

COSS – COMMERCIAL STRUCTURAL SHELL CONSTRUCTION - APPLICATION FORM
 (ROOF DRAIN & STORM PIPING PERMITTED; MECH, ELEC, & PLUMB NOT PERMITTED)

FOR OFFICIAL USE ONLY

TOTAL FEE

PERMIT APPLICATION NO

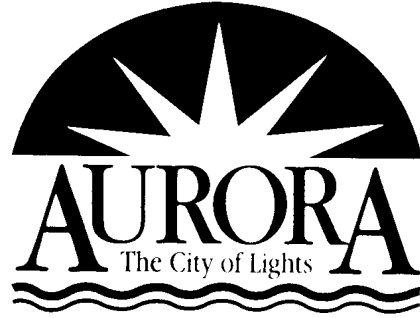
1 —

Permit Fee _____
 Plan Review _____

SUBMITTED

NOTIFIED

ZONING



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

DIVISION OF BUILDING & PERMITS
 65 WATER STREET
 AURORA, ILLINOIS 60505

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

TENANT & Contact Name

OWNERS ADDRESS

ADDRESS

PHONE # () _____

FAX # () _____

E-MAIL _____

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

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
Mercantile, Residential	<input type="checkbox"/> M		<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	
Storage, Utility	<input type="checkbox"/> S-1	<input type="checkbox"/> S-2	<input type="checkbox"/> U		

FLOOD ZONE INFORMATION

IS YOUR PROPERTY IN A FLOOD PRONE AREA?

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

GENERAL DESCRIPTION OF PROPOSED WORK

TOTAL COST OF IMPROVEMENTS \$ _____

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: 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

CONSTRUCTION TYPE

	CIRCLE ONE					A	B
	1	2	3	4	5		
EXISTING							
NEW							

Sprinklers none limited complete

Fire Alarm no yes

Unlimited Area no yes

Occupants per s.f. _____

Occupancy load _____

ALLOWABLE TABULAR AREA	_____ s.f.	100 %
INCREASE FOR FRONTAGE	+ _____ s.f.	+ _____ %
INCREASE FOR SPRINKLERS	+ _____ s.f.	+ _____ %
TOTAL ALLOWABLE AREA PER FLOOR	_____ s.f.	_____ %
ACTUAL MAX. TOTAL AREA PER FLOOR	_____ s.f.	
TOTAL ALLOWABLE AREA ALL STORIES	_____ s.f.	
<small>[allowable s.f. / flr.] x [# stories (3max)] =</small>	_____ s.f.	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

TOTAL _____ SF

BUILDING COST

PRINCIPAL NEW / ADD \$ _____

TOTAL \$ _____

DETAILED WRITTEN DESCRIPTION OF CONSTRUCTION WORK

DESIGN PROFESSIONALS IN RESPONSIBLE CHARGE -- PER IBC 107.3.4

LICENSED ARCHITECT / STRUCTURAL ENGINEER

ILLINOIS PROFESSIONAL (Check primary contact)

DESIGN FIRM REG. # _____

CIVIL ENGINEER / PROFESSIONAL ENGINEER

(Check if primary contact)

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 COMMERCIAL STRUCTURAL SHELL

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	2015 International Energy Code	Illinois State Plumbing 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 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 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.

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 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 - 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

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 2-4 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.