



Commercial Building Permit Guide

The purpose and intent of this “Permit Guide” is to acquaint you with our process and provide you with building permit submittal information. The goal of this guide is to help owners, contractors and design professionals understand the Village of Huntley building permit submittal requirements and the process for the issuance of building permits. If you read and follow this guide it can help to provide expedient permit processing and issuance.

We recommend that you have a single person responsible for all communication to and from the Village for the building permit process. This “project contact” should review all of the plans and documents to see that the submittal is complete. If the submittal is not complete, the review process is extended due to partial submittals and multiple reviews. **Keep in mind that we require a complete set of plans with each submittal.**

Our intent is to provide you with a written plan review commentary within ten (10) working days from the date of any submittal of complete plans to the Development Services Department. The Development Services Department will distribute the plans for review to all appropriate departments and will coordinate the delivery of the comments to the applicant.

Prior to resubmitting, the project contact should review the re-submittal packet to ensure that all comments have been addressed. If this is not done and the submittal is incomplete, additional time will be added to the review process.

Permit document submittals shall include **ten (10) complete** sets of architectural plans, with the cover page stamped by an Illinois State Licensed Architect, including project spec books and /or cut sheets along with **ten (10)** separate engineering and mechanical plans and a **completed Building Permit Application**. **We request that all plans submitted are to scale.** Electronic submittals may be accepted based on the scope of the project. Contact the Development Services department if you wish to submit electronically.

A **plan review deposit of \$2500.00 (\$100.00 for tenant buildouts)** is required when the building permit application and construction documents are submitted to the Village of Huntley. In closing, it is the intent of this guide to provide enough information to allow the applicant to receive a building permit in the least amount of time.

All **temporary construction trailers** require a separate building permit and must be approved by the Village Board prior to being placed on site. Submit a copy of the plat of survey showing the location and size of the trailer along with any proposed utilities whether permanent or temporary.

Prior to permit issuance, a receipt showing payment of the Kane County transportation impact fees must be received by the Development Services Department.

PLAN REVIEW CONTACT DIRECTORY

DEVELOPMENT SERVICES DEPARTMENT

Tel: (847) 669-0600 Fax: (847) 515-5241

Lisa ArmourDirector of Development
Services

BUILDING AND CODE ENFORCEMENT DIVISION

Keith Rooney.....Chief Building Official
Master Code Professional

PLANNING and ZONING DIVISION

Charlie Nordman.....Senior Planner, AICP
James Williams.....Planner, AICP

VILLAGE ENGINEER

Tel: (847) 669-9600 Fax: (847) 515-5245

William Geegan.....Village Engineer
Robert Scardino..... Civil Engineer

PUBLIC WORKS

Tel: (847) 669-9600 Fax: (847) 515-5245

Jim SchwartzPublic Works Director

HUNTLEY FIRE PROTECTION DISTRICT

Tel: (847) 669-8284

Ernie Link.....Fire Marshal

LIST OF ADOPTED CODES

- International Building Code 2003 with amendments
- International Mechanical Code 2003 with amendments
- Illinois Plumbing Code 2004 with amendments
- International Plumbing Code 2003 with amendments
- National Electric Code 2005 with amendments
- International Fire Code 2003 with amendments
- International Fuel Gas Code 2003
- International Energy Conservation Code 2004 Supplement Addition
- Illinois Accessibility Code 1997
- International Property Maintenance Code 2003 with amendments
- NFPA 101 Life Safety Code 2003
- Village of Huntley Subdivision Ordinance
- Village of Huntley Zoning Code

DOCUMENT REQUIREMENTS

The following documents shall be included in the building permit submittal packet. Additional information may be required based on the proposed use of the building. Please contact the Development Services Department for specific requirements.

- Completed Building Permit Application
- Ten (10) complete sets of signed and sealed Architectural Plans (*), resubmittals also require 10 complete sets
- Six (6) sets of Fire Sprinkler Plans
- Six (6) sets of Fire Alarm Plans
- Ten (10) sets of Civil Engineering Plans, resubmittals also require 10 complete sets
- Six (6) Project Spec Books and / or Cut Sheets
- Two (2) sets of signed and sealed Structural Calculations
- Four (4) sets of Architectural Elevator Plans
- Four (4) sets of Final Elevator Plans from the Elevator Contractor
- Two (2) Com Check Reports
- Four (4) sets of complete building plans for Tenant Buildouts
- Plan Review Deposit of \$2,500.00, or \$100.00 for tenant buildouts

Note: Exclusion of any of the required documents will result in a delay in the plan review process.

Note: If the project includes a commercial water feature such as a swimming, wading or therapy pool, a permit and plan review is required from the Illinois Department of Public health. A certificate of occupancy can not be released without IDPH approval.

* To include structural, plumbing, electrical and mechanical plans.

BUILDING PLAN REQUIREMENTS

The following list of basic information will help expedite the plan review and approval time. Additional specific information may be necessary depending upon the building use and occupancy. Please contact the Development Services Department for any specific requirements.

- Title block on the first page which includes:
 - Construction Classification
 - Use Group(s)
 - List of all design options
 - List of design loads (wind, snow, etc.)
 - Height and Area Calculations
 - Complete list of all plans and the responsible design professional
 - Address bar on the edge of all plan sheets
 - Number of employees that will occupy the building

- The cover page shall be signed and sealed by the design professional

- All pages in the set shall be of the same size paper

- The architectural plans shall include all plumbing, electrical and mechanical plans

- Signed and sealed structural calculations (Including truss drawings)

- Section details for walls and foundations

- Door and hardware schedule

- Window and glazing schedule

- Spot surveys are required for all new commercial submittals

- Kane/McHenry County Health Department approval is required

Revised: 7/29/09