

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.

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

APPLICATION REQUIREMENTS FOR COMMERCIAL STRUCTURAL SHELL

Applicable Building codes are as follows (City of Aurora – Building Code and Electrical Code Amendments also apply):
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 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.