

# COAS – COMMERCIAL ACCESSORY STRUCTURES - APPLICATION FORM

(Decks, Gazebos, Ramps, Sheds, Towers, Antennas)

<b>FOR OFFICIAL USE ONLY</b>  PERMIT APPLICATION NO <div style="font-size: 2em; text-align: center;">1</div> <hr/> SUBMITTED / / NOTIFIED / / ZONING <hr/>	<b>TOTAL FEE</b>  _____  BLDG _____ PLRV _____ CERT _____  WEB <a href="http://www.aurora-il.org">www.aurora-il.org</a> FAX (630) 256-3139 TELEPHONE (630) 256-3130	 <p><b>DIVISION OF BUILDING &amp; PERMITS</b>                  65 WATER STREET                  AURORA, ILLINOIS 60505</p>
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## LAND / PARCEL INFORMATION

**PROPERTY ADDRESS** \_\_\_\_\_

<b>SUBDIVISION</b> _____	<b>UNIT / PHASE #</b> _____	<b>LOT #</b> _____
<b>COUNTY</b> <input type="checkbox"/> KANE <input type="checkbox"/> DuPAGE <input type="checkbox"/> KENDALL <input type="checkbox"/> WILL <small>(CHECK ONE)</small>	<b>TOWNSHIP</b> 11 12 04    14 15 07    03 01 <small>(CIRCLE ONE)</small>	<b>TOWNSHIP SECTION #</b> _____ <small>If project involves new construction in DuPage County -- Impact Tax must be Paid</small> <b>BLOCK #</b> (if known) _____ <b>LOT#</b> (if known) _____

**PROPERTY OWNER & Contact Name** \_\_\_\_\_

**OWNER'S ADDRESS** \_\_\_\_\_

**PHONE #** (    ) \_\_\_\_\_

**FAX #** (    ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**TENANT & Contact Name** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE #** (    ) \_\_\_\_\_

**FAX #** (    ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

ZONING INFORMATION				
<b>Zoning</b> <small>(CHECK ONE)</small>	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> PDD
<b>Classification</b>	<input type="checkbox"/> R-4	<input type="checkbox"/> R-4A	<input type="checkbox"/> R-5	<input type="checkbox"/> R-5A
	<input type="checkbox"/> B-1	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-B
<input type="checkbox"/> <b>SPECIAL USE</b> <small>(CHECK IF APPLICABLE)</small>	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> O	<input type="checkbox"/> ORI
	<input type="checkbox"/> DC	<input type="checkbox"/> DF	<input type="checkbox"/> RD	<input type="checkbox"/> PDD
	C.O.A. Required			

Mercantile, Residential     M     R-1     R-2  
 Storage, Utility     S-1     S-2     U

FLOOD ZONE INFORMATION
<b>IS YOUR PROPERTY IN A FLOOD PRONE AREA?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes    Verify with COA Engineering (630) 256-3200

## OCCUPANCY CLASSIFICATION

Existing Use / Occupancy \_\_\_\_\_

Proposed Use / Occupancy \_\_\_\_\_

<input type="checkbox"/> Single Occupancy (302.1) <input type="checkbox"/> w/ Incidental use (302.1.1) <input type="checkbox"/> w/ Accessory use (302.2) <small>&lt; 10% of area &amp; &lt; allowable for Acc.</small>	<input type="checkbox"/> Mixed Occupancy (302.3) <input type="checkbox"/> non-separated <input type="checkbox"/> separated attach sum of ratios <small>calculation per section (504)</small>
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Check all Occupancy Classifications that apply below.

Assembly	<input type="checkbox"/> A-1	<input type="checkbox"/> A-2	<input type="checkbox"/> A-3	<input type="checkbox"/> A-4	<input type="checkbox"/> A-5
Business, Education, Factory	<input type="checkbox"/> B	<input type="checkbox"/> E	<input type="checkbox"/> F-1	<input type="checkbox"/> F-2	
Hazardous	<input type="checkbox"/> H-1	<input type="checkbox"/> H-2	<input type="checkbox"/> H-3	<input type="checkbox"/> H-4	<input type="checkbox"/> H-5
Institutional	<input type="checkbox"/> I-1	<input type="checkbox"/> I-2	<input type="checkbox"/> I-3	<input type="checkbox"/> I-4	<input type="checkbox"/> I-5

## DESCRIPTION OF PROPOSED WORK


**CONTRACTOR REGISTRATION INFORMATION**

**GENERAL CONTRACTOR** (Check primary contact)   
CITY OF AURORA  
G.C. REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**ELECTRICAL CONTRACTOR** (primary contact)   
CITY OF AURORA  
ELEC REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**PLUMBING CONTRACTOR** (primary contact)   
CITY OF AURORA  
PLUMBING REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**CERTIFICATION**

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

**CONTRACTOR** \_\_\_\_\_  
(PRINT)

**CONTRACTOR** \_\_\_\_\_  
(SIGNATURE)

**OR**

**OWNER** \_\_\_\_\_  
(PRINT)

**OWNER** \_\_\_\_\_  
(SIGNATURE)

**MECHANICAL CONTRACTOR** (primary contact)   
CITY OF AURORA  
HVAC REGISTRATION # \_\_\_\_\_ - \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
N/A  PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

**NOTE:** FIRE SPRINKLER, FIRE ALARM AND SIGNAGE WORK; MUST ALL BE PERMITTED **SEPARATELY**.  
MASS GRADING AND WORK IN THE PUBLIC RIGHT OF WAY MUST BE PERMITTED **SEPARATELY**.

Address \_\_\_\_\_

Application # \_\_\_\_\_

**BUILDING INFORMATION**

Is accessory structure the same construction type as the adjacent primary structure.  NO  YES

Fire resistance rating per 602 \_\_\_\_\_ Rating Provided \_\_\_\_\_  
Fire Separation Distance \_\_\_\_\_

**BUILDING AREA**

[FOR NEW AREA - PERMIT FEES ARE A FUNCTION OF SQUARE FOOTAGE]  
SF PRINCIPAL \_\_\_\_\_ SF  
SF DECK / GAZEBO \_\_\_\_\_ SF  
SF SHED \_\_\_\_\_ SF  
  
**TOTAL** \_\_\_\_\_ SF

**BUILDING COST**

[FOR REMODEL - PERMIT FEES ARE A FUNCTION OF CONSTRUCTION \$]  
DECK / GAZEBO \$ \_\_\_\_\_  
SHED \$ \_\_\_\_\_  
RAMP \$ \_\_\_\_\_  
TOWER \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**ELECTRICAL INFORMATION**

**ELECTRICAL WORK?**  NO  YES  
ELECTRIC SERVICE SIZE \_\_\_\_\_ AMPS  EXIST  NEW

**MECHANICAL INFORMATION**

**MECHANICAL WORK?**  NO  YES  
MECHANICAL DUCT WORK  EXIST  NEW  
TYPE HVAC  RTU  SPLIT SYST  UNIT HTRS  
# BTU'S \_\_\_\_\_  A/C  BOILER  EXHAUST

**PLUMBING INFORMATION**

**PLUMBING WORK?**  NO  YES  
DOMESTIC WATER SERVICE  EXIST  NEW  
DOMESTIC WATER METER SIZE \_\_\_\_\_  
DOMESTIC WATER SERVICE SIZE \_\_\_\_\_ " φ

If adding new fixtures -- Fox Metro W.R.D. needs a submittal

**DETAILED DESCRIPTION OF CONSTRUCTION WORK**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 107.3.4**

**LICENSED ARCHITECT / STRUCTURAL ENGINEER**  
ILLINOIS PROFESSIONAL (Check primary contact) θ  
DESIGN FIRM REG. # \_\_\_\_\_

**CIVIL ENGINEER / PROFESSIONAL ENGINEER**  
(Check if primary contact) θ

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_  
FAX ( ) \_\_\_\_\_ - \_\_\_\_\_  
E-MAIL \_\_\_\_\_

I HEREBY CERTIFY THAT THESE PLANS WERE PREPARED BY ME OR UNDER MY SUPERVISION, AND TO THE BEST OF MY KNOWLEDGE, COMPLY WITH ALL CODES.

**ARCH** or **STRUCT** or **(P.E.** for Mech. Elect. Plumb.) (SIGNATURE) \_\_\_\_\_

## **APPLICATION REQUIREMENTS FOR COMM ACCESSORY STRUCT**

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):  
**2015 INTERNATIONAL BUILDING CODE and the following:**

2015 International Fire Code	Current State Plumbing Code	Illinois Accessibility Code
2015 International Mechanical Code	2014 National Electric Code	

The following items shall constitute a **complete building permit submittal**. Upon submittal acceptance, a permit application number shall be issued to the applicant all future contact with the Building and Permits Division will require this number. At time of submittal one project contact, shall be identified by the applicant (please check the appropriate party as the “primary contact” on the application form). All correspondence between City of Aurora Division of Building and Permits and the applicant will be directed to this individual.

SUBMITTALS TO THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW. COLLATE YOUR SUBMITTAL INTO THREE SETS (B, C & D).

- A. Completed Permit application.
- B. Three (3) copies of architectural site plan or civil engineering drawings indicating: all lot lines, building setbacks, existing structures, parking layout, curb cuts, light pole details, grading plan, utility plans and all fire hydrants within 500' of any property line. (For Zoning, Fire Prevention, and accessibility reviews). Include a Plat of survey and legal description on all parcels, which have not been issued street addresses.
- C. Provide two (2) loose copies and of proposed structures on scaled and dimensioned proposed plat of survey, indicating all setbacks and easements. Also indicate proposed top of foundation elevation and elevations at all corners in foundation. If the addition is in a flood zone or any drainage-way, two Topographical surveys shall also be submitted.
- D. Provide six (3) sets of Illinois Licensed Architect or Illinois Licensed Structural Engineer signed and wet sealed construction documents. Provide two (2) sets Soil Testing Results. All seals shall be on the cover sheet with an index of the sheets the stamps apply to.
1. Building Code Information on the cover sheet must contain the following:
    - a. Use Group (Single / Mixed).
    - b. Construction type(s).
    - c. Square footage (Act. / Allow.)
    - d. IBC Occupant Load calculations.
    - e. Design live and dead loads.
    - f. Illinois Plumbing Occ. Load calc.
  2. Floor plans indicating the following: Layout of the entire floor plan, indicate all construction materials and all rated assemblies. Indicate all requirements for compliance with the Illinois Accessibility Code.
  3. Building sections and wall sections as required to describe the construction and all rated assemblies.
  4. Building Elevations, including all exterior openings, roof heights and footing depths.
  5. Structural plans and sections. All pre-Engineered building drawings are to be submitted at the time application.
  6. Complete Plumbing plan with sanitary and supply riser diagrams indicating all required components and sizes.
  7. Complete HVAC plans with sized ducts indicating CFM and neck sizes at diffusers. Provide schedules / specifications for all pieces of equipment.
  8. Complete Electrical plans with balanced panel schedules, load calculations, and one-line service diagrams indicating all components and sizes.

SUBMITTALS INDEPENDENT OF THE BUILDING AND PERMITS DIVISION ARE INDICATED BELOW (WITH A  - CHECK BOX)

- If doing any mass grading work or work in the Public Right of Way submit two (2) complete sets of civil engineering drawings to the City of Aurora Engineering Department, 44 E. Downer Place. Attention Dan Feltman, (630)-256-3200. No building permits will be issued without City of Aurora Engineering Department approval and Engineering Department issued street address.
- If in a PDD (Planned Development District). Submit two (2) copies of City of Aurora approved final plan documents and landscape plans. In addition submit a signed landscape contract and a letter of credit covering all required landscape improvements. Call Ed Sieben, Zoning Administrator of Land Use and Zoning at (630) 256-3080.
- Submit one signed and sealed set of construction documents indicating all plumbing connections (new, existing, and demolished) separately to Fox Metro Water Reclamation District. Attention Engineering (630) 301-6882. After obtaining the 'YELLOW CARD' receipt. Return this to the City of Aurora Building and Permits for attachment to permit application.
- For DuPage County obtain and provide a Roadway Impact Fee receipt for attachment to the permit. Contact the Impact Fee Office in the Department of Economic Planning and Development at (630) 407-6700 (M-F 8-4:30) or on-line at [www.dupageco.org/building](http://www.dupageco.org/building)
- Any development requiring access to or installation of utilities within a DuPage County roadway or path right-of-way, contact the Highway Permitting Office in the Department of Economic Planning and Development at (630) 407-6700 (M-F 8-4:30) or on-line at [www.dupageco.org/building](http://www.dupageco.org/building)

**Note:** All Signage requires separate permitting though the Building and Permits Division.  
All mass grading and work in Public Right of Way requires separate permitting though City of Aurora Engineering.  
Fire Alarm and Fire Suppression (sprinkler) systems require separate permits.