



25 East State Street, North Aurora, IL 60542
P: 630.897.1457 F: 630.897.0269
www.northaurora.org

NEW COMMERCIAL & COMMERCIAL REMODEL - PACKET

Please Note: Building permits will not be processed and issued if the submittal is incomplete. All required paperwork and documents shall be included at the time of permit submittal or the submittal will be rejected.

Please check for the following items - prior to submittal and application for permit.

Submittal Documents:

- Permit Application (including this checklist)
- List of Contractors working on the project
- Two (2) copies of the site plan, including the plat of survey
- Two (2) complete sets of construction plans
- Two (2) complete sets of truss certifications & truss layout
- Two (2) energy compliance reports (performance)
- Original "Letter of Intent" for all plumbing work
- FOX METRO W.R.D. – Permit (paid receipt)*
- K.D.O.T. – Kane County, Road Impact Fee (paid receipt)*
- Technical Submission Report (fire suppression system – see attached)
- Project manuals and specifications (if applicable)
- Kane County Health Department approval (if applicable)*
- North Aurora Fire Protection District approval (prior to permit issuance)*
- PDF of all submittal documents
- Deposit Payment - \$1,000.00 (the deposit will apply to the permit fee)

* Required prior to permit issuance

ALL PLUMBING WORK MUST BE COMPLETED BY A LICENSED PLUMBER:

Public Act 094-0132:225 ILCS 320/37 from Ch. 111, par. 1135.

A letter of intent shall be included with all permit applications including plumbing. The letter of intent shall be written on the licensed plumber of record's business stationary and shall include the license holder's signature. If the license holder is incorporated, the license holder's corporate seal must be included. If the license holder is not incorporated, the signature on the letter must be notarized.



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APPLICATION FOR PERMIT - COMMERCIAL

Job Address: _____

Parcel Index Number: _____ - _____ - _____

Improvement Type: New Commercial Commercial Remodel Other _____

Permit Applicant: _____ Phone #: _____ E-Mail: _____

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

General Contractor: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____

Project Cost: _____ **Square Feet:** _____

Plumber's License # _____ Expiration Date: _____

Roofing License # _____ Expiration Date: _____

I hereby certify that the owner of record authorized the proposed work. I have been authorized to act on his / her behalf as the agent for this project. I agree to conform to all laws and Ordinances of the Village of North Aurora. It is the responsibility of the property owner to ensure that the proposed improvements are in accordance with all homeowner's association by-laws and property covenants.

Print Name: _____ **Company Name:** _____

Signed: _____ Date: _____

FOR OFFICE USE

Approved: _____ Denied: _____ Fox Metro Approval? YES or NO

Date: _____ Date: _____ K.D.O.T. Approval? YES or NO

Permit Fee: _____