

Commercial and Multi-Family Building Permit Submittal Requirements

The Village of Palatine Building Division has created this customer information document to inform the general public about the effect of codes and regulations on their projects. These documents are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult Village of Palatine Building staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.



Permit submittals are now available online at our Citizen Self Service Portal.
Please visit the link below to register and apply
<https://Citizen.palatine.il.us>

The purpose of this document is to help individuals comply with the building permit requirements for a commercial or multi-family project. Design and development are complex processes involving drawings and calculations that must reflect compliance with current laws, codes, and ordinances. Village of Palatine Staff will check a proposed project to see if it meets the requirements of the following codes:

- (1) International Building Code, 2021 Edition (with amendments).
 - (a) Flood Resistant Construction, Appendix G
 - (b) Patio Covers, Appendix I
- (2) International Mechanical Code, 2021 Edition (with amendments).
- (3) International Fuel Gas Code, 2021 Edition.
- (4) International Energy Conservation Code, 2021 Edition (with Illinois amendments)
- (5) International Fire Code, 2021 Edition (with amendments).
 - (a) Appendix B Fire-Flow Requirements for Buildings
 - (b) Appendix C Fire Hydrant Locations and Distributions
 - (c) Appendix D, Fire Apparatus Access
 - (d) Appendix I, Fire Protection Systems – Noncompliant Conditions
 - (e) Appendix J, Building Information Sign
- (6) International Swimming Pool and Spa Code, 2021 Edition
- (7) International Existing Building Code, 2021 Edition
- (8) National Electrical Code, 2020 Edition (with amendments).
- (9) Illinois Plumbing Code, Latest Edition
- (10) Illinois Accessibility Code, Latest Edition
- (11) Village of Palatine Code of Ordinances

To begin the process of obtaining a commercial or multi-family building permit, first review the codes referenced above and the requirements listed throughout this document. Customers can get additional information on the Village website at <http://www.palatine.il.us>.

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Permit Submittal Requirements

A pre-submittal meeting is no longer required due to the availability of digital applications; however, it is available for those who wish to meet and discuss their project in person. To schedule a pre-submittal meeting, please contact the Building Department at 847-359-9042. Wait times for appointments vary due to seasonal issues and customer demand, however, we will make every effort to schedule appointments within one week of the request.

To have an application reviewed and approved in a timely manner, it is critical to have all forms completed and submitted along with other necessary materials at the time of submitting an application for review. Review of applications will not begin until customers have submitted all required materials. **All applications must be submitted through the Villages online CSS portal. Paper applications are not accepted.**

In order to obtain a permit for a commercial or multi-family building permit, customers must provide the following information. A detailed explanation of each is provided later in this document. **Incomplete submittals will not be accepted.**

- A. Copy of Signed Contract
- B. Building Permit Contractor List Form
- C. Current Plat of Survey
- D. Working Drawings (or construction documents, blueprints, plans)
- E. Other Permits or Approvals
- F. Other Requirements as Applicable to the project

A. Digital Building Permit Application

The Building Permit Application identifies the scope of work, project valuation, property information, property owner, applicant, and other contact information. This application is required for all building permits and must be fully completed. Please be sure to verify that all contact information; names, addresses and telephone numbers are accurate. If an address has not been established, you must contact the Fire Prevention Bureau at (847)359-9029 for address assignment. Incomplete applications will not be accepted.

B. Building Permit Contractor List Form

Information for each contractor working on the project must be provided. Contractors must be registered and bonded with the Village of Palatine and where applicable with the State of Illinois. This information is not required at time of application but must be provided before any permits will be issued.

C. Current Plat of Survey

A plat of survey is a drawing that represents a single property that has been surveyed in the field and certified by an Illinois licensed land surveyor. This plat shows all property lines and existing structures on an individual residential lot. Everything on the plat must be drawn to-scale. A plat of survey must include the legal description of the property.

D. Working Drawings (or construction documents, blueprints, plans)

A complete set of working drawings includes the following: cover sheet; architectural drawings; lighting, structural, fire sprinkler technical submission, conveyance/elevator drawings, landscaping, civil drawings and details; plumbing and mechanical information (including heating, ventilation, air conditioning, exhaust systems, kitchen hoods, and other conveying systems). Working drawings must be sealed by an Illinois licensed Architect or Engineer. More detail about what is required in the various sections of building plans is listed below.

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Cover Sheet Information

Identification: List the names, addresses, and telephone numbers of the property owner, agent, parties of record, Architects, and/or Engineers of Record. Identify who the applicant/contact is for questions, status information, and final issuance requirements.

Scope of Work: Describe the scope of work, which should include a project summary, and all information about the building uses and site.

Project Summary

Overview of the project. Indicate how many new and existing structures are involved, the number of buildings per construction type, the building code used and applicable occupancy groups. Indicate the general scope of work for any existing buildings.

Building Uses

1. State the existing zoning of the project site.
2. List the proposed uses of the building(s) (e.g. the building(s) will be used for retail, wholesale, office, multi-family housing, etc.).
3. State if there are any existing buildings on the site, indicate their current use, size (square footage), IBC occupancy group, and type of construction.
4. For any proposed or altered buildings, provide a detailed breakdown of the use, height, number of stories and square footage by floor level for each individual building on site. Indicate whether the use will be for multi-family housing, retail, wholesale, etc. Also include the occupant load and/or the number of employees.
5. List the IBC occupancy group and type of construction for the proposed buildings.
6. Identify which option will be used to comply with the International Energy Conservation Code for thermal building envelope requirements (Prescriptive or Component Performance).
7. Indicate whether the building(s) will have fire sprinklers and/or fire alarms.

Site Information

1. Provide a location map that indicates the sites location in relation to the immediate vicinity
2. Provide the area, in square feet or acres, of the project site.
3. Indicate the number of required and proposed parking stalls located on the property.
4. Give the rate of storage space (the area where each space is located) for refuse, recyclables, as well as the location and dimensions of collection points.
5. Give the wind design exposure (Exposure B or C). If Exposure B is being used, provide a letter of certification from the Engineer/Architect of Record documenting that the site meets the IBC criteria.
6. Give the soil bearing capacity in pounds per square foot, as shown in the soils report, when applicable to a project.
7. Include the lot size, the percent of lot coverage, and the percent of area able to be developed.
8. Provide a breakdown of the total impervious surface area of the site in square feet and list the amount of new impervious area being developed.
9. Include any area on the right-of-way being developed or improved as well as any other traffic improvements.
10. Show all barrier-free accessible routes of travel, identifying significant elevators, ramps, etc.

Working Drawings

Drawings must show compliance with currently adopted Village codes and ordinances as listed earlier. Working drawings must be sealed by an Illinois licensed Architect or Engineer.

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1. Drawings must adequately describe the proposed construction, including, but not limited to the following:
 - a) Architectural site plans
 - b) Architectural foundation plans;
 - c) Structural foundation plans, including sections, reinforcing schedule, and details;
 - d) Architectural floor plans:
 - i. Provide dimensions of each area and identify scale;
 - ii. List uses for each room or area;
 - iii. Show equipment and layout for all areas of the building;
 - iv. Provide stock storage height and the type of materials stored;
 - v. Show barrier-free access throughout, barrier-free facilities, and accommodations;
 - vi. Identify exits and means of egress, including corridors.
2. Architectural floor and roof framing plans showing draft stop locations, venting, and materials;
3. Structural floor framing plans showing all structural elements and indicating locations of all shear walls;
4. Building and wall sections, including fire-resistive assemblies;
5. Exterior Elevations, including building height;
6. Indicate method of screening all rooftop equipment.
7. Structural framing plans, including floor/ceiling and roof framing layout (may be included on floor plans or provided as separate framing plans). Show all imposed loads such as HVAC and other equipment;
8. Architectural details, including fire-resistive assemblies, doors, windows and finishing material schedules;
9. Fire sprinkler and alarm design (technical submittal) prepared by a State of Illinois licensed design professional must be submitted. A building permit cannot be issued without this technical submittal. A technical submittal checklist is available for your use. A CAD drawing on CD is required.
10. Structural details, including connections, lateral load resisting designs, hold-downs, diaphragms, etc.;
 - a) Mechanical plans, if not applying for a separate mechanical permit, showing all air handling equipment (heating, ventilation, air conditioning, and exhaust systems), including duct system layout. Indicate ducts, registers, diffusers, grill sizes, and air quantities. Show all fire dampers as required by code and provide the equipment list. HVAC calculations and schedules.
11. Show how plans comply with Energy Code requirements, including equipment sizing, controls and operating weight;
11. List quantities of hazardous materials that will be stored/used in the building;
12. Landscaping and civil engineering plans;
13. Calculations: Structural, Energy;
14. Specifications: As required to give a clear picture of the complete project.
15. For buildings using fire-rated construction or fire-rated separations (occupancy or area), provide the following:
 - a) Details and listing of fire-rated assemblies
 - b) Details of fire-rated penetrations
 - c) Building sections through fire-rated construction;
16. Energy Plan;
 - a) Provide lighting and switching plans, including all details of the on-site lighting plan for areas of illumination.
 - b) Include wall sections through the envelope and include window, door and mechanical equipment schedules. Provide information on ventilation and indoor air quality provisions.
17. Conveyance/elevator shop drawings from Elevator Company- See Palatine Code of Ordinances, Chapter 6, Section 6-11 for amendments.

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E. Other Permits or Approvals

Provide copies of any other permits, plans or actions that are pending or permits that have been applied for or issued that affect this application such as IDOT, MWRD or IEPA permits, plans and/or approvals.

F. Other Requirements as Applicable to the project

1. Provide two copies of the following, as applicable:
 - a. Structural calculations (Vertical and Lateral Loads);
 - b. Structural calculations for any retaining walls or towers;
2. Food Establishment Submittals – Any project that involves the storage, preparation, packaging, serving or vending of food directly to the consumer, or otherwise provides food for human consumption must submit the following minimum information and comply with the Illinois Department of Public Health Food Code. Contact the Environmental Health Division at 847-359-9042 for further details.
 - a. Submit floor plan with food service equipment layout and corresponding food service equipment schedule. Indicate location of dry storage area for food containers and single service items. Food service equipment elevations may be required if not shown on specification sheets.
 - b. Submit food service equipment specification sheets with manufacturer's name and model number. Specification sheets shall be labeled to correspond with food service equipment schedule. Indicate the installation of any legs, castors and/or utility connections for food service equipment. Used food service equipment will be subject to field inspection and approval.
 - c. Submit room and area finish schedules for walls and ceilings, including all walk in refrigeration units, food-preparation areas, equipment washing and utensil washing areas, toilet rooms and vestibules. Provide room and area finish schedules for floors, including food preparation, food storage, utensil washing areas, walk in refrigeration units, dressing rooms, locker rooms, toilet rooms and vestibules. Provide finish schedule for millwork, counter tops, cabinetry and shelving. Submit manufacturer's specification sheets for finishes that are labeled to correspond to the finish schedule.
 - d. Submit plumbing plans, layouts, and scope of work. Indicate on plans any plumbing fixtures that are indirectly connected, including commercial dishwashing machines, dishwashing sinks, pot washing sinks, pre-rinse sinks, silverware sinks, bar sinks, soda fountain sinks, ice machines, steam tables and steam cookers. Handwashing sinks should be located within 25 feet of a work station.
 - e. Mechanical plans for kitchen exhaust hood
 - i. Kitchen exhaust and make-up air
 - ii. Kitchen exhaust material and gauge
 - iii. Mounting of kitchen hood
 - iv. Include detail drawings for kitchen duct separation if enclosed.
 - f. Submit a copy of a menu and/or list of food products to be sold.
 - g. Submit a completed Permanent Food Establishment Permit Application.