Building Division**  
835 Midway Drive  
Willowbrook, IL 60527-5594  
Phone: (630) 920-2240  
Fax: (630) 920-2489  
Website: <http://www.willowbrookil.org/>

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## **CHECKLIST / COMMERCIAL 'NEW' BUILDING PERMIT**

1. Submit Building Permit Application Form:
  - General Permit Application form must be completed in full. (Please note that illegible and/or incomplete application forms will result in approval delays.)
  - Application must be signed or accompanied by written authorization by:
    - i. The Property Owner and/or Agent
    - ii. If applicable: The Tenant/Business Owner/Agent
    - iii. Applicant
  - A Plan Review Deposit Fee (100% applicable to the resultant Permit Fee) in the amount outlined in Section 4-2-11(A)2(a) of the Village Code must accompany application.
  
2. Obtain prior Zoning Approval for proposed 'Use' and location.
  
3. Submit a minimum of five (5) copies of proposed construction drawings:
  - Drawings must be signed / sealed by an Illinois Licensed Design Professional.
  - Plans are required to be fully dimensioned and drawn to scale with sufficient clarity and detail to show the nature and character of the work to be performed.
  - Complete M.E.P. drawings.
  - COMCheck documents for "Envelope", "Lighting" & "Mechanical" disciplines.
  - Complete door schedule, including hardware.
  - Emergency lighting and exit lights must be shown on the drawings.
  - Drawings must conform in every respect with Title 4 of the Willowbrook Code.
  - Complete equipment / furniture layout with elevations views.
  - The proposed plans will be reviewed for compliance with the following Building Codes and Village of Willowbrook Amendments (please visit < <http://www.willowbrookil.org/> > "Village Code, Title 4" for Local Amendments):
    - 2009 International Building Code (w/ Local Amendments)
    - 2008 National Electric Code (NEC) (w/ Local Amendments)
    - Plumbing Codes:
      - 2014 Illinois State Plumbing Code (w/ Local Amendments)
      - 2009 International Plumbing Code (w/ Local Amendments)
    - 2009 International Mechanical Code (w/ Local Amendments)
    - 2009 International Fire Code (w/ Local Amendments)
    - 2015 International Energy Conservation Code, as Amended by the State of IL
    - 2009 International Fuel Gas Code (w/ Local Amendments)
    - 2009 International Property Maintenance Code (w/ Local Amendments)
    - Accessibility: 1997 Illinois Accessibility Code & 2010 ADA
  
4. Submit a current copy of soil boring reports, verifying proposed building pad design certification.

5. Submit a minimum of four (4) copies of proposed grading (Civil Engineering) Topography drawings.
6. DuPage County Division of Transportation, Road Improvement Impact Fees (photo copy of original paid receipt will be accepted).
7. Sanitary System Improvement Impact Fees (photo copy of original paid receipt will be accepted).
  - Flagg Creek Sanitary System, (630) 323-3299, Ext 6101
  - DuPage County Public Works, (630) 407-6816
8. Fire Protection:
  - All, original & revised, Fire Protection related plans shall be submitted directly to the Village of Willowbrook.
  - 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 Village of Willowbrook Municipal Services Department).
  - 'Sprinkler' and 'Fire Alarm' Plans/details: Minimum of four (4) copies, each.
  - 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.
  - Tri-State Fire Protection District, Fire Prevention Bureau, (630) 654-6284, Ext 586
9. For a Food Service Establishment, also submit proposed plans for review directly to the DuPage County Health Department (DPCHD) < <http://www.dupagehealth.org/> > (630) 682-7400. (NOTE: The plan date(s) submitted to the DPCHD are required to be identical to the plans submitted to the Village of Willowbrook.)
10. Please allow a minimum of ten (10) working days for 1<sup>st</sup> plan review comments.
11. This list may not be all inclusive, please contact the Village of Willowbrook for any site specific questions.

**\*\* 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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