

# CITY OF JOLIET

## BUILDING SERVICES



PHONE: 815/724-4070  
FAX: 815/724-4080

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### COMMERCIAL PLANS CHECKLIST

This checklist contains the standard information required on submittals for commercial construction projects. For additional information, please contact Building Services Department, 150 W Jefferson Street, Joliet, IL, 60432 or by phone listed above.

**All submittals for commercial building permits should be appropriately scaled and should provide the following information:**

**Project Description:**

- New Building
- New Shell Building
- Addition
- Remodel (verify existing occupancy)
- Tenant Improvement
- Miscellaneous Work
- Complete description of business operation
- Provide a Hazardous Materials Identification System (HMIS) for storage and manufactured operations

**Project Location:** State the actual address of the project and legal description of the property:

- Lot and Block Number
  - If an address has not been established, the City will assign a permanent or temporary address. Contact Michael Chapiesky at (815) 724-3731 (Verify Name & Number)

**Owner/Applicant/Information:**

- Owner's Name
- Owner's Mailing Address
- Contact Person (Owner or Owner's Rep.)
- Phone Number

**Contractor Information: Required at application submittal**

- Contractor Name
- Contractor Address
- Phone Number
- Contractor License Number

Three complete sets of plans, drawn to scale, are to be submitted for a plan review. The permit fees are to be paid at the time of permit issuance, after review and approval of the plans.

**The plans required are as follows:**

**SITE PLAN**

The following requirements for the site plan do not cover or include Site Planning Requirements that may be necessary to obtain site planning approval. If site planning review is required, the Site Plan is reviewed concurrently with and within the Building Construction sets submitted to Building Services for review and should reflect all site planning requirements in addition to the following requirements.

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- Actual address of the project (suite number and floor number if applicable)
- Show the size and shape of the lot
- Identify the property lines with dimensions
- Show all buildings and structures
- Provide the dimensions between the buildings/structures and to the property lines
- Show the streets and alleys  Indicate the North direction
- Show the parking spaces (standard and accessible), and provide parking calculations
- Show the location of the electric service entrance section(s) (if applicable)
- Provide accessibility routes including ramps as required
- Provide project scope to include manufacturing description (if applicable)
- Identify existing structures (if applicable)

**GENERAL CODE DATA**

The information required below can be shown either on site plan or architectural cover sheet.

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- Provide a building information block containing
  - Occupancy
  - Separated use or non-separated use
  - Type of construction
  - Square footage (of each building/ tenant space)
  - Allowable area calculation
  - Sprinklers / Required or Not Required
  - Fire alarms / Required or Not Required
  - Emergency lighting / locations
  - Number of exits required
  - Exits provided
  - Number of floors in the building
  - Floor number on which work is being performed
  - Governing Codes as follows: City of Joliet Adopted Codes (ICC 2015 series, NEC 2014, current Illinois Plumbing Code, current Illinois Accessibility Code & Energy Code)

**ARCHITECTURAL PLAN** Sealed by an architect in State of Illinois

- Provide complete architectural floor plans, roof plans and reflected ceiling plans:
  1. Show complete floor layout including equipment.
  2. Identify the use of each room
  3. Identify the complete exiting system, including the occupant load of each room.
  4. Provide a wall schedule to identifying walls to be demolished, new/existing, bearing/non-bearing, and different height walls
  5. Provide dimensions of rooms, corridors, doors, etc.

6. State the occupancy classification of the adjoining suites

- Provide energy code requirement for the building envelope and related details.
- Identify fire rated assemblies (if applicable) and provide architectural details, referred UL/Gypsum Board Association number and standard details.
- Show accessibility information to include:
  - the location and dimensions of the accessible restroom facilities
  - the location and dimensions of elevators (if applicable)
  - for remodels and alterations: if accessible route is not being made fully accessible provide documentation showing cost of upgrades to the accessible route is at least percentage of the cost of the total alteration per Illinois Accessibility code requirements
- Provide four sides building elevations
- Provide building cross-sectional views
- Provide general architectural details
- Provide wall details (top and bottom connection details with approved listed anchors)
- Provide window schedule, door schedule and hardware schedule
- Provide floor/wall finish schedule
- Provide one copy of Special Architectural Inspection Certificate if having adhered veneer, spray-applied fire-proofing, intumescent coating and etc.

**MECHANICAL PLAN** Sealed by a registered Illinois design professional (as applicable)

- Site plan documenting location of project
- Complete Mechanical floor plan for the entire project area
- Mechanical energy conservation code compliance
- Mechanical layout (ductwork, A/C units, air-handlers, diffusers, etc.)
- Mechanical equipment listings, specifications and weight
- Outside air ventilation calculations
- Air-balance schedule
- Air-balance report note
- HVAC equipment specifications
- HVAC duct detector automatic shutoffs
- HVAC duct detector audible/visual alarms and trouble lights
- HVAC automatic shutoff test report note
- Restroom exhaust ventilation systems
- Hazardous exhaust ventilation systems (if applicable)
- Make-up air openings [sizes and locations] (if applicable)
- Combustion-air openings [sizes and locations] (if applicable)
- Identify any special inspection items.

**PLUMBING PLAN** Sealed by a registered Illinois design professional (as applicable)

- Complete on-site water & sewer plans
- Complete Plumbing floor plan and roof drainage systems for the entire project area
- Minimum plumbing fixture analysis
- Service water heating energy conservation compliance
- Plumbing fixture specifications
- Plumbing fixture connection schedule
- Drain, waste, and vent sizing isometrics
  - Water pipe and meter sizing calculations
- Backflow Devices [as required] – Type(s) and Location(s)
- Expansion Tanks [as required] -- Size(s) and Location(s)

- Gas pipe sizing calculations and isometric (as applicable)
  - Provide a scaled site plan clearly denoting project location and gas meter location
  - Provide a floor/roof plan documenting ALL appliance types and locations
  - Provide a one-line gas pipe, sizing diagram
  - Identify ALL second stage regulators (if applicable)
  - Identify ALL appliance locations and Btu/Hr input ratings
  - Identify on the one-line, ALL branch pipe lengths and sizes
  - Identify the total developed length of piping from the gas meter, or LPG tank, to the most remote appliance on the entire system
  - State the IFGC table number used to size the piping system
  - Identify ALL gas pipe materials and locations, i.e., underground, building wall, roof, etc.
  - Specify gas pipe support method and spacing - Address gas venting and combustion air

**ELECTRICAL DRAWINGS** Sealed by licensed design professional (as applicable)

- Provide a symbol schedule of all symbols and abbreviations used
- Provide complete electrical site plans showing utility transformer(s) and SES location(s) and all exterior lighting or other wiring.
- Provide a one-line drawing of the complete electrical system showing:
  - System voltage, phase configuration, and available fault current
  - All subpanels and feeders with conductor sizes, cable types, conduit sizes, & quantities
  - Fault current calculations from SES to lowest rated overcurrent device or equipment.
  - Ampere rating of all overcurrent devices - Grounding detail(s)
- Provide a lighting floor plan including fixture types & wattage
- Provide a power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated) with circuit designations and GFCI protection if applicable
- Label all rooms/areas on all floor plans
- Show the location of all electrical equipment (IE, SES, panels, transformers, etc.)
- Provide nameplate ratings of all motors, elevators, AC units, and equipment disconnects
- Provide a schedule for each panel showing:
  - Voltage, phase configuration, and interrupting rating
  - NEMA enclosure type
  - Ampere rating of all overcurrent devices
  - Circuit directory
- Load calculations for the SES and all panels
- Identify any hazardous or classified areas by NEC type
- Provide lighting power calculations and controls per IECC or ASHRAE 90.1
- Provide a copy of Special Electrical Inspection Certificate if applicable

**STRUCTURAL DRAWINGS** Sealed licensed Illinois design professional

1. General Structural Notes
  - Design Dead Loads
  - Design Live Loads
  - Wind Design Data
  - Seismic Design Data
  - Special Loads (if applicable) that are specified by the code
  - Identify all Deferred Submittal Items
  - Identify all Special Inspection and Structural Observation requirements
  - Material Specifications

- Geotechnical Information, i.e. Soils Class, Allowable Bearing Pressure, Reference to Geotechnical Investigation Report or IBC Table 1806.2, other information pertaining to the design
- 2. Foundation Plan
  - Indicate shear wall and hold down locations
  - Include separate sheets for “mirrored” plans
  - Footing bearing or top of footing elevations
  - Anchor size and placements
- 3. Floor Framing Plan
  - Indicate shear wall and hold down locations
  - Include separate sheets for “mirrored” plans
  - Framing floor layout and sizes
  - Section and detail cuts
- 4. Roof Framing Plan
  - Framing roof layout and sizes
  - Section and detail cuts
- 5. Wall Framing Information and Details
- 6. Structural Details
  - General structural details, connection details and all cut structural details called out from structural foundation/framing plans.
- 7. Calculations
  - One copy of Structural calcs that includes vertical and lateral structural analysis and sealed by the structural engineer of record:
    - 1) Computer Calculations shall include design input load summary, output summary and explicit cross references to supplemental calcs as well as the plans.
    - 2) Sketched detailed layout of Lateral Force Resistance System members
    - 3) Hand calculations to validate design input loads, output data, connection details, etc.
- 8. Geotechnical Investigation Report
  - Provide one copy of soil report sealed by the geotechnical engineer of record
- 9. Prefabricated Metal Building:
  - Provide separate manufacturer’s construction drawings and calculations that are sealed by the Illinois structural engineer of record for the prefabricated metal building.
- 10. Remodels and Alterations:
  - Provide structural evaluation/calculations by an registered Illinois design professional addressing code compliance.
- 11. Special Inspections:
  - One copy of Special Structural Inspection Certificate and Special Geotechnical Inspection Certificate if applicable

**FIRE PROTECTION SYSTEM PLANS** Sealed by a licensed Illinois design professional (as applicable)

**FIRE NOTIFICATION SYSTEMS (ALARMS)**

- Fire alarm system plans and specifications shall be developed in accordance with 2015 International Building Code, 2015 International Fire Code, NFPA 72, and the NFPA 70
- Fire alarm system plan submittals shall include complete information regarding the system or system alterations, including specifications, shop drawings, battery calculations and notification appliance circuit voltage drop calculations.

**FIRE SUPPRESSION SYSTEMS (SPRINKLERS)**

- Fire sprinkler system plans and specifications shall be developed in accordance with 2015 International Building Code, 2015 International Fire Code, and required NFPA 13.
- Fire sprinkler plans submittals shall include complete information regarding the system per Chapter 23 of NFPA 13.
  
- Fire protection systems** shall be tested in accordance with the requirements of the International Fire Code. When required, the tests shall be conducted in the presence of the building official assigned.

**OTHER DRAWINGS** Sealed by registered civil engineer/landscape architect in the State of Illinois

- Grading & Drainage plans included in building plan set for reference for floor elevation, accessible route, etc.
- Landscape plans included in building plan set for landscape review as applicable.

**NOTE: Additional drawings may be required depending on the complexity of the project.**