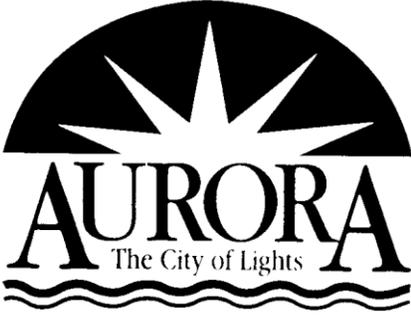


# COMA – COMMERCIAL NEW ADDITION AND REMODELING - APPLICATION FORM

<b>FOR OFFICIAL USE ONLY</b>  PERMIT APPLICATION NO <div style="font-size: 2em; font-weight: bold; text-align: center;">1</div> <hr/> SUBMITTED / /	<b>TOTAL FEE</b>  BLDG _____ PLRV _____ C.O. _____ F.I.F. _____ WTR _____ DEP _____  WEB www.aurora-il.org FAX (630) 256-3139 TELEPHONE (630) 256-3130	 <p><b>DIVISION OF BUILDING &amp; PERMITS</b>                  65 WATER STREET                  AURORA, ILLINOIS 60505</p>
LAND / PARCEL INFORMATION		

**PROPERTY ADDRESS** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **UNIT / PHASE #** \_\_\_\_\_ **LOT #** \_\_\_\_\_

<b>COUNTY</b> <input type="checkbox"/> KANE <input type="checkbox"/> DuPAGE <small>(CHECK ONE)</small> <input type="checkbox"/> KENDALL <input type="checkbox"/> WILL	<b>TOWNSHIP</b> 11 12 04 <small>(CIRCLE ONE)</small> 14 15 07 03 01	<b>TOWNSHIP SECTION #</b> _____ <small>If project involves new construction in DuPage County -- Impact Tax must be Paid</small>	<b>BLOCK # (if known)</b> _____	<b>LOT# (if known)</b> _____
<small>(Call tax assessor's office with questions)</small>				

**PROPERTY OWNER & CONTACT NAME** \_\_\_\_\_

**OWNERS ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**TENANT & CONTACT NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE #** ( ) \_\_\_\_\_

**FAX #** ( ) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

ZONING INFORMATION				
<b>Zoning</b> <small>(CHECK ONE)</small>	<input type="checkbox"/> R-1	<input type="checkbox"/> R-2	<input type="checkbox"/> R-3	<input type="checkbox"/> PDD
<b>Classification</b>	<input type="checkbox"/> R-4	<input type="checkbox"/> R-4A	<input type="checkbox"/> R-5	<input type="checkbox"/> R-5A
	<input type="checkbox"/> B-1	<input type="checkbox"/> B-2	<input type="checkbox"/> B-3	<input type="checkbox"/> B-B
<input type="checkbox"/> <b>SPECIAL USE</b>	<input type="checkbox"/> M-1	<input type="checkbox"/> M-2	<input type="checkbox"/> RD	<input type="checkbox"/> PDD
<small>(CHECK IF APPLICABLE)</small>	<input type="checkbox"/> O	<input type="checkbox"/> ORI	<input type="checkbox"/> RD	<input type="checkbox"/> PDD
	<input type="checkbox"/> DC	<input type="checkbox"/> 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?	
<input type="radio"/> No	<input type="radio"/> Yes
<small>Verify with COA Engineering (630) 256-3200</small>	

### OCCUPANCY CLASSIFICATION

Existing Use / Occupancy \_\_\_\_\_

Proposed Use / Occupancy \_\_\_\_\_

<input type="checkbox"/> Single Occupancy <input type="checkbox"/> w/ Incidental use <input type="checkbox"/> w/ Accessory use <small>&lt; 10% of area &amp; &lt; allowable for Acc.</small>	<input type="checkbox"/> Mixed Occupancy <input type="checkbox"/> non-separated <input type="checkbox"/> separated attach sum of ratios calculation per section (504)
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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
<div style="background-color: #e0e0e0; width: 100%; height: 100%;"></div>

**TOTAL COST OF IMPROVEMENTS \$** \_\_\_\_\_

**CONTRACTOR REGISTRATION INFORMATION**

**GENERAL CONTRACTOR (Check primary contact) θ**  
 CITY OF AURORA  
 G.C. REGISTRATION # \_\_\_\_\_

---

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**MECHANICAL CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 HVAC REGISTRATION # \_\_\_\_\_

---

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ELECTRICAL CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 ELECT. REGISTRATION # \_\_\_\_\_

---

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**ROOFING CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 ROOFING REGISTRATION # \_\_\_\_\_

---

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ PHONE ( ) \_\_\_\_\_ - \_\_\_\_\_

FAX ( ) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_

**PLUMBING CONTRACTOR (primary contact) θ**  
 CITY OF AURORA  
 PLUMBING REGISTRATION # \_\_\_\_\_

---

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

N/A θ 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)

**OWNER** \_\_\_\_\_  
 (PRINT)

**OWNER** \_\_\_\_\_  
 (SIGNATURE)

**BUILDING INFORMATION**

<b>CONSTRUCTION TYPE</b>		<b>ALLOWABLE TABULAR AREA</b> _____ s.f. <b>100 %</b>	
CIRCLE ONE		INCREASE FOR FRONTAGE + _____ s.f. + _____ %	
EXISTING	1 2 3 4 5 A B	INCREASE FOR SPRINKLERS + _____ s.f. + _____ %	
NEW	1 2 3 4 5 A B	<b>TOTAL ALLOWABLE AREA PER FLOOR</b> _____ s.f. _____ %	
Sprinklers <input type="radio"/> none <input type="radio"/> limited <input type="radio"/> complete		<b>ACTUAL MAX. TOTAL AREA PER FLOOR</b> _____ s.f.	
Fire Alarm <input type="radio"/> no <input type="radio"/> yes		<b>TOTAL ALLOWABLE AREA ALL STORIES</b> _____ s.f.	
Unlimited Area <input type="radio"/> no <input type="radio"/> yes		<b>ACTUAL AREA ALL STORIES</b> _____ s.f.	
Occupants per s.f. _____		<b>ACTUAL BUILDING HEIGHT</b> _____ FT <b>ALLOWABLE HEIGHT</b> _____ FT	
Occupancy load _____		<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 PRINCIPAL-BASEMENT \_\_\_\_\_ SF

**TOTAL** \_\_\_\_\_ SF

**BUILDING COST**

[FOR REMODEL - PERMIT FEES ARE A FUNCTION OF CONSTRUCTION \$]

PRINCIPAL NEW / ADD \$ \_\_\_\_\_

REMODELED \$ \_\_\_\_\_

**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 SERVICE SIZE \_\_\_\_\_ φ

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

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

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

If adding new fixtures --Fox Metro W.R.D. will need a submittal

**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

STANDPIPES?  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 _____	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) \_\_\_\_\_

## **APPLICATION REQUIREMENTS FOR NEW COMMERCIAL ADDITIONS**

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply): Click on [this link for the Building Code Amendments - 010-017 - 2009 INTERNATIONAL BUILDING CODE and the following:](#)

2009 International Fire Code	2009 International Plumbing Code	Illinois State Plumbing Code
2009 International Mechanical Code	1999 National Electric Code	Illinois Accessibility Code
	2012 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. 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. 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. Complete Plumbing plan with sanitary and supply riser diagrams indicating all required components and sizes.
  7. Complete HVAC plans with sized ducts indicating CFM and neck sizes at diffusers. Provide schedules / specifications for all pieces of equipment.
  8. Complete 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. If addition effects site drainage or the site is greater than 1/2 acre than engineering needs to evaluate your site to determine if they need to be involved in the permit process and if on site storm water detention for the addition will be required. No building permits will be issued without City of Aurora Engineering Department approval and Engineering Department issued street address.
- 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.
- The following uses will be required to submit application and receive approval for the following which include, but are not limited to: hotels, restaurants, bars, grocery stores, bakeries, catering/banquet facilities, liquor stores, convenience stores/food marts, amusement/arcades, pool halls, Laundromats. Also every retailer engaged in the sale of any prepared food or drink (except those packaged in a hermetically sealed container), or engaged in the sale of any liquor, packaged or served, is required to register as a food & beverage tax collector. Please contact Division of Revenue & Collections at (630) 256-3560 for more information, or visit [www.aurora-il.org](http://www.aurora-il.org) and click on Finance/Revenue & Collection/Business Licenses for application.
- 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)
- For Kane County obtain and provide a Roadway Impact Fee receipt for attachment to the permit. Contact the Impact Fee Office at (630) 584-1171.
- 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 Neal Molnar (west side), Vic Mead (east side), Kristin Johnson (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 Division of Building and Permits.**

**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.**