



Building Division
541 DeKalb Avenue
Sycamore, IL 60178
O# (815) 895-4434
F# (815) 895-7572
www.cityofsycamore.com

SUBMITTAL GUIDELINES FOR COMMERCIAL / INDUSTRIAL BUILDINGS

Use this guideline for technical submissions relating to typical commercial and industrial building projects that affect the public. 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 Community Development 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

City of Sycamore Unified Development Ordinance (UDO)

City of Sycamore Municipal Code

2015 International Building Code (IBC), with amendments

2015 International Mechanical Code (IMC), with amendments

2015 International Fuel Gas Code (IFGC), with amendments

2014 National Electrical Code (NEC), with amendments

2018 International Energy Conservation Code (IECC), with amendments from IL ECC

2015 Illinois Plumbing Code, with amendments

2010 ADA Standards for Accessible Design

NFPA 101 Life Safety Code, Current Edition

Technical submissions should include (but are not limited to):

1. Applications:

- ❑ [Permit application](#) (**Must be legible and complete.**)
- ❑ Current City of Sycamore Electrical Registration number.
- ❑ Plumbing Contractor Letter of Intent.
- ❑ 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 2018 International Energy Conservation Code.

2. 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.

3. Emergency egress plan

- ❑ Travel distances to exits

4. Land survey:

- ❑ Boundary Survey: Showing all 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.

5. Site Plan:

- ❑ The proposed building location as it relates to the property.
- ❑ 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.

6. Structural drawings:

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

7. 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

8. Mechanical system (HVAC) drawings:

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

9. 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

10. Electrical system drawings:

- ❑ Electrical site plan, if applicable
- ❑ Electrical floor plan
- ❑ Electrical roof plan
- ❑ Lighting plan
- ❑ Electrical plan legend, notes, schedules and details
- ❑ Exterior photometric plan, if applicable

11. 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.

12. 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 with respect to the property lines and lot lines, adjoining streets and alleys, other existing buildings on the property, fire protection yard piping, connection to water supply and the location of fire hydrants.

13. Other drawings and/or information, as deemed necessary.