



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

(Effective Date: July 1, 2019)

1. Obtain **PRIOR** Zoning Approval for proposed business 'Use' regarding the 'Location/Zoning District'.
2. Willowbrook Online Document Link: <https://www.willowbrookil.org/83/Forms-Documents>
3. Complete and submit the following Permit Application forms and information (available on our Website): "**Building Permit Application (PDF)**"
  - a. General Permit Application form must be completed in full. (Please note that illegible and/or incomplete application forms will result in approval delays.)
  - b. General Building Permit Application (can be completed by General Contractor or Property Owner)
  - c. **PLEASE NOTE:** Property Owner's & if applicable, the Tenant's Signature are **required**.
  - d. Electrical Permit Application, including the "Supervising Electrician's Signature" is **required**:
    - i. Municipal Electrical license (other jurisdictions licenses are accepted);
    - ii. \*Certificate of Insurance (COI)\*;
    - iii. \$10,000 Surety Bond
  - e. Plumbing Permit Application, including: (Applies to both the "Interior" & "Exterior" Plumbers)
    - i. The "Supervising Plumber's Signature" is **required**;
    - ii. A State of Illinois 055 Plumbing License;
    - iii. A "**Notarized**" Letter of Intent
  - f. **Any** contractor listed on the Permit Application (left margin, Page 2) are required to submit a \*COI which includes minimum coverage's as follows:
    - i. Public liability insurance for each person in the sum of \$100,000.00 and for each accident in the sum of \$300,000.00;
    - ii. Property damage insurance in the amount of \$50,000.00 limited to not less than \$10,000.00 for each accident.
  - g. If contractors to be listed are not available at time of application, please indicate "**TBD**" on all applicable pages.
  - h. Additional paperwork requirements may apply (project specific).

**\* All COI's shall name "The Village of Willowbrook", at our current address, as the "Certificate Holder" \***
4. All new applications shall include 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.
5. Submit a minimum of five (5) original copies of Architectural Plans Signed & Sealed by a State of Illinois Licensed Design Professional (e.g. Architect, Professional Engineer, etc.). (Minimum number of plans applies to both initial and subsequent re-reviews.)
  - Drawings must include sufficient detail to verify full compliance with all applicable adopted construction codes. For the list of currently adopted codes, please refer to the full list of currently "**Adopted Codes & Amendments List (PDF)**" on the village website
  - Additionally, **PLEASE** refer to Title 4, Chapter 2 of the Village Code of the Village of Willowbrook for Amendments to these listed construction codes and other requirements. The Design Professional / designer of record shall be familiar with these Local Amendments.
    - ❖ <https://www.willowbrookil.org/121/Municipal-Code>
    - ❖ [https://www.sterlingcodifiers.com/codebook/m\\_index.php?book\\_id=449](https://www.sterlingcodifiers.com/codebook/m_index.php?book_id=449)
  - Drawings must conform in every respect with Title 4 of the Willowbrook Code.
6. **Grading/Topographical/Utility Plan:** For new construction, or an addition larger than 500 Sq. Ft, please refer to the "**Civil Engineering / Grading and Utility Plan Checklist (PDF)**" (available on our website, for details required in the Grading, Topo and Utility Plan. Submittal of a minimum of four (4) copies that contains all of the information outlined in the checklist must be submitted. Note, if an "Easement" is required to be granted on this project, whereas a 'Mylar' shall be required, it shall be noted in the initial Plan Review, additional instructions for this process will be forwarded at **your** request. Drawings must include sufficient detail to verify full compliance with the following stormwater code: 2019 DuPage County Countywide Stormwater and Floodplain Ordinance (w/ Local Amendments).

7. All 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.
8. Plans shall include:
  - ✓ Complete M.E.P. drawings
  - ✓ Complete Door schedule, including hardware
  - ✓ Complete Emergency lighting and exit lights must be shown on the drawings
  - ✓ Complete Equipment / furniture layout with elevations views
9. Submittal shall include:
  - ✓ A completed Permit Application
  - ✓ A Plan Review Deposit Fee
  - ✓ COMCheck documents for “Envelope”, “Lighting” & “Mechanical” disciplines
  - ✓ A current copy of soil boring reports (minimum depth is thirty-five feet (35’)), verifying proposed building pad design certification
  - ✓ DuPage County Division of Transportation, Road Improvement Impact Fees (photocopy of original paid receipt will be accepted)
  - ✓ A completed DuPage County Stormwater Permit Application (SWMP) form
  - ✓ Sanitary System Improvement Impact Fees (photocopy of original paid receipt will be accepted)
    - Flagg Creek Sanitary System, (630) 323-3299, Ext 6101
    - DuPage County Public Works, (630) 407-6816
10. Fire Protection Plans:
  - All plans, original and subsequent revisions, 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’, ‘Fire Alarm’, ‘Ansul’ Systems plans/details: Minimum of four (4) copies, each. Minimum of four (4) copies, each (plan & supplemental details/specifications/cut sheets, etc.).
  - 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
11. All (Willowbrook & Tri-State) plans, original and subsequent revisions, Fire Protection related plans shall be submitted directly to the “Village of Willowbrook”.
12. 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 [design & dated] to the plans submitted to the Village of Willowbrook.)
13. Please allow a minimum of twenty (20) working days for plan review comments.
14. This list may not be all inclusive, please contact the Village of Willowbrook for any site-specific questions.
15. General E-mail address for incidental submittal is < [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us) >, please note that submitted e-mails not indicating the ‘exact project property address’ in the ‘subject line’ shall not be admitted into the file.

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