



# Building Permit Application- Commercial

Community Development Department  
27 Riverside Rd. Riverside, IL 60546  
P: (708) 447 – 1241 | F: (708) 447 – 2704

Received Stamp

**GENERAL INFORMATION:** **Is application to correct a notice of violation? \_\_ Yes \_\_ No**

Address of Property: \_\_\_\_\_ Owner: \_\_\_\_\_  
Tax Index # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_  
Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TYPE OF WORK:**

- New construction - \$2000 deposit
  - Interior Buildout/Remodel - \$500 deposit
  - Addition - \$1000 deposit \_\_\_\_\_sq. ft.
  - Other: \_\_\_\_\_
  - Roofing/siding
  - Windows/doors
  - Gutters, fascia, soffit
  - Plumbing/electrical
  - Driveway/Parking lot
    - asphalt
    - concrete
  - Lawn irrigation
  - Fire-alarm/ sprinkler
  - Fence
- (Note: homeowner waiver does not apply for work on commercial properties)

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Value\*\* \$ \_\_\_\_\_**  
**\*\*SIGNED CONTRACT(S) MUST BE ATTACHED TO THIS PERMIT.**

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Riverside during the plan review and construction process will be directed to the permit applicant, only.  
**If subcontractors are used, signed letters of intent with each subcontractor need to be provided.**

**BUILDER/CONTRACTOR INFORMATION:**

General Contractor:	Phone:
Address:	Email:

Architect:	Phone:
Address:	Email:

Carpenter:	Phone:
Address:	Email:

Concrete:	Phone:
Address:	Email:

<b>Sewer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Excavator:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Electrician:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Plumber:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Brick Mason:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>HVAC:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Roofer:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Asphalt:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Landscape/Paver:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

<b>Other:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Email:</b>

**ACKNOWLEDGEMENT**

I hereby certify that the information above, any attached plans and specifications and other attached documentation is true to the best of my knowledge; and I agree to comply strictly with all applicable codes and ordinances of the Village of Riverside in completion of the work. I understand there is a \$75.00 fee for re-inspection of any work that does not pass a prior inspection. I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Owner – Please sign and print name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Contractor or Agent – Please sign and print name**

<b>PERMIT &amp; FEES</b>		<b>*OFFICE USE ONLY*</b>			
<b>PERMIT #</b> _____	Building Fee _____	Water Fee _____	Sewer Fee _____		
Issued On _____	Electric Fee _____	ROW Deposit _____	DPW Fee _____		
App'd By / Date _____	Plumbing Fee _____	Cert of Occ. Fee _____	Site Management Bond: _____		
Plan Review Deposit _____	Plan Review Fee _____	Other _____	TOTAL _____		

<b>INSPECTIONS REQUIRED</b>						<b>*OFFICE USE ONLY*</b>					
Rough Plumbing	Rough Electric	Rough Building	Pre-pour Foundation	Above Ceiling HVAC	Certificate of Occ.						
Ground Plumbing	Underground Electric	Backfill	Pre-pour Slab	Above Ceiling Elect.	Fire Dept.						
Water Service	New Service Electric	Insulation	Pre-pour Footing	Spot Survey	Other:						
Final Plumbing	Final Electric	Final Building	Final Plumbing – DPW	Final Grading							

**DEPOSITS FOR PLAN REVIEW REQUIRED**

A plan review fee will be imposed to defray the costs of contracting with independent professionals to review permit applications for compliance with applicable building codes. Such fees will be added to the building permit fee or billed to the applicant. For larger projects a deposit shall be required in advance of reviews in order to ensure adequate reimbursement to the Village for out-of-pocket costs as follows:

**New Construction: \$2,000**

**Additions: \$1,000**

**Interior Buildout/Remodels\*: \$500**

\*with construction values in excess of \$100,000

Any deposit amount remaining after the conclusion of such plan review shall be returned to the applicant.

**ACKNOWLEDGEMENT**

I hereby acknowledge my obligation to reimburse the Village of Riverside for all necessary and reasonable expenses incurred by the Village for independent professionals to review the application for compliance with applicable building codes in accordance with sections 1-21-1, 4-1-4(I) and 4-1-4(J) of the Municipal Code.

*Please complete the information requested below and provide a signature.*

**Name of person to be billed:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **BUILDING/ZONING CODES**

The Village of Riverside will enforce the following building codes:

*International Code Council 2006 Edition:*

- Building Code
- Fire Code
- Mechanical Code
- Fuel Gas Code
- Existing Building Code
- Property Maintenance Code
- Electrical Code Admin. Prov.
  
- ICC Energy Conservation Code 2015
- 2005 NFPA National Electric Code
- 2006 NFPA Life Safety Code 101
- Current Illinois State Plumbing Code
- 1997 Illinois Accessibility Code

Main local amendments apply – see Municipal Code for local amendments. The Zoning Code can be found on the Village website.

Exterior modifications to commercial properties may require Site Plan Review by the Planning & Zoning Commission.

## **NEW OCCUPANCY – FIRE ALARM REQUIREMENTS**

Any building with a current fire alarm will need to submit Fire Alarm plans drawn to scale showing the proposed changes to the area and proposed coverage. This includes all necessary calculations to show the fire alarm control panel can handle the proposed changes/additions. Please refer to Title 5, Chapter 4 of the Riverside Municipal Code for system requirements based on occupancy type.

### **SUBMITTAL REQUIREMENTS:**

- Plans must be to scale and include scope of work outlining details of the project;
- Plans must show job name and complete address;
- The square foot area of the building must be noted on the plans;
- A summary sheet or symbol list showing a device count shall be provided;
- Catalog cut sheets must be provided and highlighted for all components to be installed;
- Specific details must be provided regarding the offsite monitoring of the system including type of transmission means and name and location of receiving station;
- All wiring information must be shown on the plans including size, type, and all point-to-point wire runs;
- Complete battery back up calculations must be provided that clearly note battery size to be provided;
- Voltage drop calculations using the “UL MAX” values for notification appliances must be provided;
- All plans must have the name of the contractor(s), address, and phone number.

# PARKING REQUIREMENTS

The Village of Riverside will enforce the parking regulations set forth in Title 10, Chapter 8 of the Village of Riverside Municipal Code. Please see the diagram and table below for off street parking requirements related to land width and parking stall sizes.

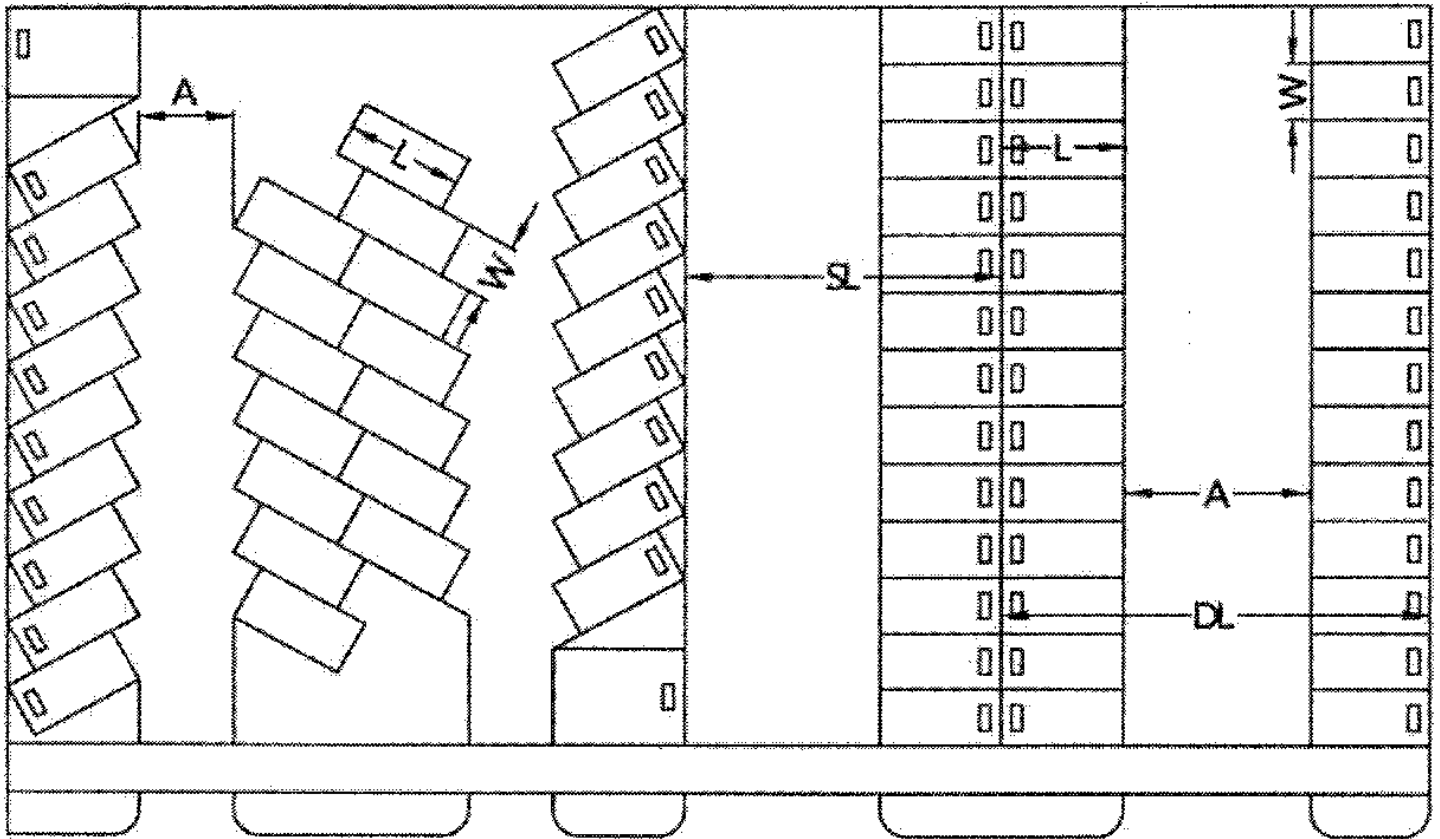


Figure 11  
Off Street Parking Requirements  
(Dimensions Of Length And Width Are In Feet.)

Parking Angle	Parking Space Width (W)	Parking Space Length (L)	Aisle Width (A)	Single Loaded Module Width (SL)	Double Loaded Module Width (DL)
0°	9.0	21.0	18.0/24.0*	27/31*	36/40*
45°	9.0	18.0	18.0	31.25	48.5
60°	9.0	18.0	18.0	32.25	51.25
90°	9.0	18.0	24.0*	40.0*	58.0*

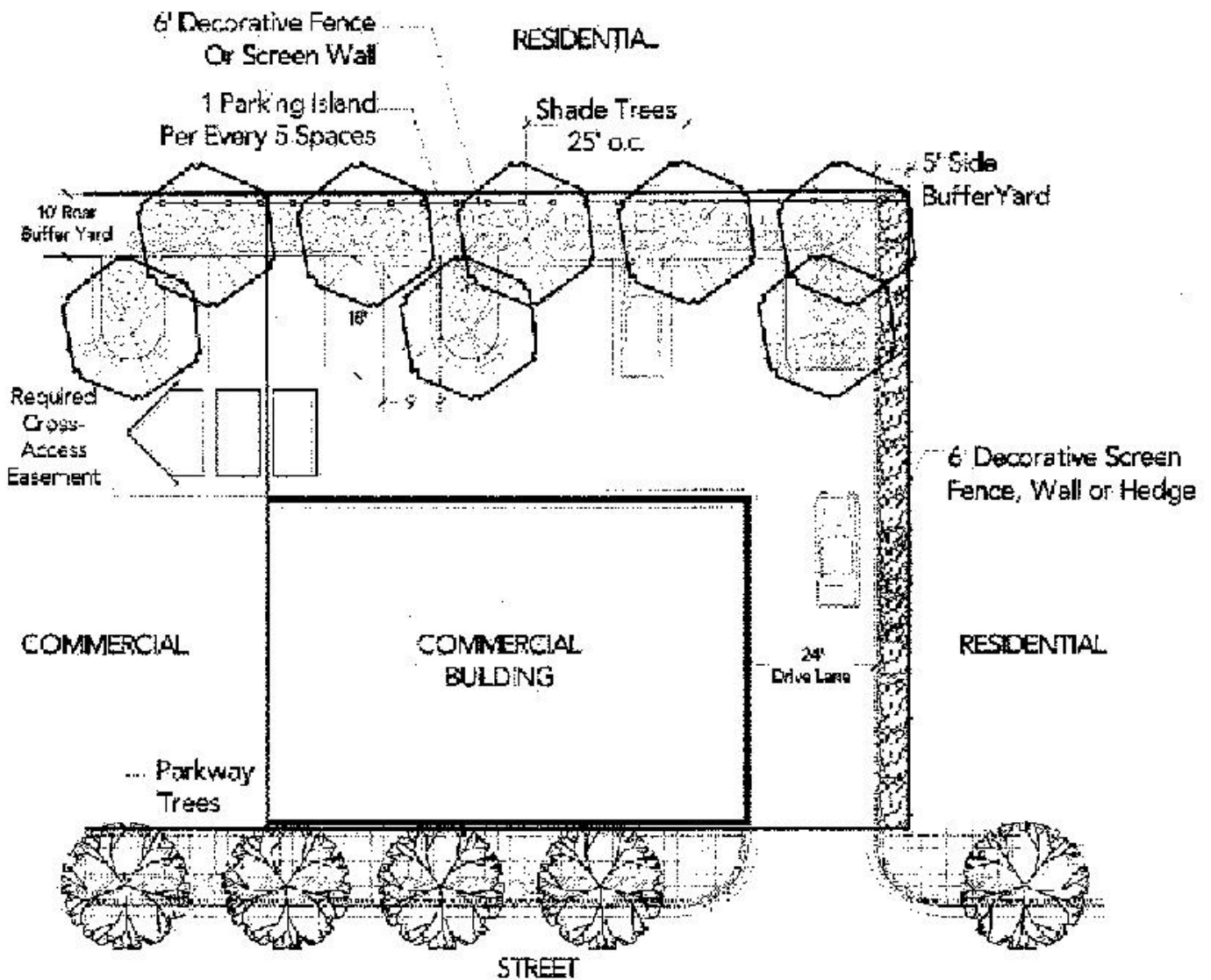
Note:  
\* Two-way traffic authorized

# SCREENING REQUIREMENTS

The Village of Riverside will enforce the landscaping and screening regulations set forth in Title 10, Chapter 9 of the Village of Riverside Municipal Code.

Dumpster Requirements: Per Section 10-9-9.B, "[a]ll refuse containers shall be fully enclosed on four (4) sides by a solid wood fence, masonry walls or principal building wall six feet (6') in height, with one of the four (4) sides being a gate. The materials used for screening, including the enclosure, shall complement the architecture of the building. An extension of an exterior principal building wall may be used as one of the screening walls for a refuse container, provided that such wall meets the minimum six foot (6') height requirement and is of the same building materials as the principal building. Such wall may not be the gated enclosure."

Please see the diagram below as an example of the additional landscaping and screening requirements.



## **MWRD REQUIREMENTS**

*Note: the following information was taken from the Metropolitan Water Reclamation District website. Please contact MWRD for further information.*

The Village of Riverside is located within the Metropolitan Water Reclamation District of Greater Chicago. Any commercial properties are required to obtain a permit or an NRI from MWRD depending on the work.

### **SEWER REHABILITATION/REPLACEMENT/UPGRADES (NRIs)**

A short-form Notification and Request for Inspection (NRI) type permit may be used for existing sewer-related work such as sewer rehabilitation/reconstruction/repair/replacement, including sewer lining and point repair and installation of manholes or catch-basins on existing sewer lines.

For emergency repair work to restore sewer service after a sewer collapse, the MWRD Local Sewer Systems Field Office (708-588-4055) should be contacted before repair, and must be contacted before backfilling, to arrange for work inspection. A completed NRI form must be submitted as soon as possible.

An NRI permit may also be used for installation of external grease traps or triple basins and related sewerage. It may also be used for sewer service lines for new additions to existing buildings where the length of the new sewer line is less than 25 feet, provided that no new connection is being made to the public sewer main, and/or MWRD stormwater detention requirements do not apply to the project, in which case a standard Watershed Management Permit will be required.

Permit Fees: NRI fee payment of \$250.00 plus \$5.00 per linear foot of additional private sewer length. Fees are waived for governmental sewer projects (public sewer mains, laterals for fire/police stations, libraries, etc.).

**THE VILLAGE OF RIVERSIDE WILL NOT ISSUE ANY PERMITS FOR STORM/SEWER WORK ON COMMERCIAL PROPERTY UNTIL THE NRI PERMIT HAS BEEN SUBMITTED.**

## **GENERAL REGULATIONS**

### **PERMIT REQUIRED**

- (A) No building or construction shall be built, and no building or other structure shall be altered or repaired where the expected cost is more than \$500 unless a building permit authorizing such construction is procured. All electrical or plumbing work, except routine maintenance and/or minor repairs, shall require a permit.
- (B) No parking lot or driveway (built or replaced), nor fence (wall or similar structure) shall be built or constructed unless a permit authorizing such construction is first procured.
- (C) No building shall be demolished in whole or in substantial (including interior only demolition) part unless a demolition permit is procured.
- (D) No work of any kind shall be done on any public parkway or other public property unless a permit authorizing such work is first procured.

### **SUBMITTAL MATERIALS**

- Completed and signed application
- Copy of signed contract
- Letters of intent between general contractor and each subcontractor
- Copy of scope of work
- 3 sets of building plans and/or specification sheets (4 sets if grading)
- Plat of Survey with location of new structure drawn and labeled
- 5 sets of sprinkler plans and specs (new construction only)
- 5 sets of fire alarm plans

### **CONSTRUCTION REGULATIONS**

Building permits are for work at the named property only. No work may be done on or over neighboring private property. Water from roofs, sumps and surface runoff may not adversely affect neighboring properties.

All debris must be properly disposed of by the builder or owner. All garbage pick-ups and dumpsters must be ordered through a licensed waste hauling or disposal services. (Village Code Section 7-2-4) [Note: a list of licensed dumpster contractors is available from the Community Development Department.]

The open burning of all materials is prohibited within the limits of this Village. (Village Code Section 7-8-3)

No work such as mixing and assembling may be done on any public street, alley, sidewalk or parkway. (Village Code Sections 8-2-3 and 8-2-12)

No materials, including earth, stone, debris, equipment, tools, etc. may be placed or stored on any public street, alley, sidewalk or parkway. (Village Code Sections 8-2-4 and 8-2-16)

Approved barriers and lighted warning devices are required around all work on public streets, alleys, sidewalks, and parkways. (Village Code Section 8-2-10)

A security deposit of \$500.00 to \$1,500.00 is required for all work where damage to public property is possible. (Village Code Section 4-1-4-E)



**Plan Review Deposit:**

A deposit of \$500 to \$2,000 shall be required for out-of-pocket expenses incurred by the Village for reviews by outside professionals at the time of application. Any deposit amount remaining after the conclusion of such plan review shall be returned to the applicant. (Village Code Section 4-1-4-I)

**Construction Sign:**

All projects that result in an increase in floor area of 400 square feet or more will be required to display a construction sign to be provided by the Village of Riverside. (Village Code Section 4-1-16-B)

**Construction Site Plans:**

All applications for additions, new construction or remodels shall include site plans depicting the proposed location for storage of materials, spoil, and construction waste on the subject property. Waste materials may not be placed on the ground and must be containerized for disposal. (Village Code Section 4-1-16-F)

**Site Fencing:**

Fencing requirements for demolition permits or construction of new principal structure/additions: Construction fencing shall be chain-link and a minimum of 72" high and must be post driven or panelized. Silt fencing shall also be required for any demolition, new principal structure or addition to a principal structure to control erosion and sedimentation. (Village Code Section 4-1-16-G)

**Tree Fencing:**

**All trees in the public right of way abutting the subject property must be protected as follows:**

Fencing shall be chain-link and a minimum of 72" high, must be post driven, shall be installed under the drip line of the tree or in a location approved by the village forester or director of public works not less than one day before start of any work. Fencing must be continuously maintained until the end of all construction. No materials or equipment may be stored within the fencing. (Village Code Section 4-1-15)

**Dust Containment:**

Containment in a garage, or tent, or the use of a wet saw or a water spray for dry saw shall be required for cutting all types of tile, masonry, stone, brick pavers, concrete and pavement. (Village Code Section 4-1-16-H)

**Portable Toilets:**

Shall be screened on 3 sides at all times and be placed in the rear yard where possible. (Village Code Section 4-1-16-I)

**Pre-Construction Meeting:**

A meeting with the village building inspector is required prior to the start of any construction projects that increase the square footage of lot coverage by 400 square feet or more. (Village Code Section 4-1-16-C)

**Site Management Bonds:**

A site management bond may be required at the time of permit issuance. The bond shall be held by the village and the village has the right, at all times, to draw on the site management bond if deemed necessary. (Village Code Section 4-1-16-K, 4-1-16-L) The amount of the site management bond shall be calculated as follows:

<i>Demolition or construction of a new principal structure:</i> <b>\$3,000.00</b>	<i>Additions without foundation or interior remodels with construction values in excess of \$100,000.00:</i> <b>\$800.00</b>
<i>Additions with foundation:</i> <b>\$1,000.00</b>	<i>Demolition or construction of an accessory structure ≥ 400 square feet in area:</i> <b>\$500.00</b>

**VARIOUS MINIMUM REQUIREMENTS**

**GENERAL**

- One set of approved plans and specifications must be kept on site of the building or work at all times that work is in progress.
- Construction site: Construction site must be kept in a safe and clean manner at all times, subject to stop work order per the Building Inspector.
- A spot survey is required to verify foundation height and location after foundation is poured and before framing begins. (Submit a copy of survey to the Community Development Department).
- House numbers must be a minimum of 4" tall, in Arabic numerals, and clearly visible from the street.
- Signage is approved as a separate sign permit.

**PERMITTED & PROHIBITED BUILDING MATERIALS**

- 5/8" fire rated gypsum wallboard.
- 5/8" gypsum board, a fire-rated drop ceiling, or an automatic sprinkler system must protect floor trusses and prefabricated wood I-joists. If installed above a crawl space, provide a smoke detector and protect opening to the crawl space.

**PLUMBING**

- Plumbing – PVC prohibited for use in water supply; allowed for drain waste and venting.
- Water service – Minimum 1" copper pipe (but not less than the size required based upon the Water Supply Fixture load per Section 890 appendix A, Table N, Illinois Plumbing Code) from the water main to the structure is required for new construction or major remodeling. Old Service must be disconnected.
- Overhead plumbing required for new construction.
- Drain tile sump and roof drains to splash within 5' of building.
- Wet test and/or stack test of new waste and vent piping required.
- Pressure test of water required.
- Gas pressure test of 20 lbs for 2 hour minimum required.
- Plumber listed on the permit must be present for all rough and final plumbing inspections.

**ELECTRICAL**

- Install conduit chase for installation of remote reader for water service.
- All electrical must be in conduit.
- All ground fault circuit interrupters must be installed in locations per 2005 National Electric Code.
- Provide electrical jumper cable around water meter and between hot and cold water pipes serving water heater.
- Electrician listed on the permit must be present for all rough and final electric inspections.

**HVAC MECHANICAL REQUIREMENTS, INCLUDING FIREPLACES**

- Hot and cold air returns/supplies must be in sheet metal.
- Isometric drawings are required (single line of supply and return with CFM).
- Submit furnace manufacture specifications for model input/output in BTU.
- Submit manufacturer installation instructions.
- All occupiable spaces to have the same size supply and return registers.
- A central return is not acceptable.
- Maximum flexible duct length 10'0".
- Any furnace installed above grade must have 2" deep pan under the furnace with an overflow switch.

\*\*\*\*\*

I have read and understood all of the above:

Signature of applicant/owner: \_\_\_\_\_

Address of structure: \_\_\_\_\_ Date: \_\_\_\_\_