

Commercial Alterations



Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631

www.hoffmanestates.org/permits

Application Requirements for Commercial Alterations Permit:

- Completed building permit application** that is signed and listing all contractors.
- All contractors must be registered, licensed and bonded accordingly
- Three (3) complete sets of building plans** stamped by an Illinois Registered Architect or Structural Engineer in conformance with the IDPR.
- Two (2) sets of complete COMcheck Energy Certification documents** – Mechanical and Lighting if existing systems are installed new or altered.
- Copy of project manual/construction documents** when applicable.

Each Set Of Plans Shall Be Complete and Contain:

- Architectural plans including** elevations, structural plans, detailed wall sections of wall types used, detailed floor plans, listings used on fire-rated components, door hardware details, etc. See Section 106 of the International Building Code for full requirements.
- Site plan/ Key plan** showing the entire floor and location of tenant build-out / alteration
- Means of egress compliance details** including exit and emergency lighting, and number of occupants per floor and for each space.
- Illinois Accessibility Code (IAC) compliance** details.
- Electrical** – service diagram with grounding details, panel schedule, reflected ceiling plans and Lighting Compliance Certification.
- Plumbing** – riser diagram, fixture schedule, meter location, backflow prevention
- Mechanical** – HVAC plans, a ventilation schedule including outside air provisions, and an Energy Compliance Certificate.

Note:

- Whether or not the above services exist, will be installed new or will be altered – they must be located on the plan and labeled accordingly.