



**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  
ELECT 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 \_\_\_\_\_



This sheet is for information only and need not be attached to the permit application submittal.

**APPLICATION REQUIREMENTS FOR COMMERCIAL SELECTIVE INTERIOR DEMOLITION**

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	2015 International Energy Code
2015 International Mechanical Code	2014 National Electric Code	Illinois Accessibility 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 & PERMITS ARE INDICATED BELOW. COLLATE YOUR SUBMITTAL INTO 2 SETS (B& C).

- A. Completed Permit application.
- B. Provide three (3) sets of construction documents indicating selective interior demolition work.
  - 1. Floor plans indicating the following: Selective interior demolition work indicating all mechanical, electrical, plumbing, and general construction to be removed and area of work to be performed. No structural work such as removal of columns, floors, bearing walls, etc. will be allowed under this permit.

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

- 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. **All “shell” build-outs will require a fox metro water reclamation district yellow card.**
- For DuPage County submit to DuPage County Highway Department for payment of Highway Impact Tax. Return paid receipt for attachment to permit application. Contact Geoffrey Edwards (630) 682-7238.
- 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.  
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 1-2 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.