



**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**.

**BUILDING INFORMATION**

<b>CONSTRUCTION TYPE</b>		CIRCLE ONE		CIRCLE ONE		<b>ALLOWABLE TABULAR AREA</b>	_____ s.f.	<b>100 %</b>
<b>EXISTING</b>	1 2 3 4 5	A B				<b>INCREASE FOR FRONTAGE</b>	+ _____ s.f.	+ _____ %
<b>NEW</b>	1 2 3 4 5	A B				<b>INCREASE FOR SPRINKLERS</b>	+ _____ s.f.	+ _____ %
Sprinklers	<input type="radio"/> none <input type="radio"/> limited <input type="radio"/> complete					<b>TOTAL ALLOWABLE AREA PER FLOOR</b>	_____ s.f.	_____ %
Fire Alarm	<input type="radio"/> no <input type="radio"/> yes					<b>ACTUAL MAX. TOTAL AREA PER FLOOR</b>	_____ s.f.	
Unlimited Area	<input type="radio"/> no <input type="radio"/> yes					<b>TOTAL ALLOWABLE AREA ALL STORIES</b>	_____ s.f.	<b>ACTUAL AREA ALL STORIES</b>
Occupants per s.f.	_____					[allowable s.f. / flr] x [# stories (3max)] = _____ s.f.		_____ s.f.
Occupancy load	_____					<b>ACTUAL BUILDING HEIGHT</b>	_____ FT	<b>ALLOWABLE HEIGHT</b>
						<b>ACTUAL NUMBER OF STORIES</b>	_____	<b>ALLOWABLE # OF STORIES</b>

**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**                     NO             YES

ELECTRIC SERVICE SIZE \_\_\_\_\_ AMPS     EXIST     NEW

# OF SETS OF SERVICE CONDUCTORS \_\_\_\_\_

SIZES OF SERVICE CONDUCTORS \_\_\_\_\_

# OF ELECTRIC METERS \_\_\_\_\_ SERVICE VOLTAGE \_\_\_\_\_

FIRE PUMP SIZE \_\_\_\_\_ FIRE PUMP VOLTAGE \_\_\_\_\_

**MECHANICAL INFORMATION**

**MECHANICAL WORK**                     NO             YES

MECHANICAL DUCT WORK                     EXIST             NEW

TYPE HVAC                     RTU     SPLIT SYST     UNIT HTRS

# BTU'S \_\_\_\_\_                     A/C     BOILER     EXHAUST

KITCHEN HOOD  NO     YES    EXHAUST HOOD  NO     YES

**PLUMBING INFORMATION**

**PLUMBING WORK**                     NO             YES

DOMESTIC WATER SERVICE                     EXIST             NEW

DOMESTIC WATER METER SIZE \_\_\_\_\_

DOMESTIC WATER SERVICE SIZE \_\_\_\_\_ " φ

OCCUPANT LOAD PER ILLINOIS PLUMB'G CODE \_\_\_\_\_

PLUMBING FIXTURE UNITS \_\_\_\_\_

TYPE OF BACKFLOW PROTECTION DEVICE \_\_\_\_\_

**FIRE PREVENTION INFORMATION**

**SUPPRESSION SYST. WORK**                     NO             YES

FIRE - WATER SERVICE                     EXIST             NEW

FIRE WATER SERVICE SIZE \_\_\_\_\_ " φ

TYPE OF BACKFLOW PROTECTION DEVICE \_\_\_\_\_

FIRE PUMP                     NO             YES

STANDPIPE                     NO             YES

Exhaust HOOD SUPPRESSION                     NO             YES

FIRE ALARM SYST. WORK                     NO             YES

**DETAILED WRITTEN DESCRIPTION OF CONSTRUCTION WORK**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

<b>LICENSED ARCHITECT / STRUCTURAL ENGINEER</b>	<b>CIVIL ENGINEER / PROFESSIONAL ENGINEER</b>
ILLINOIS PROFESSIONAL (Check primary contact) <input type="checkbox"/>	(Check if primary contact) <input type="checkbox"/>
DESIGN FIRM REG. # _____	

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 IMPROVED SHELL CONSTRUCTION**

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	Illinois State Plumbing Code	Illinois Accessibility Code
2015 International Mechanical Code	2014 National Electric Code	2015 International Energy 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 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 calculations.
    - e. Design live and dead loads.
    - f. Illinois Plumbing Occ. Load calc.
  - 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, 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 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. Call Ed Sieben 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](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)
- 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 Ortis (east side), Vic Mead (north east side)  
DuPage County - (630) 682-7979 x 7110 Sara Burton-Zick/ Maria Hayes or [www.dupagehealth.org](http://www.dupagehealth.org)

**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.