COIS – COMMERCIAL IMPROVED SHELL CONSTRUCTION - APPLICATION FORM
(UNDER-SLAB M.E.P., EM/EXIT SIGNS, HEAT, SPRINKLERS REQUIRED; SLAB PERMITTED)

FOR OFFICIAL USE ONLY

PERMIT APPLICATION NO

1

SUBMITTED

/ / /

NOTIFIED

/ / /

ZONING

______________ TOTAL FEE

_________________________

PERMIT FEE __________
PLAN REVIEW ___________

WEB www.aurora-il.org
FAX (630) 256-3139
TELEPHONE (630) 256-3130

DIVISION OF BUILDING & PERMITS
77 S Broadway
AURORA, ILLINOIS 60505

COIS – Permit Application

PROPERTY ADDRESS ______________________

SUBDIVISION ______________________

COUNTY □ KANE □ DuPAGE TOWNSHIP 11 12 04
□ KENDALL □ WILL (CIRCLE ONE)
□ DuPAGE TOWNSHIPS 14 15 07 if project involves new construction in DuPage County -- Impact Tax
must be Paid

PROPERTY OWNER & Contact Name

OWNERS ADDRESS ______________________

PHONE # ( )

FAX # ( )

E-MAIL ______________________

ZONING INFORMATION

Zoning (CHECK ONE) □ R-1 □ R-2 □ R-3 □ R-PDD
□ R-4 □ R-4A □ R-5 □ R-5A
□ B-1 □ B-2 □ B-3 □ B-B

□ SPECIAL USE □ M-1 □ M-2
(CHECK IF APPLICABLE)
□ O □ ORI □ RD □ PDD
□ DC □ DF □ C.O.A. Required

OCCUPANCY CLASSIFICATION

Existing Use / Occupancy

Proposed Use / Occupancy ______________________

□ Single Occupancy □ Mixed Occupancy
□ w/ Incidental use □ non-separated
□ w/ Accessory use □ separated attach sum of
ratios <10% of area & < allowable for Acc. calculation

Check all Occupancy Classifications that apply below

Assembly □ A-1 □ A-2 □ A-3 □ A-4 □ A-5
FLOOD ZONE INFORMATION

IS YOUR PROPERTY IN A FLOOD PRONE AREA?
  o No  o Yes Verify with COA Engineering (630) 256-3200

GENERAL 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  

PLUMBING CONTRACTOR  (primary contact)  
CITY OF AURORA  
PLUMBING 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  

COIS – Permit Application
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 from 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 ____________________________

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.

BUILDING INFORMATION

<table>
<thead>
<tr>
<th>CONSTRUCTION TYPE</th>
<th>ALLOWABLE TABULAR AREA s.f.</th>
<th>INCREASE FOR FRONTAGE s.f.</th>
<th>INCREASE FOR SPRINKLERS s.f.</th>
<th>TOTAL ALLOWABLE AREA PER FLOOR s.f.</th>
<th>ACTUAL MAX. TOTAL AREA PER FLOOR s.f.</th>
<th>ACTUAL ALLOWABLE AREA ALL STORIES s.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIRCLE ONE EXISTING</td>
<td>1 2 3 4 5</td>
<td>Sprinklers none complete</td>
<td>Fire Alarm no yes</td>
<td>Unlimited Area no</td>
<td>Occupants per s.f.</td>
<td>Occupancy load</td>
</tr>
<tr>
<td>NEW</td>
<td>ACTUAL BUILDING HEIGHT __FT</td>
<td>ALLOWABLE HEIGHT</td>
<td>ACTUAL NUMBER OF STORIES</td>
<td>ALLOWABLE # OF STORIES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COIS – Permit Application
BUILDING AREA

FOR NEW AREA - PERMIT FEES ARE A FUNCTION OF SQUARE FOOTAGE

SF PRINCIPAL-NEW / ADDITION ____________ SF
SF MEZZANINE ____________ SF
TOTAL ____________ SF

BUILDING COST

PRINCIPAL NEW / ADD
TOTAL ____________ $

ELECTRICAL INFORMATION

ELECTRICAL WORK o NO o YES

MECHANICAL INFORMATION

MECHANICAL WORK o NO o YES

SF PRINCIPAL-NEW / ADDITION ____________ SF
SF MEZZANINE ____________ SF
TOTAL ____________ SF

ELECTRIC SERVICE SIZE __amps o EXIST o NEW

MECHANICAL DUCT WORK o EXIST o NEW

# OF SETS OF SERVICE CONDUCTORS

TYPE HVAC o RTU o SPLIT SYST o UNIT HTRS

# OF ELECTRIC METERS __SERVICE VOLTAGE ___

#BTU'S _____ o A/C o BOILER o EXHAUST

FIRE PUMP SIZE ______ FIRE PUMP VOLTAGE ____

KITCHEN HOOD o NO o YES

PLUMBING INFORMATION

EXHAUST HOOD o NO o YES

DOMESTIC WATER SERVICE o EXIST o NEW

FIRE PUMP SIZE _____ FIRE PUMP VOLTAGE ____

DOMESTIC WATER METER SIZE

TYPE OF BACKFLOW PROTECTION DEVICE ______

"OCCUPANT LOAD PER ILLINOIS PLUMB’G CODE ____

FIRE PUMP SIZE _____ FIRE PUMP VOLTAGE ____

PLUMBING FIXTURE UNITS

TYPE OF BACKFLOW PROTECTION DEVICE ______

DETAILED WRITTEN DESCRIPTION OF CONSTRUCTION WORK

DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 10 7.3.4

LICENSED ARCHITECT / STRUCTURAL ENGINEER

CIVIL ENGINEER / PROFESSIONAL ENGINEER

ILLINOIS PROFESSIONAL (Check primary contact) o

(ILLINOIS PROFESSIONAL (Check primary contact) o

DESIGN FIRM REG. # __________________________

BUSINESS NAME ____________________________

BUSINESS NAME ____________________________

CONTACT NAME ____________________________

CONTACT NAME ____________________________

ADDRESS ____________________________

ADDRESS ____________________________

CITY, STATE, ZIP ____________________________

CITY, STATE, ZIP ____________________________

PHONE ( ) _______ - _______

PHONE ( ) _______ - _______

FAX ( ) _______ -

FAX ( ) _______ -

E-MAIL ____________________________

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) ____________

ARCH or STRUCT or (P.E. for Mech. Elect. Plumb) (SIGNATURE) ____________
APPLICATION REQUIREMENTS FOR IMPROVED SHELL CONSTRUCTION

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):

<table>
<thead>
<tr>
<th>2015 INTERNATIONAL BUILDING CODE and the following:</th>
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</table>

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 Permits and the applicant will be directed to this individual.

SUBMITTALS TO BUILDING & PERMITS DIVISION ARE INDICATED BELOW. COLLATE YOUR SUBMITTAL INTO 3 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 six (4) sets of Illinois Licensed Architect or Illinois Licensed Structural Engineer signed and wet sealed construction documents. Provide two (2) sets of Soils 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
   e. Design live and dead loads.
   f. Illinois Plumbing Occ. Load

2. Basic 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. Basic 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 of application.

6. Basic Plumbing plan with sanitary and supply riser diagrams indicating all required components and sizes.

7. Basic HVAC plans with sized ducts indicating CFM and neck sizes at diffusers. Provide schedules / specifications for all pieces of equipment.

8. Basic 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)

☐ Submit two (2) complete sets of civil engineering drawings to the City of Aurora Engineering Department, 77 S Broadway. Attention Development Coordinator, (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 PPD (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. Submit to Land use and Zoning (630) 256-3080.

☐ 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

☐ 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

Submit to applicable county’s health department for all food service and retail food store facilities.

Kane County - (630) 208-3801 Rehma Jonnson (west side), Nereida Ortiz (east side), Vic Mead (north east side)

DuPage County - (630) 682-7979 x 7110 Sara Burton-Zick / Maria Hayes or www.dupagehealth.org
This sheet is for information only and need not be attached to the permit application submittal.

**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.

REVIEW TIME FOR COMPLETE APPLICATION WITH IDENTIFIED CITY OF AURORA REGISTERED CONTRACTORS AND COMPLETE CONSTRUCTION DOCUMENTS IS APPROXIMATELY 3-5 WEEKS. INCOMPLETE APPLICATIONS / DRAWINGS, AND NON-COLLATED / UN-STAPLED DRAWINGS MAY TAKE UP TO TWICE AS LONG. FOR ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE CITY OF AURORA BUILDING AND PERMITS DIVISION. (630) 256-3130.