

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

FOR OFFICIAL USE ONLY	TOTAL FEE	 <p align="center">AURORA The City of Lights</p> <p align="center">DIVISION OF BUILDING & PERMITS 77 S Broadway AURORA, ILLINOIS 60505</p>
PERMIT APPLICATION NO		
1 —	PERMIT FEE _____	
_____	PLAN REVIEW _____	
SUBMITTED		
/ /		
NOTIFIED		
/ /		
ZONING		
_____	WEB www.aurora-il.org	
	FAX (630) 256-3139	
	TELEPHONE (630) 256-3130	

LAND / PARCEL INFORMATION

PROPERTY ADDRESS _____

SUBDIVISION _____ **UNIT / PHASE #** _____ **LOT #** _____

COUNTY KANE DuPAGE TOWNSHIP 11 12 04 **TOWNSHIP SECTION #** _____
 (CHECK ONE) KENDALL WILL (CIRCLE ONE) 14 15 07 If project involves new construction in DuPage County -- Impact Tax must be Paid
 03 01 **BLOCK #** (if known) _____ **LOT#** (if known) _____

PROPERTY OWNER & Contact Name _____

OWNER'S ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

TENANT & Contact Name _____

ADDRESS _____

PHONE # () _____

FAX # () _____

E-MAIL _____

ZONING INFORMATION

Zoning (CHECK ONE) R-1 R-2 R-3 PDD

Classification 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

Mercantile, Residential M R-1 R-2

Storage, Utility S-1 S-2 U

FLOOD ZONE INFORMATION

IS YOUR PROPERTY IN A FLOOD PRONE AREA?

No Yes Verify with COA Engineering (630) 256-3200

OCCUPANCY CLASSIFICATION

Existing Use / Occupancy _____

Proposed Use / Occupancy _____

Single Occupancy

w/ Incidental use

w/ Accessory use
< 10% of area & < allowable for Acc.

Mixed Occupancy

non-separated

separated attach sum of ratios calculation

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

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 _____

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

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

BUILDING AREA

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

SF PRINCIPAL-NEW / ADDITION _____ SF

SF MEZZANINE _____ SF

TOTAL _____ SF

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 _____

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 _____

BUILDING COST

PRINCIPAL NEW / ADD

TOTAL \$ _____

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

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

LICENSED ARCHITECT / STRUCTURAL ENGINEER	CIVIL ENGINEER / PROFESSIONAL ENGINEER
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, 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 Ortis (east side), Vic Mead (north east side)
DuPage County - (630) 682-7979 x 7110 Sara Burton-Zick/ Maria Hayes or 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.