
SUBMITTAL GUIDELINES – COMMERCIAL / INDUSTRIAL

Applicability

The following are guidelines for technical submissions relating to typical commercial and industrial building projects. Technical submissions for construction projects must be prepared, signed and sealed by the respective licensed design professional and additional information may be requested as deemed necessary by the Building & Engineering Department.

Note: *The following are exempt from the requirements of this document:*

1. *Detached single family homes on a single lot.*
2. *Wood-framed, two family dwellings on a single lot not more than two stories and basement in height.*
3. *Minor interior and exterior alterations that do not affect the public health, safety and welfare of the building occupants and do not involve structural changes to the building.*

Adopted Codes

International Building Code - 2021 Edition

International Residential Code for One-and Two-Family Dwellings - 2021 Edition

International Energy Conservation Code – 2021 Edition with State of Illinois Amendments

International Fire Code - 2021 Edition

International Plumbing Code - 2021 Edition

International Mechanical Code - 2021 Edition

International Fuel Gas Code - 2021 Edition

International Swimming Pool and Spa Code - 2021 Edition

International Existing Building Code - 2021 Edition

International Property Maintenance Code - 2021 Edition

National Electrical Code - 2023 Edition

Illinois Plumbing Code – Current Edition

NFPA 101 Life Safety Code – Current Edition, as it applies to state buildings, state licensed facilities, and other occupancies under the purview of the OSFM.

Illinois Accessibility Code - Current Edition

ADA Standards for Accessible Design – 2010 Edition

Illinois Radon Resistant Construction Act - Current Edition

Illinois Elevator Safety Act - Current Edition

Illinois Smoke Detector Act - Current Edition

Illinois Carbon Monoxide Alarm Detector Act - Current Edition

Illinois Electric Vehicle Charging Act – Current Edition

Illinois Urban Manual – Current Edition

PERMIT SUBMITTALS SHOULD INCLUDE, BUT ARE NOT LIMITED TO:

Permit Application & Licenses

- ❑ **Permit Application:** The Permit Application must be complete and legible.
- ❑ **Electrical Contractors:** To perform electrical work within the City of Sycamore, all Electrical Contractors must register with the City and renew annually effective January 1st of each year. Information regarding the required registration can be viewed at <https://cityofsycamore.com/>.
- ❑ **Plumbing Contractors:** One copy of the Plumbing Contractor's letter of intent in accordance with the Illinois Plumbing Code.
- ❑ **Employee Certification:** May entitle the permit applicant to a reduction in sewer and water connection fees based on the number of full and part-time employees.
- ❑ Certification by a licensed design professional certifying that the component characteristics of the proposed design meet the requirements of the Illinois Energy Conservation Code – Current Edition.

Cover Sheet

- ❑ Project identification
- ❑ Project address
- ❑ Identification of the professional design firms and their respective registration numbers issued by the Illinois Department of Financial and Professional Regulation.
- ❑ Seals, signatures, expiration dates and registration numbers of all licensed design professionals who contributed to the project.
- ❑ An index of all drawings.
- ❑ All applicable codes utilized for the project.
- ❑ Code information summary, including the occupancy classification, construction type, structural design information, building height & area information, fire-resistive construction information, occupant load information, means of egress information and fire protection information.

Emergency Egress Plan

- ❑ Travel distances to exits

Land Survey

- ❑ Boundary Survey: Showing the location of all property lines adjoining properties and rights-of-way.
- ❑ Topographic Survey: Showing all horizontal and/or vertical locations of existing natural or man-made features of the subject property.

Site Plan

- ❑ Showing the proposed building location as it relates to the property.
- ❑ Showing existing and proposed utilities, utility easements, roadways, ingress/egress easements, parking areas and lighting, topography, drainage and drainage easements and any other improvements on the subject property.

Structural Drawings

- ❑ General notes
- ❑ Foundation plan and details, including geotechnical reports
- ❑ Floor and roof framing plans and details
- ❑ Structural calculations (vertical and horizontal)

Architectural Drawings

- ❑ Demolition plan, if applicable

- ☐ Floor plan
- ☐ Roof plan
- ☐ Exterior elevations
- ☐ Building and wall sections
- ☐ Reflected ceiling plan
- ☐ Architectural legend, notes, schedules and details

Mechanical System (HVAC) Drawings

- ☐ Mechanical floor plan
- ☐ Mechanical roof plan
- ☐ Mechanical legend, notes, schedules and details

Plumbing System Drawings

- ☐ Plumbing floor plan
- ☐ Plumbing roof plan
- ☐ Soil, water and vent diagram
- ☐ Domestic water riser diagram
- ☐ Gas piping diagram
- ☐ Plumbing legend, notes, schedules and details

Electrical System Drawings

- ☐ Electrical site plan, if applicable
- ☐ Electrical floor plan
- ☐ Electrical roof plan
- ☐ Interior lighting plan
- ☐ Exterior lighting plan, including a photometric plan
- ☐ Electrical roof plan
- ☐ Electrical plan legend, notes, schedules and details

Fire Alarm and Detection System Drawings

- ☐ Floor plan indicating the locations of all alarm initiating and notification appliances.
- ☐ Alarm control and trouble signaling equipment, annunciation, power connection, battery calculations and conductor type and size.
- ☐ Manufacturer's specifications and listing information for the equipment, devices and materials.
- ☐ Type of interface for fire safety control functions.

Fire Sprinkler System Drawings

- ☐ Floor plan showing the system design and the location of all sprinkler heads, as well as the location and size of all rooms, doors, windows, walls, partitions and fire rated walls.
- ☐ Manufacturer's specifications and listing information for the equipment, devices and materials.
- ☐ Hydraulic calculations
- ☐ Piping and fittings specifications
- ☐ Riser diagram and specifications
- ☐ Location of 2 ½" Siamese Fire Department Connection
- ☐ Location of alarm bell
- ☐ A site plan showing the location of the building, adjoining streets and alleys, other existing buildings on the property, fire protection yard piping, connection to water supply and the location of fire hydrants.

Other drawings and/or information, as deemed necessary.