

RETURN THIS CHECKLIST WITH THE PLANS AND SPECS

CITY OF CANTON, ILLINOIS

**CHECKLIST FOR TECHNICAL SUBMISSIONS FOR A BUILDING PERMIT FOR
COMMERCIAL DEVELOPMENT**

Complete and return this checklist with the plans and specifications. Please mark in the space provided on the form a “P” or “S” to show whether the item is included on the plans or in the specifications. Show an “X” for an item not included. If an item is shown on a different sheet, please pencil-in where it may be found. The plan review will be quicker if a notation is made on the checklist where on the plans or in the specifications the item may be found.

Technical Submissions submitted to the review official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. The scope of the work
2. Building code compliance (“2003” IBC with “2004” Supplement & State mandated 2009 IECC)
3. Structural integrity
4. Life safety assurance
5. Architectural and environmental barriers
6. Commercial Compliance Using COMcheck

The minimum required technical submissions will depend upon the size, nature and complexity of the project; however, the following is the minimum required before the review official will begin the plan check review. Additions and remodeling projects and other buildings or structures may not require all of the following components for plan submittal and review for permit. Review the project with the review official for requirements in this case.

1. ***Drawings***

(Some of the data may be included in other technical submissions such as specifications)

a. Cover Sheets

1. (____) Project shall be identified.
2. (____) Project address and a location map shall be shown.
3. (____) The Professional Design Firm(s) shall be identified.
4. (____) The principal design professional(s) for each Professional Design Firm shall be identified.
5. (____) All applicable codes utilized on the project shall be listed.
6. Design criteria list shall include, but not to be limited to:
 - a. (____) Use group
 - b. (____) Type of construction

- c. (____) Location of property
- d. (____) Seismic zone
- e. (____) Square footage and allowable area
- f. (____) Fire sprinklers (when utilized)
- g. (____) Height and number of stories
- h. (____) Occupant load (number of persons, average number of persons per work day, etc.)
- i. (____) Land use zone
- j. (____) Parking-loading requirements
- k. (____) Index of all drawings shall be included.
- l. (____) Seal(s) and signatures(s) of responsible design professional and indication as to which of the indexed drawings the seal applies, the expiration date of the license, and registration number of the Professional Design Firm, if applicable, shall be affixed.
- m. (____) Other items required by the local enforcement agency shall be included.

b. Property Survey

- 1. (____) Show a plat of a property survey, prepared by an Illinois Professional land Surveyor, locating all physical aspects, dimensions, angles, boundaries, north arrow and scale, and other information necessary to locate the property including, as necessary, topographic data, identification of vegetation, public utilities, easements of record and other aspects such as existing building or structures and improvements.
- 2. (____) The Plat of Survey shall be certified and sealed by an Illinois Professional Land Surveyor.

c. Site Plan

- 1. (____) Show proposed new structure and any existing building, structures or engineering works, all property lines with dimensions, all streets, easements and setbacks.
- 2. (____) Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, proposed service routes and existing utilities on the site.
- 3. (____) Show all required parking, drainage and grading information (with reference to finished floor and adjacent streets).
- 4. (____) Indicate drainage inflow and outflow conditions and specify areas required to be maintained for drainage purposes and storm water control.
- 5. (____) Provide calculations for the sizing of the surface-water detention areas.
- 6. (____) Show north arrow and scale.

7. (____) Provide flood plain information.
8. (____) Use U.S.G.S. datum for all elevations shown on the site plan, and show conversion between U.S.G.S. and finished floor elevations.

d. Foundation Plan

1. (____) Show all foundations and footings.
2. (____) Indicate size, location, thickness, stresses, materials and strengths, and locate reinforcing.
3. (____) Show all imbedded anchoring such as anchor bolts, holdowns, post bases, etc.
4. (____) Provide allowable design pressures or data utilized in design of footings or building supports.
5. (____) Provide soils report for the proposed structure at that site.

e. Floor Plan

1. (____) Show all floors including basements.
2. (____) Show all rooms, with their use, finishes, overall dimensions, and location of all structural elements and openings.
3. (____) Show all doors and windows, including door and window schedule if applicable.
4. (____) All fire separation assemblies and area, and occupancy separation shall be shown.

f. Floor and Roof Framing Plans

1. (____) Show all structural members, their size, methods of attachment, location and materials for floors and roof. Structural design shall consider static and dynamic loading, and wind and seismic forces where applicable.
2. (____) All design loads and allowable stresses utilized shall be indicated.
3. (____) Show all roof and deck drainage systems.

g. Fire Protection

1. (____) Show all fire protection of structural members and architectural elements, and show, if applicable, industry recognized fire ratings assemblies.

h. Exterior elevations

1. (____) Show all views, all dimensions, referenced elevation, and all openings.
2. (____) Identify all materials and, where applicable, show the lateral bracing system.

i. Building Sections and Wall Sections

1. (____) Show materials of construction and their assemblies.
2. (____) Show all pertinent dimensions.

j. Mechanical System

1. (____) Show the entire mechanical system.
2. (____) Include all equipment and devices, their size, structural supports, piping system, duct work and sizes, and temperature control system.
3. (____) Indicate fire and smoke dampers when required.
4. (____) Provide equipment schedules.

k. Plumbing System

1. (____) Show all fixtures, piping, slopes, material and sizes.
2. (____) Show point of connections to utilities or on-site disposal systems and water wells.
3. (____) Provide schematic diagrams as necessary for water supply and drainage systems.

l. Fire Suppression System

1. (____) Show head layout, standpipes, backflow preventers, risers, hazard classification, control, supply and pressure availability, fire department standpipes, fire pumps, and other code requirements.

m. Reflected Ceiling Plan

1. (____) Show all electrical fixtures, diffusers and grills, sprinkler heads, and other required devices as applicable.

n. Electrical System

1. (____) Show all power and lighting plans including all electrical fixtures and

devices (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, and fixture schedules.

2. (____) Show all fire alarm, security, exit and emergency lighting, and data communication systems as applicable.
3. (____) Show point of connection to utility.

o. Utility Openings

1. (____) Show all utility openings in floors, ceiling, walls and roofs, including fire stopping.

2. *Structural Calculations*

- a. (____) When required by the review official, provide structural calculations for the entire structural system of the project for both vertical and lateral loads (Required: Yes, No)
- b. (____) Sufficient input, output, design assumptions and other information should be submitted.

3. *Specifications*

- a. (____) Either on the drawings or in booklet form, further define components, materials, standards of construction, quality, and all pertinent equipment.

4. *Addenda and Changes*

The design professional(s) of record shall provide notification to the review official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents. All revisions shall be identified and included on the technical submissions.

5. *Quality Standards*

It is the responsibility of the design professional(s) of record to provide and maintain complete, consistent and competent technical submissions. If the plans do not meet the criteria, the review official may take any of the following actions, when consistent with local ordinances and policies:

- (a) Provide a complete list of corrections for revisions and resubmittals.
- (b) Increase the plan review fee for additional plan review time required due to lack of completeness.
- (c) Return plans without review.
- (d) Refer the design professional(s) of record to the appropriate state board for possible disciplinary action.
- (e) Pursue other remedies provided by ordinance.

6. *Sealing and Signing Plans and Specifications*

By affixing the design professional's seal and signing the technical submission, the design professional affirms that the technical submissions submitted to the review official for review and permit issuance have been prepared by, or under the direct supervision and control, of that licensed design professional, and to the best of the design professional's knowledge and belief those documents comply with applicable laws, codes and ordinances.

The plans shall bear the following statement on the cover sheet.

(____) STATEMENT OF COMPLIANCE

I have prepared, or caused to be prepared under my direct supervision, the attached plans and specifications and state that, to the best of my knowledge and belief and to the extent of my contractual obligation, they are in compliance with the Environmental Barriers Act [410 ILCS 25] and the Illinois Accessibility Code [71 ILL. Adm. Code 400].

Signed: _____
Architect/Engineer

SEAL ILLINOIS REGISTRATION NO.: _____
Date: _____