Commercial Alterations

Village of Hoffman Estates

Code Enforcement
1900 Hassell Road
Hoffman Estates, IL 60169
(847) 781-2631
www.hoffmanestates.org/permits

Submittal Requirements:

- Building plans must be stamped by an Illinois Registered Architect or Structural Engineer in conformance with the IDPR. Plans shall include 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 (IBC) for full requirements.
- COMcheck Energy Certification documents must be submitted if mechanical and lighting system are installed new or altered.
- A Site plan/Key Plan shall be submitted showing the entire floor and location of tenant build-out/alteration.
- A Code Data Section is required detailing occupant load calculations, codes used in the design of the space, plumbing fixture calculations, ADA Considerations, etc.
- Means of egress compliance details must include exit lights, exit illumination, emergency lighting and fire extinguisher locations.
- Illinois Accessibility Code (IAC) compliance details must be included.
- Electrical
  - Service diagram with grounding details, panel schedule, reflected ceiling plans, and Lighting Compliance Certification must be provided.
- Plumbing
  - Plumbing fixture calculations, riser diagram, fixture schedule with total water supply fixture units. Plans must include meter and backflow device sizes and locations.
- Mechanical
  - HVAC Plans, a ventilation schedule including outside air provisions, and an Energy Compliance Certificate must be provided.

Inspections:

- Multiple different types of inspections will be required.
- A final inspection and occupancy certificate will be required upon completion of work.
- Additional inspections may be required as seen fit.

NOTE: Whether or not the above service exists, will be installed new, or will be altered – they must be located on the plan and described and labeled accordingly.