

# Commercial and Multi-Family Plan Review Submittal Checklist

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_

Phone \_\_\_\_\_ Cellphone \_\_\_\_\_ Email \_\_\_\_\_

Project Description \_\_\_\_\_

THIS CHECKLIST MUST BE SUBMITTED WITH PERMIT APPLICATION		Required if Checked			
	DOCUMENTS NEEDED	Check if provided	New Construction	Addition	Interior Only Remodel
General	Completed Checklist (this form)	✓	✓	✓	✓
	Completed Building Permit Application		✓	✓	✓
	Current Plat of Survey		✓	✓	
	Construction Documents (Reproducible Sealed & Signed on Index Sheet by Architect or Structural Engineer)		✓	✓	✓
	Civil Engineering drawings (included in sets)		✓	✓	✓
	Grading Plans (existing conditions and proposed changes)		✓	✓	
	Interior Remodel Worksheet			✓	✓
	Completed Zoning Analysis Form		✓	✓	✓ *
	Certificate of Appropriateness for Preservation (if Landmark or in a Historic District)		✓ *	✓ *	
	Energy Analysis (In Conformance with 2018 Illinois Energy Conservation Code)		✓	✓	✓
	Bird Friendly Building Design Ordinance – BCTR Tables demonstrating compliance		✓	✓	
	Green Building Ordinance Worksheet demonstrating compliance		✓	✓	✓
	Drawing for Review	Project Data Information (type of construction, occupancy group, sq. ft., exiting requirements, etc.)		✓	✓
Project Manual, Structural Calculations & Soils Report (1 copy)			✓	✓ *	
Site Plan (north arrow, street names, construction type, number of stories, all dimensions, setbacks, new construction clearly shown from existing)			✓	✓	
Landscape Plan (for new construction, PD's & Condo Conversions)			✓		
Civil Engineering drawings (including utility sizing, MWRD application # and Storm Water Detention if applicable)			✓	✓ *	
Travel Distance Diagrams (showing required exits, paths & travel distances)			✓	✓	
Accessibility Information (clearly shown in accordance with IAC)			✓	✓	✓
Floor Plans to scale (include room/space names, full dimensions, detail references, partition tags with UL ratings)			✓	✓	✓
Exterior Elevations (include building height, parapet height, window sill dimensioned from finished floor)		✓	✓		



THIS CHECKLIST MUST BE SUBMITTED WITH PERMIT APPLICATION		Required if Checked			
DOCUMENTS NEEDED		Check if provided	New Construction	Addition	Interior Only Remodel
Drawing for Review Continued	Building/Wall Sections (showing floor elevations, foundation, footing depth, roof pitch, window sill heights & details, etc.)		✓	✓	
	Architectural Details (footings, roof eave/ridge, parapet, connections, stair details and plans, etc.)		✓	✓	✓ *
	Light & Vent Schedule (for all projects that alter location or size of windows - show actual and required)		✓	✓ *	✓ *
	Door & Window Schedule (include locations, sizes, door ratings, materials, door hardware, etc.)		✓	✓ *	
	Structural Info & Specifications (include design loads & material designs)		✓	✓	✓ *
	Structural Framing Plans (show sizes & materials, spacing, spans, location & size of columns)		✓	✓	✓ *
	Structural Details (as applicable - include connection details)		✓	✓	
	Earth Retention Drawings (if excavation depth exceeds distance to any property line)		✓ *	✓ *	
	Plumbing Plans (include fixture schedules, riser diagrams, schedule & list of materials, etc.)		✓	✓	✓ *
	Mechanical Plans (include duct layouts & sizes, supply, return, exhaust etc. Include equipment location, cfm supplied, returned or exhausted)		✓	✓	✓ *
	Mechanical Schedules, Notes and Specifications		✓	✓	✓ *
	Electrical Plans (lighting & power plans, equipment schedules, panel schedules, load calculations, service diagrams)		✓	✓	✓
	Emergency Lighting and Exit Path Plan (as applicable to project)		✓	✓	✓ *

✓ \* Requirement to be determined based on the specific project.

Review additional requirements for condo conversion with the commercial plan reviewer.

Construction documents shall be designed in conformance with the 2021 Editions of the ICC Model Codes, 2020 National Electric Code, Illinois Plumbing Code, Illinois Accessibility Code and the current edition of the Illinois Energy Conservation Code.

Note: Work valuation and all applicable contractor worksheets (mechanical, electrical, and plumbing) are required to be completely filled out and signed by the contractor prior to permit issuance.

*I, the undersigned applicant, understand that all required documents must be included in submittal and that delays in the plan review time will be incurred for incomplete or incorrect submissions.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

