



COMMERCIAL PERMIT APPLICATION CHECKLIST

Be sure you have all the items listed under your project before you apply.

ALTERATION

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
DUPAGE COUNTY HEALTH APPROVAL-RESTAURANT
ENERGY COMPLIANCE DOCUMENTATION
OWNER/LANDLORD APPROVAL
FLAGG CREEK APPROVAL
FIRE SPRINKLER TECHNICAL SUBMITTAL

BUILDING DEMOLITION

CONTRACT/SCOPE OF WORK
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
FLAGG CREEK APPROVAL
OWNER/LANDLORD APPROVAL
UTILITY DISCONNECT LETTERS

COMMERCIAL OCCUPANCY (NO WORK)

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS-DRAWING/LAYOUT OF SPACE
OWNER/LANDLORD APPROVAL
DUPAGE COUNTY HEALTH APPROVAL (RESTAURANT)

CONSTRUCTION CRANE

CONTRACT/SCOPE OF WORK
OWNER/LANDLORD APPROVAL

DECK/PERGOLA/GAZEBO

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE
ENGINEERING PLANS
OWNER/LANDLORD APPROVAL

ELECTRICAL

CONTRACT/SCOPE OF WORK
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL

ELEVATOR

CONTRACT/SCOPE OF WORK
OWNER/LANDLORD APPROVAL
EIS APPROVED ELEVATOR PLANS

ENGINEERING

CONTRACT/SCOPE OF WORK
ENGINEERING PLANS
PLAT OF SURVEY
OWNER/LANDLORD APPROVAL

EV CHARGER

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE
ONE LINE DIAGRAM
PANEL SCHEDULE
LOAD CALCULATION SHEET

FENCE

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
IMAGE OF FENCE MATERIAL
OWNER/LANDLORD APPROVAL

FIRE SPRINKLER SYSTEMS AND ALARMS

APPLY WITH THE FIRE DEPARTMENT

GENERATOR

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL

HOT WATER HEATER

CONTRACT/SCOPE OF WORK
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
OWNER/LANDLORD APPROVAL

HVAC

CONTRACT/SCOPE OF WORK
ELECTRICAL LICENSE
ENERGY COMPLIANCE DOCUMENTATION
OWNER/LANDLORD APPROVAL

INTERIOR DEMOLITION

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
OWNER/LANDLORD APPROVAL

LAWN SPRINKLER

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY SHOWING SPRINKLER HEADS, RPZ LOCATION
PLUMBING LICENSE-055, 058/CHICAGO, 060
PLUMBING LETTER OF INTENT
OWNER/LANDLORD APPROVAL
COVENANT RUNNING WITH THE LAND

NEW COMMERCIAL BUILDING

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS
ROOFING LICENSE
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
FLAGG CREEK APPROVAL
DUPAGE COUNTY HEALTH APPROVAL-RESTAURANT
ENERGY COMPLIANCE DOCUMENTATION
OWNER/LANDLORD APPROVAL
SOIL REPORT
ENGINEERING AS-BUILT
SPOT SURVEY
FIRE SPRINKLER SYSTEM/ALARMS-APPLY FOR PERMIT WITH THE FIRE DEPT.

OFFICE/CONSTRUCTION TRAILER-TEMPORARY

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL

PARKING LOT

CONTRACT/SCOPE OF WORK
ENGINEERING PLANS-INCLUDING STRIPING/HANDICAP INFO
PLAT OF SURVEY
OWNER/LANDLORD APPROVAL

PATIO

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ENGINEERING PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL

PLUMBING

CONTRACT/SCOPE OF WORK
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
OWNER/LANDLORD APPROVAL

POOL

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
OWNER/LANDLORD APPROVAL
ENGINEERING AS-BUILT

ROOF-RECOAT/RECOVER/REPAIR

CONTRACT/SCOPE OF WORK
ROOFING LICENSE
OWNER/LANDLORD APPROVAL

SIDEWALK

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
PLAT OF SURVEY
ENGINEERING PLANS-MAY BE REQUIRED
OWNER/LANDLORD APPROVAL

SIGNS

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ELECTRICAL LICENSE
PLAT OF SURVEY
OWNER/LANDLORD APPROVAL

SOLAR

CONTRACT/SCOPE OF WORK
ARCHITECTURAL PLANS
ROOFING LICENSE
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL

TENT

CONTRACT/SCOPE OF WORK
PLAT OF SURVEY
ELECTRICAL LICENSE
OWNER/LANDLORD APPROVAL
TENT CHECKLIST-DOWNLOAD FORM IN APPLICATION

UTILITY

CONTRACT/SCOPE OF WORK
ENGINEERING PLANS
PLAT OF SURVEY
ELECTRICAL LICENSE
PLUMBING LICENSE-055, 058/CHICAGO
PLUMBING LETTER OF INTENT
OWNER/LANDLORD APPROVAL

WINDOWS/DOORS

CONTRACT/SCOPE OF WORK
ENERGY COMPLIANCE DOCUMENTATION
OWNER/LANDLORD APPROVAL