

Commerical Permit Application



Village of Glen Carbon
Department of Building & Zoning
151 N. Main Street
Glen Carbon, IL 62034
(618) 288-1200

NOTICE

Submit completed applications to:	Submit inspection requests to:
permits@glen-carbon.il.us	inspections@glen-carbon.il.us

PERMITS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof that your permit was received. The application must be filled out completely and all required documentation submitted. The review process begins once all the required information has been submitted.

YOU WILL BE NOTIFIED WHEN YOUR PERMIT HAS BEEN PROCESSED AND IS READY FOR PICK-UP AND PAYMENT. Making multiple attempts with staff to determine the status of the permit will cause delays.

INSPECTIONS ARE SCHEDULED IN THE ORDER IN WHICH THEY ARE RECEIVED. An automatic email response shall serve as proof your inspection request was received. You will be contacted via email with a date and time once the inspection(s) have been scheduled with the appropriate staff.

Village Website	www.glen-carbon.il.us
Village Ordinances	https://codelibrary.amlegal.com/codes/glencarbonil/latest/overview

INFORMATION PAGE

1. The codes adopted by the Village of Glen Carbon:
 - A) 2012 International Building Code
 - B) 2005 National Electrical Code
 - C) 2003 International Mechanical Code
 - D) Current Illinois State Plumbing Code
 - E) Current Illinois International Energy Conservation Code
 - F) Current Illinois Accessibility Code
 - G) 2003 Fuel Gas Code
2. Complete application - all information must be completely filled out or application will be returned.

3. Application submittals (Both email AND hard copy required):

Email one (1) electronic pdf copy of application and information to permits@glen-carbon.il.us

AND submit one (1) hard copy of application and information to Village Hall

Construction plans **must be** signed and sealed by an Illinois Licensed Register Professional Architect including COM Check evaluation forms.

4. To schedule inspections email: inspections@glen-carbon.il.us

5. Submit Building Permit Plan Check List and Statement of Compliance.
6. **Type NM, NM C and NMS cable (Romex) is not approved for installation in any commercial structure. Type M C (Metal Clad) and AC (Armored Cable) are approved for use in commercial structures, with the following exceptions:**

Hazardous use groups and the exceptions listed in the 2005 NEC
Medical use occupancies. Type M C and AC cable maybe used for lighting whips not to exceed 6' in Medical use occupancies.

7. G.C.F.L receptacles are required for installation on commercial applications. Commercial kitchens ALL 125v single phase 15 and 20 amp, must be protected. Bathrooms, rooftop and exterior use receptacles accessible to the public must be protected.
8. At the time of the "footing pre-pour inspection" a GROUNDING ELECTRODE will be in place. A Grounding Electrode consists of one of the following: a bare section of rebar, a zinc coated rod or a #4 AWG copper wire of twenty foot or greater in length. The grounding electrode must be suspended to 2" from the bottom of the footing. The grounding electrode

must be bonded to a ground rod The ground rod bonding the grounding electrode may be installed at the time of the pre-pour. The connection to the grounding electrode to a #4A WG copper wire will be made with an approved connector, suitable for direct bury. If a ground rod is not in place and bonded to the grounding electrode at the time of the footing pre-pour inspection, enough #4A WG copper wire must be in place and connected to the later date.

9. A receptacle is required within 25' of A.C. furnace and refrigeration equipment for servicing.
10. Permit must remain visible, accessible and kept in good condition
11. Temporary restroom and hand washing facilities must be present.
12. Dumpsters and temporary restroom facilities cannot be placed on streets.
13. Commercial vehicles, trailers and equipment cannot be parked on the street overnight.

**VILLAGE OF GLEN CARBON
APPLICATION FOR COMMERCIAL
BUILDING PERMIT**

Date _____ Zoning _____ Flood Zone _____

Project Address _____

Subdivision _____ Block No. _____ Lot No. _____

Square Footage of Lot _____ Property Identification No. _____

OWNERSHIP

- Private (individual, corporation, nonprofit, institution, etc.....)
 Public (Federal, State or local government)

TYPE OF IMPROVEMENT

- | | | |
|--------------------------|---------------------|--------------------|
| <input type="checkbox"/> | New Building | Commercial _____ |
| <input type="checkbox"/> | Addition | Industrial _____ |
| <input type="checkbox"/> | Alteration | Office/Prof. _____ |
| <input type="checkbox"/> | Repair, Replacement | Other _____ |
| <input type="checkbox"/> | Electric only | |

Building

Plumbing

Type of Construction _____

W.C. _____ Sinks _____

Stories _____ Width _____ Depth _____

Bathtubs _____ Dish wash _____

Lavatory _____ Water Heater _____

Showers _____ Disposal _____

Total Bldg. Area _____

Floor Drains _____

of Rooms _____ Baths _____

Water Service Size _____

Basement: None _____ Unfinished _____

Urinals _____ Drinking Fountains _____

Finished _____ Area _____

Service Sinks _____ Boiler _____

Garage _____

Roof Drain _____ Sump _____ Ejector _____

Carport _____ Parking Lot Area _____

Laundry _____ Specialty Fixtures _____

Number of Parking Spaces: Enclosed _____

Water Meter Size _____

Outdoors _____

Backflow Protection _____

Electrical

Service _____
 AMP _____ Wire _____
 Total Number of Circuits _____
 Dishwasher _____ Disposal _____
 Range _____ Oven _____
 Dryer _____ Motor _____
 Sub Panel _____ Transformers _____
 Communication _____ Alarm _____
 Elect. Heat _____ Total KW _____
 Gas Furnace _____ AC _____

Mechanical

Heat:
 Quantity _____ Type _____ BTU _____
 Flue _____ Fuel Line Size _____
 Water Heater:
 Quantity _____ Type _____ BTU _____
 Flue _____ Gallons _____
 A.C.:
 Type _____ Seer _____ Fresh Air _____
 Total Tons _____ Specialty Items _____ Qty. _____

Contractors Name Phone Number Date License Number

Concrete				
Builder/Framer				
Electrical				
Plumbing				
Mechanical				
Other				

DIMENSIONS

Number of Stories _____
 Total Square Footage of floor area, all floors based on exterior dimensions _____
 Land Total Area Square Footage _____
 Number of Off Street Parking Spaces: Enclosed _____ Outdoors _____

COST (omit cents)

Cost of Improvements \$ _____

To be installed but not included in the above costs

a) Electrical \$ _____

b) Plumbing \$ _____

c) Heating/Air Conditioning \$ _____

d) Other (elevator, etc.) \$ _____

TOTAL COST OF IMPROVEMENT \$ _____

Non-residential – describe in detail proposed use of buildings, e.g. food processing plant, machine shop, laundry building @ hospital elementary school, parking garage for department store, rental office building, office building @ an industrial plant. If use of existing building is being changed, enter the purpose.

Owner _____

Applicant _____

Owner's Legal representative _____

Address _____

Address _____

City,State,Zip _____

City,State,Zip _____

Telephone _____

Telephone _____ Mobile _____

E-mail address _____

E-mail address _____

General Contractor _____

Architect or Engineer _____

Superintendent or Foreman _____

Firm _____

Address _____

Address _____

City,State,Zip _____

City,State,Zip _____

Telephone _____ Mobile _____

Telephone _____ Mobile _____

E-mail Address _____

E-mail address _____

PLEASE SEE NEXT PAGE FOR COMPLETION OF APPLICATION

DRIVEWAY, SIDEWALK & PARKING LOT STATEMENT

The owner and/or builder/developer with consultation of a qualified professional engineer will insure adequate compaction of grades under sidewalks, driveways and/or parking lots when installed over public road right-of-way and easements. The Village of Glen Carbon assumes no responsibility for any settlement or pavement damage and the owner and/or builder/developer hereby agrees to hold the Village of Glen Carbon harmless from any future costs or maintenance of said sidewalks, driveways and/or parking lots.

OWNER

BUILDER/DEVELOPER

THE OWNER IF THIS STRUCTURE AND THE UNDERSIGNED AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THIS JURSDICTION AND AGREE NOT TO ALLOW ANY PERSON OR PERSONS TO USE OR OCCUPY THE ABOVE STRUCTURE BEFORE A FINAL INSPECTION HAS BEEN MADE AND APPROVED AND A CERTIFICATE OF USE AND OCCUPNACY HAS BEEN ISSUED FOR THIS STRUCTURE.

“IT IS THE APPLICANTS RESPONSIBILITY TO COMPLY WITH ANY SUBDIVISION COVENANTS AND RESTRICTIONS WHICH MAY ALSO APPLY TO YOUR PROPOSED CONSTRUCTION.”

Date

Signature of Owner or Legal Representative



Glen Carbon Building & Zoning Department

ADDITIONAL BUILDING PERMIT INFORMATION

- 1) NAME OF BUSINESS: _____
 - A. NATURE OF BUSINESS: _____
 - B. SIC CODE CLASSIFICATION: _____
- 2) PROPOSED LOCATION: _____
 - A. PREVIOUS LOCATION/S: _____

- 3) SERVICES PROVIDED: _____
- 4) HOURS OF OPERATION: _____
- 5) EXISTING ZONING CLASSIFICATION FOR PROPOSED LOCATION: _____
- 6) NUMBER OF EMPLOYEES: _____
- 7) PRIMARY OWNER OF BUSINESS: _____
ADDRESS: _____
PHONE: _____ CELL PHONE _____
E-MAIL: _____
- 8) ADDITIONAL BUSINESS PARTNERS/OWNERS (if different than above)
NAME: _____
ADDRESS: _____
PHONE: _____ CELL PHONE _____
E-MAIL: _____
DATE FORM COMPLETED: _____

not limited to:

- | | | |
|------------------------------------|-----------|----------|
| a) Drawings | Yes _____ | No _____ |
| b) Specifications | Yes _____ | No _____ |
| c) Building code analysis | Yes _____ | No _____ |
| d) Structural calculations | Yes _____ | No _____ |
| e) Special inspection requirements | Yes _____ | No _____ |
| f) Current IECC compliance | Yes _____ | No _____ |

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 CONTRACTURAL OBLIGATION, THEY ARE IN COMPLIANCE WITH THE ENVIRONMENTAL BARRIERS ACT (410 ILCS 25), THE ILLINOIS ACCESSIBILITY CODE (71ILL. ADM. CODE 400), AND THE AND THE BILDING CODES OF THE VILLAGE OF GLEN CARBON. IN ADDITION, THE ABOVE CHECKLIST HAS BEEN REVIEWED BY ME OR UNDER DIRECT SUERVISION TO INSURE THAT THE SUBMITTED PLANS CONTAIN ALL NECESSARY INFORMATION TO OBTAIN A BUILDING PERMIT IN GLEN CARBON

SIGNATURE _____ *DATE* _____
(ARCHITECT/ENGINEER)

SEAL *ILLINOIS REGISTRATION NO#:* _____