

Steps and Forms in the Building Permit Process

Step #1: Design professional develops construction documents with affixed seal and signature per School Board request. School board gives approval, prepares APPLICATION FOR BUILDING PERMIT and submits it, along with two copies of all signed and sealed plans and specification, PLAN REVIEW STATEMENT and the CONFIRMATION OF PLAN REVIEW RECORDS to the Regional Superintendent.

36-10: APPLICATION FOR BUILDING PERMIT (Page 3)

36-11: PLAN REVIEW STATEMENTS (Page 4) - Required for the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Plumbing Code as applicable to the project. Since the Illinois Accessibility Code Section 400.180 specifically allows the seal of the design professional to be submitted in lieu of the "Statement of Compliance", additional signoff for the Accessibility Code is not required on the form. The form provided also includes checks for other Illinois State Agency requirements.

35-66: APPLICATION FOR VARIANCE (Page 5) When determined to be necessary, design professionals may apply to Regional Superintendent for a variance pursuant to 180.70 on behalf of the school district.

36-35: CONFIRMATION OF PLAN REVIEW RECORDS (Page 6) - The Regional Superintendent may use this form to confirm that plan review records have been reviewed by he/she prior to issuing the building permit.

PLAN REVIEW RECORDS – to be completed and maintained by individuals qualified in accordance with 180.100 for the 2015 International Building Code (including appendix K – International Electrical Code), the 2015 International Energy Conservation Code, the 2015 International Fire Code, the 2015 International Mechanical Code and the 2015 International Fuel Gas Code.

Step #2: The Regional Superintendent (or designee) issues a BUILDING PERMIT and returns one set of the plans and specifications, with the REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING affixed. The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.

36-14: BUILDING PERMIT (Page 7)

36-13: REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING (Page 8) affixed to the plans and specifications.

APPLICATION FOR BUILDING PERMIT

Date Received by Regional Office of Education _____

Regional Office of Education Assigned Application Number _____

DISTRICT NAME	COUNTY
FACILITY NAME	FACILITY LOCATION

- Property is owned by the district Property not owned by district (Attach Authorization by owner)

PROJECT SCOPE

COST AND FINANCING

- Less Than \$50,000 but involves like activity
- More than \$50,000
- Less than 15% of replacement cost
- More than 15% of replacement cost but less than 50% of replacement cost
- More than 50% of replacement cost
- Fire Prevention and Safety Financing involved

PROJECT NUMBER: _____

TOTAL ESTIMATED COST: \$ _____

ESTIMATED COMPLETION DATE: _____

SOURCE OF ALL FUNDS: _____

TOTAL SQUARE FOOTAGE: _____

AREA AFFECTED:

- New area more than 7200 square feet (Sprinklers req.)
- New standalone building with 50+ Group E occupants (Storm Shelter req.)
- Addition increasing existing square footage by 50% or more (Storm Shelter req.)
- Less than 50% of existing area
- More than 50% of existing area (Spinklers req.)

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE:

Amendment number: # _____
Item(s): # _____

CATEGORIES OF WORK INVOLVED

- | | | |
|--|---|--|
| <input type="checkbox"/> New building construction | <input type="checkbox"/> Energy conservation | <input type="checkbox"/> Site work |
| <input type="checkbox"/> School building addition | <input type="checkbox"/> Mechanical (HVAC) work | <input type="checkbox"/> Sprinkler system installation |
| <input type="checkbox"/> Asbestos abatement | <input type="checkbox"/> Paving | <input type="checkbox"/> Structural work |
| <input type="checkbox"/> Accessibility (ADA) | <input type="checkbox"/> Plumbing work | <input type="checkbox"/> Telephone systems (E-911) |
| <input type="checkbox"/> Electrical work | <input type="checkbox"/> Security system | <input type="checkbox"/> Other: _____ |

PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED	DATE SUBMITTED
<i>Drawings</i>	
<i>Specifications</i>	
<i>Plan Review Statements</i>	
<i>Confirmation of Plan Review Records</i>	

ARCHITECT

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code, Sprinkler Code 5/22-23, local zoning code and any other applicable Illinois or Federal laws or regulations.

(Seal)

License Number _____ Expiration Date _____

Name and Signature of Architect/Engineer

Name of Firm Phone Number _____

SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit. The Board of Education is aware that local county and/or municipality zoning requirements may apply.

Date Signature of President, Board of Education

Date Signature of District Superintendent

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the final inspection are required for the Certificate of Occupancy, and must be scheduled prior to occupancy of building.

Date Signature of Regional Superintendent

PLAN REVIEW STATEMENTS

- A. **Phase I Environmental Study** was conducted on _____ as required (or voluntary Illinois Environmental Protection Act [415 ILCS 5/58.16].
- B. **Permit** was obtained from IDNR for **Floodway Construction** on _____ [615 ILCS 5.
- C. Illinois **Historic Preservation Agency** was notified on _____ to allow for the identification of any historical significance related to the project.[20 ILCS 3420/4]
- D. **Asbestos Notification** was submitted to IDPH) on _____ [77 Ill. Adm. Code 855.35
- E. **Sprinkler Installation Requirements** [105 ILCS 5/22-23]
- 1. New area **less than 7200 SF** within any period of 30 months (sprinkler installation not required, but shall be protected with fire detection system)
 - 2. New area **more than 7200 SF** within any period of 30 months (sprinkler installation required)
 - 3. "Alteration" to **less than 50% of existing area** within any period of 30 months (sprinkler installation not required, but shall have fire detection system).
 - 4. "Alteration" to **more than 50% of existing area** within any period of 30 months (sprinkler installation required).
- F. **Radon Resistant Construction Techniques in accordance with** [105 ILCS 5/10-20.48] were certified as being used for this project.
- G. **Illinois Accessibility Code Requirements** [71 Ill. Adm. Code 400.510]
- 1. **Less than 15% of the reproduction cost.** The element or space being altered shall comply with applicable requirements for new construction.
 - 2. Alteration costs **more than 15% but less than 50% of reproduction cost and less than \$100,000.** The following shall comply with applicable requirements for new construction: 1) the element or space being altered; and 2) an entrance and means of egress for use by general public.
 - 3. Alterations **more than 15% but less than 50%** of reproduction cost, **and more than \$100,000.** The following shall comply with the applicable requirements for new construction: 1) the element or space being altered; 2) an entrance and means of egress intended for use by the general public; 3) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered. 4) at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required; 5) accessible parking spaces, where parking is provided; and 6) an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance.
 - 4. Alteration costs **50% or more** of reproduction cost. The entire facility shall comply with applicable requirements for new construction.

IBPVS Plan Review Statement

2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective January 1, 2013

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____ (design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the boiler and pressure vessel code listed above.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IPC Plan Review Statement

2014 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 24, 2014

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____ (design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the plumbing code listed above.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

CONFIRMATION OF PLAN REVIEW RECORDS

2015 International Building Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

2015 International Electrical Code (Appendix K) Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

2015 International Energy Conservation Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

2015 International Fire Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

2015 International Mechanical and Fuel Gas Code Plan Review Records

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			