

This checklist provides the standard information required per submittals for commercial construction projects. For additional information, please contact the Building Department.

**Building Application Information:**

Project Location:

* Include the project address and legal description (lot & subdivision)
* If an address has not been established, contact GIS Analyst Michael Chapiesky at 815-724-3731.

Project Description:

* Type of Construction (New Build, Shell, Remodel, Addition/Alteration, Interior Demo, Temp Structure, Tenant Improvement, Misc.)
* Scope of Work
* Hazardous Materials Identification System (HMIS) – for storage and manufactured operations
* Use Group/Occupancy
* Construction Type
* Estimated Cost of Construction

Owner/Applicant’s Information:

* Owner’s Name, Mailing Address, Phone Number and Email Address
* Applicant’s Name, Mailing Address, Phone Number, and Email Address

Contractor Information:

* Contractor’s need to be listed before fee processing/approval stamping
* Contractor/Business Name, Mailing Address, Phone Number, and Email Address
* Certificate of Insurance, naming the City of Joliet as the Certificate Holder
* Applicable License(s) (Electric, HVAC, Sign Erector, Fire Alarm, Fire Sprinkler, \*055 Plumbing Contractor, etc.)

Applications

* Complete Mechanical - [E](https://www.joliet.gov/home/showpublisheddocument/29537/637817372914070000)lectrical - [P](https://www.joliet.gov/home/showpublisheddocument/29547/637817374223230000)lumbing and/or Engineering Forms when applicable
* If Contractors are TBD at submission, please write TBD in the contractor fields while completing the remaining portions of the forms

**Drawing Requirements:**

Site Plan – If site planning review is required, the Site Plan needs to be submitted with the building review, reflecting all site planning requirements in addition to the following requirements: (**Sealed by a License Design Professional in the State of Illinois**)

* Legal registered address, suite number/floor number if applicable
* Size and shape of the Lot
* Identify 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) with 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
* Identity existing structures, if applicable

**General Code Data:**

The information below can be included on either the Site Plan or Architectural Cover Sheet (**Sealed by a License Design Professional in the State of Illinois**):

* 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
* Exited 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, NEC 2014, current Illinois Plumbing Code, current Illinois Accessibility Code & Energy Code)

**Architectural Plan:**(**Sealed by a License Design Professional in the State of Illinois)**

* **Complete Architectural Floor Plans, Roof Plans, and Reflected Ceiling Plans:**
* Complete Floor Layout, including equipment
* Identify Use of Each Room
* Identify the Complete Exiting System, including occupancy load of each room
* Provide a Wall Schedule to Identify Walls being:
	+ Demolished
	+ New/Existing
	+ Bearing/Non-bearing, and
	+ Differing Wall Heights
* Dimensions of Rooms, Corridors, Doors, etc.
* State the Occupancy Classification of the Adjoining Suites
* Provide Energy Code Requirements for the Building Envelope and Related Details
* Identify Fire Rated Assemblies, if applicable – and Architectural Details, referred UL/Gypsum Board Association number and standard details
* Show Accessibility information to include:
* Location and Dimensions of the Accessible Restroom Facilities
* Location and Dimensions of Elevators, if applicable
* Remodels and Alterations, if accessible route is not being made filly 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
* Four Sides Building Elevations
* Building Cross-Sectional Views
* General Architectural Details
* Wall Details (top & bottom connection details with approved listed anchors)
* Window Schedule, Door Schedule, and Hardware Schedule
* Floor/Wall Finish Schedule
* One Copy of Special Architectural Inspection Certificate – if having adhered veneer, spray-applied fireproofing, intumescent coating, etc.

 **Mechanical Plans:**(**Sealed by a License Design Professional in the State of Illinois, 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 Ventiliation Systems, if applicable
* Make-up Air Openings (size and location), if applicable
* Combustion Air Openings (size and location), if applicable
* Identify any special inspection items

**Plumbing Plans:**(**Sealed by a License Design Professional in the State of Illinois, 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 & 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 Piping Sizing Calculations and Isometric, as applicable
	+ Scaled Site Plan, clearly designating project location and gas meter location
	+ Floor/Roof Plan, documenting all appliance types and locations
	+ One-Line Gas Pipe, sizing diagram
	+ Identify **all** second stage regulators, if applicable
	+ Identify **all** application 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, ex: underground, building wall, roof, etc..
	+ Specify gas pipe support method and spacing – address gas venting and combustion air

**Electrical Plans:**(**Sealed by a License Design Professional in the State of Illinois, as applicable)**

* Symbol Schedule, showing all symbols and abbreviations used
* Complete Electrical Site Plans, showing utility transformer(s), SES location(s), and all exterior lighting or other wiring
* One-line Drawing of Complete Electrical System:
	+ System voltage
	+ Phase Configuration
	+ Available Fault Current
	+ All Subpanels and Feeders, with conductor sies, cable types, conduit sizes, and quantities
	+ Fault Current Calculations from SES to lowest rated overcurrent device or equipment
	+ Ampere rating of all overcurrent devices – grounding detail(s)
* Lighting Floor Plan, including fixture types and wattage
* Power Floor Plan, showing receptacles, switches, outlets, etc.
	+ Identify if new, existing, or 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 Plans:
(Sealed by a license Illinois Design Professional)**

1. **General Structural notes**
	1. Design Dead Loads
	2. Design Live Loads
	3. Wind Design Data
	4. Seismic Design Data
	5. Special Loads, if applicable – that are specified by the code
	6. Identify all Deferred Submittal Items
	7. Identity all Special Inspection and Structural Observation requirements
	8. Material Specifications
	9. Geotechnical Information:
		1. Soils Class, Allowable Bearing Pressure, etc.
		2. Reference to Geotechnical Investigation Report or IBC Table 1806.2
		3. Other information pertaining to the design
2. **Foundation Plan**
	1. Indicate shear wall and hold down locations
	2. Include separate sheets for “mirrored” plans
	3. Footing bearing, or top of footing elevations
	4. Anchor size and placements
3. **Floor Framing Plan**
	1. Indicate Shear Wall and hold down locations
	2. Include separate sheets for “mirrored” plans
	3. Framing Floor Layout and Sizes
	4. Section & Detail Cuts
4. **Roof Framing Plan**
	1. Framing roof Layout & Sizes
	2. Section & Detail Cuts
5. **Wall Framing Information & Details**
6. **Structural Details**
	1. General structural details, connection details, and all cut structural details called out from structural foundation/framing plans
7. **Calculations**
	1. One copy of Structural Calculations, that include vertical and lateral structural analysis and is sealed by the Structural Engineer of Record:
		1. Computer Calculations shall include design input load summary, output summary, and explicit cross references to supplemental canulations 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:**
	1. Provide One Copy of soil report sealed by the geotechnical engineer of record
9. **Prefabricated Metal Building:**
	1. Provide separate manufacturers construction drawings and calculations that are sealed by the Illinois Structural Engineer of Record
10. **Remodels & Alterations:**
	1. Provide a structural evaluation/calculation by a Registered Illinois Design Professional, addressing code compliance
11. **Special Inspections:**
	1. 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)**

1. Fire Notification Systems (ALARMS)
	1. Fire Alarm System Plans and Specifications shall be developed in accordance with 2015 International Building Code, 2015 International Fire code, NFPA 72, & the NFPA 70
	2. Fire Alarm System Plan submittals shall include complete information regarding the system, or system alterations such as:
		1. Specifications
		2. Show Drawings
		3. Battery Calculations
		4. Notification Appliance Circuit Voltage Drop Calculations
2. Fire Suppression Systems (SPRINKLERS)
	1. Fire Sprinkler System Plans and Specifications shall be developed in accordance with 2015 International Building Code, 2015 International Fire code, NFPA 13.
	2. Fire Sprinkler Plan 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 a registered Civil Engineer or Landscape Architect in the State of Illinois)**

1. Grading & Drainage plans included in the building plan set for reference for floor elevation, accessible route, etc.
2. Landscape plans included in the Building Plan Set for Landscape Review, as applicable

**Note: Additional drawings may be required depending on the scope of the project.**