



APPLICATION FOR BUILDING PERMIT (NON-RESIDENTIAL AND MULTI-FAMILY)

For Office Use Only: Date received: Time and Initials: Job No:

PROPERTY INFORMATION:

Job Address: Parcel ID Number (10 digits): Construction Cost: Tenant/Business Name: Scope of Work:

PROJECT TYPE:

This Column requires Building Plan Submission

This Column requires Building Plan Submission with a Site Plan

Exterior Alteration

New Construction

Accessory Structure

Interior Alteration

Addition

Parking Lot Expansion

Change of Occupancy

Foundation Only

Other:

COMMISSION APPROVAL (if applicable): Case #: Commission Date:

Check Applicable: Historic Preservation Commission Planning & Zoning Commission Zoning Board of Appeals

DEVELOPMENT INFORMATION (REQUIRED):

Existing

Proposed

Use:

Building square footage:

Structure Height:

of Parking spaces provided:

of Disabled spaces provided:

Use Group: Construction Type: Occupant Load:

APPLICANT NAME: SIGNATURE:

Address:

Phone: E-mail: Date:

OWNER: SIGNATURE:

Address:

Phone: E-mail:

PERMIT HOLDER/CONTRACTOR: SIGNATURE:

Address:

Phone: E-mail:

SUBCONTRACTORS: HVAC: PLUMBING:

ELECTRICAL: FIRE/SPRINKLER:

Billing Contact: Applicant Owner Permit Holder/Contractor

SEE NEXT PAGES FOR REQUIRED ITEMS TO COMPLETE THE APPLICATION

REQUIRED SUBMISSION: Submit the following checklist items for review. **NOTE:** Incomplete submissions will be returned without review.

1. __APPLICATION FORM. Answer all fields on page 1.

DIGITAL SET OF CONSTRUCTION DOCUMENTS sealed by a registered design professional licensed in Illinois with the following information (paper copies may be requested by the reviewers).

2. __COVER SHEET.

A. Project identification

B. Project address and a location map

C. Identify all design professionals (with stamps and seals of professionals)

D. Identify the lead design professional (the professional responsible for project coordination). All communications should be directed through this individual

E. Applicable Codes annotated on cover sheet

F. Design Criteria list:

1. Type of building construction
2. Square Footage of each floor or wing and total building square footage
3. Height and number of stories
4. Group or use and occupancy
5. Occupant load
6. Allowable area calculations
7. Exiting requirements
8. Plumbing fixture requirements
9. Fire suppression systems/Life Safety Plan/Fire Alarm
10. Zoning District
11. Location of property and location of the work within the property
12. Seismic location

3. __ SITE PLAN. Must be drawn to an identified scale. Include north arrow.

Show location of all property lines, streets and adjacent curb lines, sidewalks, access including on-site vehicular geometry, parking spaces and aisle dimensions, including accessible parking, signage, access aisles, and ramps per ANSI. Show the footprint of existing and proposed buildings, structures, and utility structures. Label the square footage of all existing and proposed buildings. Identify the acreage of the property. Show the locations and dimensions of building setbacks, required yards, and transitional buffer yards. Locations and dimensions of walks, fences, and exterior lighting structures. Show all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Clearly label which parts of the site plan show proposed work and which parts are to remain as existing. Show drainage and grading information including calculations, soils report, and other background information as required. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. When appropriate, include a topographical survey, easements, location/dimensions of fire hydrants and water mains, and utility work in the right-of-way.

4. __ FOUNDATION PLAN. Show all foundations and footings. Indicate size, location, thickness, materials and strengths (including concrete strength) and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Provide a geotechnical report, including soil-bearing capacity, for the purposed structure.

5. __ FLOOR PLAN. Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire assemblies, door label ratings, area and occupancy separations and draft stops shall be shown. Include exiting requirements.

6. __ FRAMING PLANS AND ROOF FRAMING PLANS. Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Show roof plan.

7. __ COMMERCIAL ENERGY CONSERVATION CODE. The current Illinois Energy Code shall be complied with for all commercial structures. When required, an inspection checklist documenting the building component characteristics of the proposed design as specified.

8. __ EXTERIOR ELEVATIONS. Show all views. Show all vertical dimensions and heights. Show all openings and identify all materials and show lateral bracing system, where applicable.

REQUIRED SUBMISSIONS (continued):

9. __ BUILDING SECTIONS AND WALL SECTIONS. Show & label materials of construction, non-rated and fire-rated assemblies and fire-rated penetrations. Show dimension of all heights.

10. __ MECHANICAL SYSTEM. Show the entire mechanical system. Include all HVAC units, sizes, mounting details, all ductwork and duct sizes and mounting details. Indicate all required smoke and fire damper locations. Provide applicable equipment schedules. Please note: All Fire Suppression Systems shall be submitted to the Fire Inspector for review. Include screening treatment for ground and roof mounted equipment.

11. __ PLUMBING SYSTEM. Show entire plumbing system including pipe riser elevations, fitting placement and direction of flow and fixture locations. Please indicate all pipe materials and sizes. Indicate all points of connection to site utilities, liquid waste disposal systems, pre-treatment systems, plumbing appurtenances and water wells.

12. __ ELECTRICAL SYSTEM. Show electrical riser diagrams, all electrical fixtures (interior, exterior and site) wiring sizes and circuiting, grounding, panel schedules, single line diagrams, instantaneous fault current, load calculations and fixture schedules. Show lighting calculations and point of connection to utility. Provide cut sheets and mounting height of all exterior light fixtures.

13. __ STRUCTURAL CALCULATIONS. Where required, provide structural calculations for the entire structural system of the project. Include wind, roof, and floor design loads.

14. __ LANDSCAPE PLAN. Show location, size, quantity and type of all existing and proposed landscaping, and exterior mechanical equipment and proposals for screening.

15. __ DUMPSTER, REFUSE, RECYCLING LOCATION AND SCREENING PLAN. Show locations and screening treatment.

16. __ SIGNAGE PLAN. Show all existing and proposed signage with locations, dimensions, and quantity (a separate application is required for signage).

APPLICANT INSTRUCTIONS:

Construction cost is based on the cost of construction, not including cost of MEPs. This is NOT an application to do electrical, plumbing, and/or heating work, which requires a separate permit, fee, and inspections for *each*.

Submit Applications to:

COMMUNITY DEVELOPMENT DEPARTMENT
419 FULTON STREET, ROOM 203, PEORIA, IL 61602-1217.

communitydevelopment@peoriagov.org

Ph: 309-494-8600

Need a street address? Call Public Works at 309-494-8803, offices at 3505 N. Dries Lane, Peoria, IL 61604

All concealed mechanical work and framing must be inspected and approved before permission to cover will be given. Applicant is required to obtain permit(s) *PRIOR* to starting construction. Applicant is responsible to know the current Building Code and to call for all required inspections 72 hours before the needed inspection. The Applicant hereby agrees to perform said work and construct said building as contemplated in the foregoing application and in accordance with plans and specifications submitted and agrees to comply with the Peoria City Code in performance of same. Violation of City of Peoria Building Code will subject person to appropriate penalty.

You will be contacted when plan review is complete and sent an invoice for permit fees. The Permit will have your inspector name and phone number. Call your inspector to schedule inspections. **Inspections shall be scheduled 72-HOURS BEFORE the needed inspection.**

NO BUILDING SHALL BE OCCUPIED UNTIL THE CERTIFICATE OF OCCUPANCY IS ISSUED BY THE BUILDING OFFICIAL.
