



Community Development Department
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
(815) 895-7188
www.dekalbcounty.org

BUILDING APPLICATION CHECKLIST: Commercial or Industrial

NEW CONSTRUCTION, REMODELING AND/OR ALTERATIONS OF COMMERCIAL OR INDUSTRIAL BUILDINGS (03.10)

CODES AND STANDARDS ADOPTED BY DEKALB COUNTY, ILLINOIS

1. 2015 International Building Code*
2. 2014 National Electrical Code
3. 2015 International Mechanical Code
4. 2015 International Fuel Gas Code
5. 2015 International Existing Building Code
6. 2014 Illinois State Plumbing Code (by IL State Plumbing Inspector)
7. 2018 IECC - Illinois State Energy Conservation Code
8. 2018 Illinois Accessibility Code
9. DeKalb County Code

*with amendments

A SITE DEVELOPMENT PERMIT MAY BE REQUIRED AFTER REVIEW OF YOUR APPLICATION – ALL FEES FOR REVIEW OF SITE DEVELOPMENT MUST BE PAID PRIOR TO ISSUANCE OF PERMIT.

IMPORTANT NOTICE!

When work for which a permit is required is started prior to obtaining a permit, the fee specified in the fee schedule shall be DOUBLED. The payment of such additional fees, reviewed and/or approval of plans is not meant to imply that all errors and omissions are noted herein, nor does it relieve the applicant from answering to and complying with, all requirements and regulations of DeKalb County.

SUBMITTALS REQUIRED PRIOR TO PERMIT REVIEW:

1. Fully completed permit application including names, addresses, licensing, and registration for all contractors and sub-contractors.
2. One (1) copy of the well and septic permit issued by the DeKalb County Health Department (815-758-6673) must be submitted. If the Health Department determines that a permit is not necessary, the applicant must request that the Health Department contact this department to verify that fact.
3. One (1) copy of the access/culvert permit from the appropriate road authority, as applicable.
4. Three (3) complete sets of architectural drawings, including all structural, mechanical (electric, plumbing, HVAC), accessibility and fire protection systems. All plans must be sealed by an Illinois

licensed Architect or Engineer. (One of which will be returned to the applicant, and is to be kept on site and available for all inspections.)

5. Three (3) copies of ComCheck report or equivalent, indicating compliance with the State of Illinois Energy Conservation Code (for Envelope, HVAC, Electrical, and Service Water).
6. Three (3) copies of sprinkler drawings with specifications and calculations, as applicable.
7. Three (3) complete project specification booklets, as applicable.
8. Two (2) sets of cut sheets for all fixtures, doors, appliances, etc.
9. Two (2) Site Plans, with parking, landscaping, and lighting details, prepared by an Illinois Licensed Engineer, including:
 - a. Show location of existing and proposed buildings and other structures.
 - b. Indicate existing and proposed driveways and adjacent right-of-ways on other streets.
 - c. Show all easements directly affecting subject property (drainage, utility, ingress/egress, etc.).
 - d. Indicate main entrance(s) location(s).
 - e. Indicate top of foundation elevation.
 - f. Indicate the distance from any lot lines, easements, or other buildings located on or adjacent to the subject parcel.
 - g. If any grading affecting existing stormwater runoff is proposed, a Site Development Permit will be required.
 - h. DeKalb County reserves the right to require additional details deemed necessary to determine compliance with all applicable federal, state, and local codes and standards.
10. Two (2) copies of soils test report prepared by an Illinois Licensed Soils Engineer
11. Two (2) copies of storm water detention plans with calculations, prepared by an Illinois Licensed Engineer. (To be reviewed by the County Engineer.)

NOTES:

- a) Building permit fees will be calculated by the square footage of buildings and the number of electrical, plumbing, and mechanical openings (plus fire protection systems, special inspections, etc.).
- b) All drawings will be sent out for 3rd party plan review, unless otherwise noted. Costs of these reviews are to be borne by the applicant, in addition to any building permit fees.

IMPORTANT: Per section 105.5 of the 2015 IBC and Sec. 14-26 of the DeKalb County Code, every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced, or if the work isn't completed within 12 months from the date of issuance.