

GENERAL SUBMISSION REQUIREMENTS & GUIDELINES

(Specific requirements can only be determined based on the individual issues of each project)

1. All submissions must be made to the Department of Community & Economic Development regardless of the type of work or which other Department may be involved in the process.
2. Provide a completed application form:
 - Site Address (and unit number if applicable) is the location of the proposed work.
 - Intended Use is the primary use of the primary structure on the site.
 - Permit Type is the general classification of work intended.
 - Description of the Work clarifies more specifically as to what work is intended.
 - Valuation is the fair market value of labor and material regardless how either is acquired. Value of work has no impact on permit fees.
 - Contractors for the project require that the name of their company, a day time phone number and the address of the same be listed.
 - Applicant's Signature represents the primary contact, who is responsible to see that the required documentation is properly submitted and the requirements of the codes are complied with.
 - Property Owner's Signature represents the property owner authorization and is required for approval of any permit.
 - Business Name on the Site is the name of the business that will occupy or is occupying that area being constructed or altered.
 - Describe the Operation of the Business is for the same business and their primary function.
 - Is a Fire Alarm In place refers to a designated fire alarm panel not just hear or smoke detectors.
 - Is a Fire Sprinkler System in place refers to an active fire suppression system.
 - Identify the type of layout of the building means that of the entire structure and is there only one business occupying the entire building or more than one business in the building.
 - Occupant number is the greatest number of individuals at any given time.
 - Existing Sq.Ft. refers to the gross floor area of all floors in the entire existing building.
 - New Sq.Ft. refers to the space being added to the existing building. Areas that are only cleaned or painted under alteration permits need not be included.
3. Provide the required contractor's licenses, escrows and registrations, at the time of application.
 - Plumbing Contractors are required to submit a copy of their State of Illinois Department of Public Health Plumbing License, Certification and Registration.
 - Electric Contractors are required to submit a copy of their registration from an Illinois municipality verifying they are approved to do electrical work and to provide a \$10,000.00 Surety Bond.
 - Roofing Contractors are required to submit a copy of their State of Illinois Roofing License. The person picking up and paying for the permit will be required to provide a driver's license or State of Illinois Identification Card, of which the Village will make a copy for the permit file.
 - Underground Tank Contractors are required to submit a \$10,000.00 Surety Bond.
4. New Construction of primary structures, other than single family residences, require site plan approval by the Community Development Commission and the Bensenville Village Board. No permit will be issued until this process is completed and approved.
5. Submit plans and specifications to verify compliance with the applicable codes. All submissions must be legible and to scale. All submissions must be accurate and complete.
 - * Building Plans will indicate; the method and materials of the proposed construction. Dependent on the project, as required will be: floor plans, building elevations, framing and construction details, plumbing schematic, a mechanical system layout and details, electrical layout and load diagram, fire protection layout and cut sheets, structural calculations, specifications and similar documentation, and all necessary Energy Code compliance paperwork.
 - * Engineering/Site Plans will indicate; the existing and proposed grades, utility installations and connections, public and private site improvements and landscaping.
 - * Plat of Survey; indicating the current improvements to, the dimensions and legal description of the subject site. Plats are not required to be recent but they must be accurate.
6. All building plans must be signed and sealed by an Illinois Registered Architect or an Illinois Registered Structural Engineer, unless the Village specifically waives this requirement due to a unique circumstance or if the project is deemed to be minor enough to warrant the waiver of this requirement.
7. All submissions shall be no larger than 30" by 42". Where it is practical the plans shall be folded to approximately 8-1/2 @ by 11@. No drawings or details will be scaled to less than 1/8@ per foot. All submissions are required to identify the entire scope of the project. Phasing of construction is not permitted, unless specifically authorized by the Village. All applicable code issues must be identified through a single submission and application.
8. Permit Fees
 - * Fees will be determined on the basis of the type of improvement, the number of inspections required, and the area of the improvement as listed on the permit fee schedule.
 - * Application fees are required to be paid when the permit submittal is approved for all new primary structures, additions, and alterations to the same, and before the construction has begun.
9. No work may begin until written approval is issued.
10. Number of copies required:

	SINGLE FAMILY RESIDENTIAL CONSTRUCTION				SITE DEVELOPMENT, MULTIPLE FAMILY, & NON-RESIDENTIAL CONSTRUCTION			
	Accessory	Alteration	Addition	New	Accessory	Alteration	Addition	New
Building Plans	3	4	4	6	4	4	6	6
Plat of Survey	3	4	4	6	4	4	6	6
Site / Engineering	3	4	4	6	4	4	6	6
Soil Boring	-	-	*	*	-	-	*	*

* Borings will be required when the soils are deemed questionable or the design of the foundation system is unique.

Submissions must be made in complete sets in the quantity listed. **Incomplete submissions will not be accepted.** The accuracy and completeness of the submissions, as well as the code requirements are the responsibility of the applicant.

11. If you have any questions regarding these requirements or the process, please call (630) 350-3413.