

Commercial and Industrial Permits

1.) Permit Process, Requirements and Timing

Step 1: Design Review Committee. Submit a Design Review Committee application with conceptual site layout plan and building elevations to City Planner. Design Review Committee will review submittal and provide comments. Once the committee has agreed with concept, applicant may proceed to site development permit and building permit process.

Step 2: Site Development Permit. Submit a completed site development permit application with two copies of the following plans:

- a. site plan
- b. utility plan
- c. grading plan including detention
- d. detention calculations
- e. lighting and photometric plan
- f. landscape plan
- g. signage

Step 3: Building Permit. Submit a completed permit applications for building, electrical and plumbing with the following:

- a. soil report
- b. Two sets of architectural plans stamped by an Illinois Architect with code review on the cover sheet. Plans shall include:
 - i. structural
 - ii. plumbing
 - iii. mechanical
 - iv. electrical
- c. structural calculations
- d. energy calculations (follow process identify by www.energycodes.gov)
- e. Fire suppression/protection system plans
- f. Completed water and sewer service connection permit application

2.) Timing. Design Review Committee review generally takes 1 week. Site development and building permit generally take 10-15 working days to complete a review. If changes are required, this process may take longer.

3.) Permit Fees.

Site Development: \$10.00 per parking space

Building Permit Fees:

<u>Building Size</u>	<u>Fee</u>
1 sq. ft. to 2,500 sq.ft	\$0.42 per sq.ft
2,501 sq.ft to 5,000 sq.ft	\$425.00 + \$0.25 per sq.ft
5,001 sq.ft to 10,000 sq.ft	\$925.00 + \$0.15 per sq.ft
Above 10,000 sq.ft	\$1,925.00 + \$0.05 per sq.ft

Water and Sewer Connection Fees: Based on service size and population equivalent

<u>Water Service Size</u>	<u>Fee</u>	<u>Fire Line Size</u>	<u>Fee</u>
3 inch	\$6,000	4 inch	\$4,000
4 inch	\$8,000	6 inch	\$6,000
6 inch	\$12,000	8 inch	\$8,000

Sewer Service fees are calculated according to the Population Equivalent (P.E.) they expect to produce. 1 P.E. = \$150.00