

# ***Village of Pontoon Beach***

## **Commercial / Industrial / Multiple Family Building Application**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit. Permits shall not be required for the following:

- One-story detached accessory structures, provided the floor area does not exceed 100 square feet.
- Fences not over 6 feet high.
- Retaining wall that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basements or story below.
- Painting, papering, tiling, carpeting, cabinets, counter tops, and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other private playground equipment accessory to one / two family dwelling.
- Window awnings supported by an exterior wall.
- Electrical repairs (minor repair work) and maintenance.
- Gas replacement of any minor parts that does not alter approval of equipment or make such equipment unsafe.
- Mechanical portable heating appliance.
- Mechanical portable ventilation appliances.
- Portable cooling units.
- The stopping of leaks in drains, water, soil, waste or vent pipes; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be required. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixture.

*For applications for reconstruction, rehabilitation, addition, or other improvement of existing buildings or structures located in an area prone to flooding as established by flood insurance rate maps, the building official shall examine or cause to be examined the construction documents and shall prepare a finding with regard to the value of the proposed work. For buildings that have sustained damage of any origin, the value of the proposed work shall include the cost to repair the building or structure to its pre-damage condition. If the building official finds that the value of propose work equal or exceeds 50% of the market value of the building or structure, the finding shall be provided to the board of appeals for a determination of substantial improvement or substantial damage. Application determined by the board of appeals to constitute substantial improvement or substantial damage shall meet the requirements of Ordinance #587.*

Two (2) complete sets of plans are required for a permit submittal. Plans stamped "Preliminary" and/or "Not for Construction" are unacceptable. Sets of plans shall include the following items:

**CERTIFICATE OF APPROVAL FROM AREA FIRE DISTRICT (REQUIRES ONE COMPLETE SET OF PLANS).**

**CERTIFICATE OF APPROVAL FROM THE MADISON COUNTY HEALTH OFFICE WHEN FOOD PREPARATION IS INVOLVED.**

**PLOT / SITE / GRADING PLAN:**

- A. Legal description of plot or lot.
- B. Property lines or boundaries with dimensions shall be clearly identified.
- C. All public or private easements and right-of-ways to be identified and shown. Width and location of utility easements to be shown.
- D. Location of all proposed and existing buildings, dimensions, setbacks, proposed use shall be shown including fences and type of construction.
- E. Plan for drainage and grading stamped by a registered Engineer/Architect.
- G. Plan for traffic ingress, egress, and parking lot layout. (Show typical space, driveway widths and locations, handicapped parking and accessible route of travel to building.)
- H. Landscaping plan showing size, type, and location of plant material.
- I. Service areas:
  - 1. Loading/delivery, ramps, and machinery locations.
  - 2. Location of trash facilities and method of screening.
  - 3. Location of roof mounted mechanical equipment and method of screening.

**BUILDING PLANS:**

A. Plans shall be drawn by an Illinois State Registered Architect or Engineer. The architect and/or engineer are responsible for the design and shall stamp and sign each sheet submitted. Plans shall be complete and shall consist of architectural, structural, electrical, plumbing, and mechanical drawings, and supportive data that include the following:

**CODE ANALYSIS:**

- A. Occupancy group.
- B. Type of construction.
- C. Location of property.
- D. Allowable floor area.
- E. Actual floor area.
- F. Number of stories and height of building.
- G. Exit analysis.
- H. Code edition that design was predicated upon.

**FOUNDATION PLAN AND DETAILS:**

- A. Size and depth of all footings.
- B. Stem wall and slab.
- C. Reinforcing steels - sizing and spacing.
- D. Soils reports. Grading reports and pad certifications before pouring of concrete.

**STRUCTURAL:**

- A. Calculations to include vertical and lateral analysis.
- B. Plans to detail load path elements.
- C. List structural material specifications.
- D. Plans shall be compatible with engineering calculations and shall be wet stamped and signed by the Engineer of Record.

**FLOOR PLANS:**

- A. Names and use of rooms and spaces.
- B. Complete dimensions.
- C. Sizes of doors and windows and hardware specifications.
- D. Wall and ceiling finish materials and specifications.

**FRAMING PLANS AND DETAILS:**

- A. Plans, sections, details, and schedules showing:
  - 1. All Beams, supports, and structural details.
  - 2. Roof construction, venting, openings, and materials.
  - 3. Exterior walls and bearing partitions.
  - 4. Joist and rafter size, spacing, and layout.
  - 5. Type and thickness of floors.
  - 6. Truss layouts and wet stamped calculations.
- B. Roofing type, class, and manufacturer.

### **ELEVATIONS AND SECTIONS:**

- A. Exterior elevations to include all weather resistive construction.
- B. Cross sections sufficient to reflect structural systems.
- C. Occupancy and area separation walls including hourly ratings.
- D. Rated corridors.
- E. Interior wall lateral support.

### **FIRE RESISTIVE CONSTRUCTION:**

- A. All fire resistive construction is to be shown in section view.
- B. Openings or penetrations of fire resistive construction are to be detailed in section view with applied references.
- C. Closure construction between fire resistive floors and walls and structural or exterior wall components shall be detailed in section view.
- D. Fire resistive assemblies shall be identified by their listings.

### **MISCELLANEOUS DETAILS AND MATERIALS:**

- A. Details of construction features such as stairs, balconies, retaining walls, ramps, etc., including specifications of all materials.

### **ELECTRICAL PLANS:**

- A. Single line diagram.
- B. Service and load calculations, to include all short-circuit and fault current calculations.
- C. Panel schedules and descriptions of circuits with connected loads, panel ratings, and feeder size.
- D. All outlets, smoke detectors, equipment and feeders shown on plan with appropriate panel and circuit numbers at devices.
- E. Show emergency power system, type, and model.
- F. Show voltage drop calculations for all feeders to sub-panels, panels, area lighting, free standing signs, and air conditioning units

### **MECHANICAL PLANS:**

- A. Show model and type of equipment.
- B. Show AFUE/SEER rating.
- C. Energy demand, input, and BTU.
- D. Location, access and working space for mechanical equipment.
- E. Combustion air, flue sizes, and material.
- F. Dampers -- type, size, details and locations.
- G. Sizes of supply/return air ducts and grilles shown in plan view. CFM capacity of ducts, grilles and diffusers.
- H. Location, material, and insulation of mechanical pipes and ducts.
- I. Size, location, and piping material of all air-conditioning condensate drains.
- J. Size, location, and ducting of all smoke control systems.

### **PLUMBING PLANS:**

- A. Plan view of all water, drainage, waste and vent piping, with location, size, and material.
- B. Drainage, waste, vent, and water supply plans. Indicate types of fixtures with symbols.
- C. Location and size of gas, fuel oil, or LPG piping with appliance demands.
- D. Size, location, and materials of P/T water relief valve.
- E. Size, type and Location of all water heaters and/or boiler combustion air and flues.
- F. Show location of cleanouts, backwater valves, and water shutoff valves.

### **FIRE PROTECTION SYSTEMS:**

- A. Location of fire hydrants, fire department access roads, fire department hook-ups, etc.
- B. Fire flow calculations (in civil engineering package).
- C. State if building will include fire protection systems (and any relevant design details) including, but not limited to:
  - 1. Fire alarm diagrams.
  - 2. Layout, size, location, material, and calculations of fire sprinkler systems.
  - 3. Halon system.
  - 4. Kitchen protection.
  - 5. Specialized system.
  - 6. Smoke control design and operation.
  - 7. Standpipe systems.
  - 8. Flammable/combustible liquid tanks/lines.
  - 9. Medical gas system design.
  - 10. Cut sheets for above systems (Catalog).
- D. Smoke controls operation/design description.

LOCATION OF BUILDING

ADDRESS \_\_\_\_\_ LOT # \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_  
PERMANENT PARCEL I.D.# \_\_\_\_\_ LOT SIZE \_\_\_\_\_  
TOWNSHIP \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

**TYPE OF IMPROVEMENT**  
1  NEW BUILDING  
2  ADDITION  
3  ALTERATION  
4  REPAIR  
5  DEMOLITION  
6  MOVING  
7  OTHER \_\_\_\_\_

**PROPOSED USE**  
10  RESIDENTIAL, ONE FAMILY  
11  RESIDENTIAL, TWO FAMILY  
12  APARTMENTS UNITS \_\_\_\_\_  
13  HOTEL - MOTEL UNITS \_\_\_\_\_  
14  GARAGE ATTACHED  
15  GARAGE UNATTACHED  
16  CARPORT  
17  CHURCH, other religious  
18  SERVICE STATIONS, REPAIR GARAGE  
19  OFFICE, BANK, PROFESSIONAL  
20  STORES, MERCANTILE  
21  TANKS, TOWERS  
22  INDUSTRIAL  
23  SCHOOL, LIBRARY, OTHER EDUCATIONAL  
24  OTHER \_\_\_\_\_

**NONRESIDENTIAL - Describe in detail proposed use of building:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNERSHIP**  
8  PRIVATE (individual, corporation, nonprofit institution, etc.)  
9  PUBLIC (federal, state, or local government)

**COST**  
Improvements cost \_\_\_\_\_  
Other \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Electrical \_\_\_\_\_  
Mechanical \_\_\_\_\_  
25 TOTAL COST \_\_\_\_\_

**PRINCIPAL TYPE OF FRAME**  
26  MASONRY (wall bearing)  
27  WOOD FRAME  
28  STRUCTURAL STEEL  
29  REINFORCED CONCRETE  
30  OTHER \_\_\_\_\_  
**TYPE OF HEATING**  
31  GAS  
32  ELECTRICITY  
33  OTHER \_\_\_\_\_  
**TYPE OF SEWAGE DISPOSAL**  
34  PUBLIC  
35  PRIVATE (septic tank, etc.)  
**TYPE OF WATER SUPPLY**  
36  PUBLIC \ PRIVATE COMPANY  
37  PRIVATE (well, cistern)  
**TYPE OF MECHANICAL**  
38  A/C (TONS \_\_\_\_\_) (REF. # \_\_\_\_\_)  
39  BOILER (P.S.I. \_\_\_\_\_ #)  
40  HOT WATER HEAT  
41  FORCE AIR (B.T.U. \_\_\_\_\_)  
42  OTHER \_\_\_\_\_  
**DIMENSIONS**  
43  NUMBER OF STORIES \_\_\_\_\_  
44  TOTAL SQUARE FEET \_\_\_\_\_  
45  TOTAL LAND AREA \_\_\_\_\_  
**NUMBER OF OFF-STREET PARKING**  
46  ENCLOSE \_\_\_\_\_  
47  OUTDOORS \_\_\_\_\_  
RESIDENTIAL BUILDING ONLY  
48  NUMBER OF BED ROOMS \_\_\_\_\_  
49  NUMBER OF BATHROOMS  
FULL \_\_\_\_\_ PARTIAL \_\_\_\_\_

**FLOODPLAIN INFORMATION**  
50  IN 100YR FLOODPLAIN  
(If unknown, contact building department for determination)  
51  IN FLOODWAY (STATE PERMIT SHALL BE ATTACHED)  
52  ZONE A/H (FLOOD ELEVATION \_\_\_\_\_)  
53  ZONE A (FLOOD ELEVATION \_\_\_\_\_)  
54  PROPOSE LOWEST FLOOR ELEVATION \_\_\_\_\_  
(Certification of elevation will be required before final inspection)

I/WE, THE UNDERSIGNED, BEING THE OWNER (S) IN FEE OF THE DESCRIBED PROPERTY CERTIFY THAT THE PROPOSED WORK WILL CONFORM TO ALL APPLICABLE LAWS, CODES, ORDINANCES, AND REGULATIONS OF THIS JURISDICTION.

\_\_\_\_\_  
(Print name of applicant / owner) (Address)

\_\_\_\_\_  
(Signature of applicant / owner) (Phone)

I/WE CERTIFY THAT THE OWNER OF RECORD AUTHORIZES THE PROPOSED WORK AND THAT I/WE AGREE TO CONFORM TO ALL APPLICABLE LAWS, CODES, ORDINANCES, AND REGULATIONS OF THIS JURISDICTION.

\_\_\_\_\_  
(Print name of contractor / builder) (Address)

\_\_\_\_\_  
(Signature of contractor / builder) (Phone)

**BUILDING PERMIT FEE** \_\_\_\_\_  
**ELECTRICAL PERMIT FEE** \_\_\_\_\_  
**PLUMBING PERMIT FEE** \_\_\_\_\_  
**OCCUPANCY PERMIT FEE** \_\_\_\_\_  
**DEMOLITION PERMIT FEE** \_\_\_\_\_  
**MECHANICAL PERMIT FEE** \_\_\_\_\_  
**OTHER PERMIT FEE** \_\_\_\_\_  
**TOTAL FEES** \_\_\_\_\_  
PERMIT# \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DATE ISSUED \_\_\_\_\_