
GENERAL INFORMATION & SUBMITTAL CHECKLIST FOR:

- **COMMERCIAL / NON-RESIDENTIAL BUILDINGS**
- **TENANT / LANDLORD BUILD-OUT OR ALTERATIONS / REMODELS, ETC.**
- **MULTI-FAMILY RESIDENTIAL [BUILDING/COMMON AREA]**

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) A "Plan Review Deposit" (100% applicable to the Permit Fee) in the amount outlined in Section 4-2-11(A)(2)(a) of the Village Code is required and must accompany the application. Deposits for electronic submittals can be mailed in.
 - Non-submittal of the deposit fee will result in review delays.
 - b) General Permit Application form must be completed ***IN FULL***.
 - c) General Building Permit Application (can be completed by General Contractor or Property Owner).
 - d) **PLEASE NOTE:**
 - i. Illegible and/or incomplete application forms will result in approval delays.
 - ii. Property Owner's & if applicable, the Tenant's Signature are ***required***.
 - e) 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.
 - f) 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 Letter of Intent from the Plumbing company listed on the application (typically on company letterhead).
 - g) ***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.
 - h) If contractors to be listed are not available at time of application, please indicate "**TBD**" on all applicable sections/pages.
 - i) 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. Plan submittal documents:
 - Currently we are accepting Plans & Applications electronically at bzadmin@willowbrook.il.us.
 - Hard copies are being accepted on a case-to-case basis and by appointment only.
 - Submit five (5) copies (four (4) if 'no' Plumbing), signed/sealed by an Illinois Registered Design Professional, of specifications and fully dimensioned plans drawn to scale, with sufficient clarity and detail to show the nature and character of the work to be performed.
5. The proposed plans will be reviewed for compliance with the following Codes and Local Amendments:
 - **2018 International Building Code (w/ Local Amendments)**
 - **2017 National Electric Code (NEC) (w/ Local Amendments)**
 - **2014 Illinois State Plumbing Code (w/ Local Amendments)**
 - **2018 International Mechanical Code (w/ Local Amendments)**
 - **2018 International Fire Code (w/ Local Amendments)**
 - **2018 International Fuel Gas Code (w/ Local Amendments)**
 - **2018 Illinois / International Energy Conservation Code (IECC)**
 - **2018 Illinois Accessibility Code / 2010 ADA**
 - **2018 International Property Maintenance Code (w/ Local Amendments)**

6. Visit: <http://www.willowbrookil.org/> > “Village Code” > “Title 4” > “Chapter 2” for **ALL** applicable Local Amendments to the codes listed above.
7. Location of the tenant space for the proposed build-out or alterations within the existing building must be keyed into existing building.
8. **Complete** MEP (Mechanical/HVAC, Electric, Plumbing) plans are required to be included with original submittal, prepared by a registered engineer.
9. If applicable, plans shall include all area to be ‘demolished’.
10. Complete equipment layout and elevation of equipment shall be shown on all plans. Said plans shall include, but not be limited to, work dividers, desks, counters & machinery, storage racks, etc.
11. Details of structural, mechanical and electrical work, including computations, diagrams and other essential technical data shall be filed upon the request of the Building Official.
12. When quality and integrity of materials is essential for conformity with the building codes, the specific information shall be given to verify minimum quality and structural integrity standards.
13. Finish schedule for walls, floors, ceiling and counter surfaces.
14. Complete door schedule, including hardware.
15. Information on water supply and sewage disposal.
16. Emergency lighting and exit lights must be shown on the drawings.
17. Fire Protection:
 - All Fire Protection plans, ‘Sprinkler’ and ‘Fire Alarm’, forwarded to the “Village of Willowbrook” (WB).
 - 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 WB Municipal Services Department).
 - Sprinkler and *Fire Alarm* Plans/details: Minimum of four (4) copies are required.
 - * “Fire Alarm Plans can be submitted electronically at this time at bzadmin@willowbrook.il.us.
 - 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.
18. For a Food Service Establishment, also submit plans for review to the DuPage County Health Department, (630) 682-7400. <http://www.dupagehealth.org/>
19. Depending on the Sanitary District serving the property, submit one set of plans for review to either:
 - DuPage County Public Works/Sanitary System, Genevieve Polewski, (630) 407-6809
 - Flagg Creek Sanitary System, C/O Sue Contorno, (630) 323-3299 Ext 6101
 - Provide any Permit(s), proof of plan approval, impact statement/receipts, etc. to the Village.
 - **This documentation is required for Plan & Permit Approval & Issuance.**
20. Please allow a minimum of fifteen (15) working days for 1st / Initial Plan Review Comments.

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

If you have any questions regarding this matter please do not hesitate to contact the Village/Building Dept.

Thank you

Roy Giuntoli

Building Official

rgiuntoli@willowbrook.il.us

Building Department:

bzadmin@willowbrook.il.us

(630) 920-2240