



# New Commercial and Multi-Family Construction Check List

**Community and Economic Development Department**

8820 Brookfield Ave Brookfield, IL 60513 | Office: (708) 485-7344| Fax (708) 485-8090

Project Address:	Date
Project Description:	
Contact Person:	
Phone:	

Documents for Project Submittal for New Construction, Addition, and Interior Remodel of Commercial and Multi-Family Projects

General	
	Check if Provided
<b>Completed Check List</b> (This form)	
<b>Completed Building Permit Application</b>	
<b>Current Plat</b> (4 Copies)	
<b>Construction Documents</b> (4 set- Reproducible, sealed, & signed on cover sheet by Architect or Structural Engineer)	
<b>Cover Sheet on Drawings with Current Codes</b> (Project address and detailed description of scope of work)	
<b>Civil Engineering Drawings included in sets</b>	
<b>Existing Condition Grading Plan</b>	
<b>Proposed Grading Plan</b> (Stormwater management if applicable)	
<b>Energy Analysis</b> (in conformance with 2015 International Energy Conservation Code)	
<b>Completed zoning analysis form</b> (Only applicable if lot coverage is increased)	
<b>Certificate of Appropriateness for Preservation</b> (Only applicable if Landmark or in Landmark District)	
<b>Interior Remodel Worksheet</b>	
<b>Green Space Ordinance</b> (Measures summary)	
<b>Water Service Size Calculation Worksheet</b> (Only applicable if adding fixtures)	
<b>MWRD Permit</b> (If applicable)	

Drawings for Review	
	Check if Provided
<b>Project Data Information</b> (Governing building codes listed, design loads, type of construction, occupancy group, sq. ft., exiting requirements, etc.)	
<b>Structural Calculations and Soils Report</b> (3 copies)	
<b>Site Plan</b> (North arrow, street names, number of stories, all dimensions, setbacks, location of a/c condensers and utilities, as applicable, paved areas, decks, trees, 6 foot high construction fence, and new construction clearly shown from existing)	
<b>Landscape Plan</b> (For new construction, PD's and Condos conversions)	
<b>Civil Engineering Drawings</b> (Including utility sizing, MWRD application, and Stormwater detention if applicable)	
<b>Travel Distance Diagrams</b> (Showing required exits, paths, and travel distances )	
<b>Floor Plans to scale</b> (Include room/space names, full dimensions, detail references, door and window tags, egress windows labeled, and etc.)	
<b>Roof Plan to Scale</b> (Include full dimensions, detailed references, and etc.)	
<b>Exterior Elevations</b> (Include building height, parapet height, window sill dimensioned from finished floor)	
<b>Building / Wall Sections</b> (Showing floor elevations, foundation, footing depth, roof pitch, window sill heights and details, and materials)	
<b>Architectural Details</b> (Footings, roof eave/ridge, parapet, connections, stair details and plans, etc.)	
<b>Stair Plans &amp; Details</b> (Fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, and etc.)	
<b>Light and Vent Schedule</b> (For all projects that alter the location of size of windows show actual and required)	
<b>Door &amp; Window Schedules</b> (For new or modified doors & windows size and location)	
<b>Structural Information &amp; Specifications</b> (Include design loads and materials)	
<b>Structural Framing &amp; Foundation Plans</b> (Show design loads, sizes of all framing, footing and structural members- including spacing, spans, and materials)	
<b>Structural Details</b> (As applicable - include connection details)	
<b>Earth Retention Drawings</b> (If excavation depth exceeds distance to any property line)	

### Drawings for Review Continued

	Check if Provided
<b>Plumbing Plans</b> (Include fixture schedules, riser diagrams, ejector basin and sump pump locations, drain tile as applicable, ISO drawings, and etc.)	<input type="checkbox"/>
<b>Mechanical Plans</b> (Include supply , return, exhaust, equipment, location cfm supplied returned or exhausted and etc.)	<input type="checkbox"/>
<b>Electrical Plans</b> (Lighting and power plans, equipment schedules, panel schedules load calculations, panel location, and specifications)	<input type="checkbox"/>

### Additional Required Items During Construction

**Construction Fence** is required around all excavations, demos, and construction sites in order to protect the public. Fences shall be 6 feet high and fully sand bagged or posts driven down 3 feet to prevent wind from blowing the fence and creating a nuisance.

**Sidewalk Canopies** will be required for all construction work abutting the Village's public walks or driveways in order to ensure protection for pedestrians and Village properties.

**Temporary Toilet Facilities** will be provided by contractors on site if the structure lack plumbing facilities.

**Silt Fence** will be required and provided by contractors when excavating.

### Building Code Information

**Codes Used:**

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Fire Code
- 2015 International Mechanical Code
- 2015 International Energy Conservation Code
- 2014 State of Illinois Plumbing Code
- 2014 City of Chicago Electrical Code

Please access the Village Code at [www.brookfieldil.gov](http://www.brookfieldil.gov) for all local amendments to the codes. Work done without permit is subject to a double permit fee. Work Hour Restrictions: Permitted construction work **can only** be done during the hours listed below:

**Monday - Friday** 7:30am-7:00pm **Saturdays** 8:00am-6:00pm

**Sundays and Holidays** 9:00am-5:00pm

### Contractor Information

All contractors listed on this permit must be registered with the Village. Please see and complete the Contractors Application for required registration documents and information.

**(\$750 max) and/or stop work order.**