

the  
**Village** of New Lenox  
*"Home Of Proud Americans"*

Building Department  
Phone 815-462-6490  
Fax 815-462-6469



**COMMERCIAL / INDUSTRIAL**  
**REMODEL / TENANT BUILD-OUT**

**REVISED**  
1/1/2016

**STANDARDS CITED**

INTERNATIONAL BUILDING CODE - 2012

INTERNATIONAL MECHANICAL CODE - 2012

INTERNATIONAL RESIDENTIAL CODE – 2012

NATIONAL ELECTRICAL CODE - 2011

IDOT SPECIFICATIONS

VILLAGE OF NEW LENOX MUNICIPAL CODE

ILLINOIS STATE PLUMBING CODE - 2014

ILLINOIS ACCESSIBILITY CODE- 1997

INTERNATIONAL PROPERTY MAINTENANCE CODE – 2012

INTERNATIONAL FUEL GAS CODE – 2012

INTERNATIONAL FIRE CODE – 2012

INTERNATIONAL ENERGY CONSERVATION CODE 2015  
WITH ILLINOIS AMENDMENTS

**NOTE:**

**LOCAL AMENDMENTS TO THE ABOVE CODES  
ARE AVAILABLE AT THE VILLAGE OF NEW LENOX OFFICE**

**01-01-2016**

**BUILDING CHECKLIST – COMMERCIAL – INDUSTRIAL**

**INSTRUCTIONS:** Each applicant is responsible for submitting all of the following applicable items. The applicant shall initial, on the lines of this form, by each applicable item. Drawings shall be of architectural or engineering quality with dimensions appropriately shown. **APPLICATION FOR A BUILDING PERMIT SHALL NOT BE COMPLETE UNTIL ALL DETAILS, ON THE CHECKLIST, HAVE BEEN SATISFIED.**

Applicant should initial each applicable submittal

- |       |   |
|-------|---|
| _____ | 1. Three sets of drawings                             |
| _____ | 2. Site plan detail sheet (15 Copies)                 |
| _____ | (See ORD. #1248 for submittal requirements)           |
| _____ | 3. Parking plan detail sheet                          |
| _____ | 4. Foundation detail sheet                            |
| _____ | 5. Floor plans  |
| _____ | 6. Wall construction detail sheet                     |
| _____ | 7. Applicable seating capacity sheet                  |
| _____ | 8. Floor construction detail sheet                    |
| _____ | 9. Roof/ceiling construction detail sheet             |
| _____ | 10. Chimney/fireplace and chase detail                |
| _____ | 11. Mechanical detail sheet                           |
| _____ | 12. Plumbing detail sheet                             |
| _____ | 13. Electrical detail sheet                           |
| _____ | 14. Accessibility detail sheet                        |
| _____ | 15. Exterior sign detail sheet                        |
| _____ | 16. Use group classification is _____.                |
| _____ | 17. Type of construction classification is _____.     |
| _____ | 18. Architectural seal                                |
| _____ | 19. Drainage certificate, completed                   |
| _____ | 20. Erosion control permit, completed                 |
| _____ | 21. Open space fee receipts                           |
| _____ | 22. Authorization for third party plan review service |
| _____ | 23. Landscape Plan (nonresidential only)              |
| _____ | 24. Permit for Construction trailer (when applicable) |
| _____ | 25. Energy Code Calculations                          |

## ***PLAN REVIEW SERVICE***

The initial plan review requires ALL essential information for fast and accurate processing. Use the guide below as a convenient reference when sending plans for review.

### **BUILDING      MECHANICAL PLUMBING      ELECTRICAL SPRINKLER**

*Plans are reviewed for conformance to the following codes:*

|                               |                             |                             |
|-------------------------------|-----------------------------|-----------------------------|
| International Building Code   | National Electrical Code    | Illinois State Plumbing     |
| International Mechanical Code | International Fire Code     | International Fuel Gas Code |
| New Lenox Zoning Code         | Local Amendments            |                             |
|                               | Illinois Accessibility Code |                             |

### **Building Plan Review**

#### **Building Plans –3 sets (signed and sealed)**

- Complete building plans showing use of all areas, equipment layout and aisles.
- Title block to include: type of construction, use group, installed fire protection, design options.
- Occupant load for all areas, exiting system plan.
- Complete door schedule with catalog cuts for all doors, hardware and locksets.
- All appropriate wall, floor, and foundation sections.
- List all rated assemblies, diagram assembly, design numbers.
- Window and glazing schedule, interior finish schedule, flame spread ratings.
- List all building design loads
- Shop drawings for steel supported system prior to work start
- Indicate shop drawings for all fire protection systems, will be provided prior to work start
- Structural calculations
- Details for all special occupancy requirements (open well, atriums, and floor openings, high rise covered mall, etc.)
- Details for all special structures (sky lights, roof panels, awnings)
- Sequence of operation for all special systems (smoke control, elevator recall, etc.)
- Electrical plans show: location of egress lighting, exit signs, wiring panel size, service and transformer, show protection of devices.
- Details showing all state accessible requirements, catalog cuts for fixtures

#### **Soil Report**

- Soil test, show requirements for accurate footings and support loads
- Footing and foundation requirements and recommendations
- Soil engineer's requirements for appropriate footings and walls to support loads

#### **Site Plan (3 sets)**

- Show setbacks, elevations, drainage, parking, outside lighting, lot grading, sanitary sewer, Location of fire hydrants, storm water calculations, benchmark information.

#### **Specifications**

- Building, components, equipment, etc.

## **PLUMBING PLANS, MECHANICAL PLANS – 3 SETS (SIGNED AND SEALED)**

- Complete water piping system and sizes.
- Gas piping plans, show location, pipe sizes, shut off locations.
- Diagram for waste, drainage and vent system,
- Indicate drinking fountains or bottled water.
- Ventilation schedule, show amount of supply, exhaust and outside air.
- Smoke duct detection (if HVAC exceeds 2000cfm)
- Fire protection working drawings (if required)
- Cleaning schedule for commercial kitchen exhaust hood and duct, show method of construction
- Mechanical equipment and appliances.
- Manufacturer's installation instructions.
- Show 110v outlet for rooftop appliances.
- If copper tubing is to be installed, indicate that the solder for copper tubing (for potable water distribution) is to be lead-free.

### **Specifications**

- Fixtures, pipe materials, joints, connections for all plumbing systems
- Equipment and appliances
- Commercial kitchen exhaust hood suppression, show pipe sizes (minimum, maximum)

## **ELECTRICAL PLAN REVIEW**

### **Electrical Plans – 3 sets (signed and sealed)**

- Show location of all electrical devices: lighting, receptacles, outlets, equipment, transformers, panels and sub panels.
- Size and type of all wire and number of conductors in conduit or raceway
- Size and type of all conduit and/or raceways and piping to transformer
- Use of and amperage of each circuit
- Number of circuits, size of circuit breakers, location and size of main disconnect
- Location of convenience outlets at all appliance and rooftop outlets
- Load calculation charts for all panel boards
- Emergency lighting to all rooms, spaces, corridors and access routes
- Type of connection and locations for grounding wiring.
- Size of grounding connectors and wires
- Indicate method of connecting exit and emergency lighting to building electrical system
- Location of GFI outlets
- Type of electrical cooking appliances and/or equipment to be used

### **Specifications**

- Description of electrical equipment
- Demand for each device

## SPRINKLER PLAN REVIEW

### Sprinkler Plans 3 sets (signed and sealed)

- Water flow test: pressure, location, time, date witness and seasonal adjustment
- Type of pipes, joints and fittings, dimensions, and lengths.
- Show sprinkler protection for all areas and square footage for each sprinkler
- Number, type and temperature ratings for all sprinklers
- Catalog cuts for special sprinklers
- Building occupancy, details for process and storage materials.
- Section and plan reviews of racks, or shelving and storage heights.
- Description of special systems, show valves and trim
- Location of gauges test valves, main and auxiliary drains
- Show arrangement, drainage, piping, threads and height for fire department connection
- Indicate all flushing and tests to be completed.
- Location and detail for hangers.
- Hose rack layouts (storage areas in compliance with NFPA 231
- Supervision of valves and flow switches
- Hydraulically calculated systems: complete calculations, sprinkler system summary sheet flow diagram (show reference points or nodes)

## STATE ACCESSIBILITY

*Determine elements required for accessibility*

### *New Buildings and Additions:*

- |                             |                        |
|-----------------------------|------------------------|
| • Accessible Routes         | Drinking Foundations   |
| • Means of egress           | Restrooms/Bathrooms    |
| • Parking                   | Storage                |
| • Ramps & Curb Ramps        | Controls and Alarms    |
| • Stairs & Elevators        | Detectable Warnings    |
| • Platform Lifts            | Signage, Telephones    |
| • Windows, Doors, Entrances | Seating, Work Surfaces |

*Determine additional requirements for special occupancies Public Facilities*

### **Special Occupancies**

- |                             |                          |
|-----------------------------|--------------------------|
| • Assembly                  | Museums                  |
| • Educational               | Children's Facilities    |
| • Health Care               | Recreational             |
| • Governmental Unit Housing | Restaurants              |
| • Libraries                 | Temporary Buildings      |
| • Lodging                   | Tenant Work              |
| • Mercantile/Business       | Transportation Terminals |

### **Unique Use Requirements**

- *Provide cuts of all plumbing fixtures*
- *Dwelling unit requirements*
- *Provide details for bathtubs and shower stalls in buildings other than dwelling units*
- *Auditorium and Assembly area requirements*

## ACCESSIBILITY REQUIREMENTS

### Exterior Requirements

- 1.) Indicate accessible routes.
- 2.) Indicate each parking space to be of the minimum allowed.
- 3.) Indicate the sidewalk size from parking lot to building.
- 4.) Indicate the size and slope of the curb ramps from parking lots to sidewalks.
- 5.) Indicate the required entrance doors that have thresholds of ½ inch.
- 6.) Indicate lever type or other approved design door hardware on doors with latches or locks.
- 7.) Indicate the drawing of the above ground accessible signage and the applicable fine.

### Interior Requirements

- 1.) Indicate egress doors into occupiable spaces to have lever handles or other approved designs.
- 2.) Indicate adequate maneuvering clearances at doors to gain access to rooms.
- 3.) Indicate required handrails on both sides of stairs.
- 4.) Indicate locations of hall call buttons. Lanterns, floor destinations, tactile characters for elevator lobbies.
- 5.) Indicate knurled knobs on doors that lead into hazardous areas.
- 6.) Indicate detectable warnings at the top of stair runs.
- 7.) Indicate size of floor access to public telephones in public areas, height of the operable parts and hearing impaired equipment.
- 8.) Indicate any objects protruding into walks, halls, corridors, passageways or aisles to project not more than the minimum above the finished floor of walking surface.
- 9.) Indicate height of the threshold on any means of egress door required to be accessible
- 10.) Indicate the height of the drinking fountain spout above the finished floor.
- 11.) Indicate the clear floor and knee space for the accessible drinking fountains
- 12.) Indicate the water closet location in relation to the walls and other fixtures
- 13.) Indicate the height to the top of the water closet seat for the accessible fixture(s)
- 14.) Indicate height above the finished floor surface, bar sizes, length of the bars and distances from the wall for required grab bars at the water closet.
- 15.) Indicate the height and location of the required toilet paper dispensers.
- 16.) Indicate the height to the bottom of the apron of the lavatory.

### Energy Code

Effective April 8, 2006, all commercial buildings must be designed and comply with the Energy Conservation Code. A commercial building is any structure that is not a one-or-two family residential structure. Under the law, a residential building is:

- A detached one-family or two-family dwelling
- Any building that is three stories or less in height above grade that contains multiple dwelling units in which the occupants reside on a primarily permanent basis, such as a townhouse, a row house, an apartment house, a convent, a monastery, a rectory, a fraternity or sorority house, a dormitory or a rooming house.

Architects, engineers and contractors can demonstrate compliance by submitting to the AHJ the compliance forms published in the ASHRAE 90.1 User Manual, the compliance certificates generated by the U.S. Department of Energy's COMCheck computer simulation program or another, comparable energy efficiency model that meets or exceeds the standards of ASHRAE 90.1 or the DOE COMCheck program.