

Commercial Building - New



Village of Hoffman Estates

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

www.hoffmanestates.org/permits

Application Requirements for a New Commercial Building Permit:

- Prior to seeking a building permit for a new commercial building please contact the Planning Department (847-781-2660) regarding site plan approval.
- Completed building permit applications** 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** – Envelope, Mechanical and Interior / Exterior Lighting.
- One (1) set of structural calculations.**
- One (1) set of soils report** sealed/signed by the design professional, including engineers' recommendations.
- Copy of project manual/construction documents** when applicable.
- A statement** of special inspections including a complete list of materials and work requiring special inspections per IBC 1704, the inspections to be performed, and a list of the individuals, approved agencies or firms intended to be retained for conducting such inspections.

*Each set of plans must be bound and rolled or folded individually with the cover page facing outward.

Each Set Of Plans Shall Be Complete and Contain:

- Architectural plans including** elevations, structural plans, detailed wall sections of envelope and all wall types used, detailed floor plans, listings used on fire-rated components, door hardware details, etc. see the International Building Code for full requirements.
- Means of egress compliance details** including exit and emergency lighting, fire extinguisher location and number of occupants per floor and for each space.
- Illinois Accessibility Code compliance** details.
- Electrical** – service diagram with grounding details, panel schedule, reflected ceiling plans and Lighting Compliance Certification.
- Plumbing** – floorplan, riser diagram, fixture schedule with total water supply fixture units. Include meter and backflow device sizes and locations.
- Mechanical** – HVAC plans, 2009 IMC ventilation schedule including outside air provisions, and a COMcheck Energy Compliance Certificate.