



**PERMIT CHECKLIST:
ADDITIONS**

Required Documents		Document Attached
• Permit Application		
• Detailed Scope of Work / Contractor Quote		
• Detailed Site Plan / Plat of Survey		
• Architectural Plans		
◦ Current and proposed conditions		
• Civil Plans		
• Zoning Compliance Worksheet		
• Copy of Contractor's Illinois License and Registration (Plumber, Electrician, Roofer)		
• Tree Preservation Plan		
◦ Indicate the location, species, and DBH of any Parkway Tree, Evergreen over 30' Tall, and Tree with a DBH of 8" or more		
Other Items to Note		
• Required Inspections		
◦ Rough (Electric, Framing, Mechanical, Plumbing)		
◦ Final (Building Electric, Mechanical, Plumbing)		
◦ Any other inspections identified as necessary by the plan reviewer		
• Notice to adjoining property owners		
◦ Written notice of new construction is required to be hand delivered or sent by certified mail to adjacent property owners and owner across the street from the property.		
• Meeting with Police Department regarding construction site regulations		
• Post Project Completion Submittals		
◦ Spot Foundation Survey (if applicable)		
◦ As-built Topographic Survey (if applicable)		
Adopted Building Codes		
• 2014 Illinois Plumbing Code	• 2024 Illinois Energy Conservation Code or Most Current	
• 2021 International Building Code	• 2021 International Existing Building Code	
• 2021 International Residential Code	• 2021 International Swimming Pool and Spa Code	
• 2020 National Electrical Code	• 2021 International Property Maintenance Code	
• 2021 International Mechanical Code	• 2021 International Fire Code	
• 2021 International Fuel Gas Code	• 2024 NFPA 101 Life Safety Code	
• 2022 NFPA 13 Automatic Sprinklers	• 2024 NFPA 14 Standpipe and Hose Systems	
• 2022 NFPA 72 Fire Alarm and Signaling	• 2023 NFPA 855 Stationary Energy Storage Systems	