

NON-RESIDENTIAL REMODEL & ADDITION - SUBMITTAL CHECKLIST

Please Note:

Building permits will not be sent out for review until all documents required at the time of submittal are received. Building permits will not be issued until all items required before issuance are received.

REQUIRED AT SUBMITTAL:

- Permit Application (including this checklist)
- 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)
- Project manuals and specifications (if applicable)
- PDF of all submittal documents
- Deposit Payment - \$1,000.00 (the deposit will apply to the permit fee)

REQUIRED BEFORE ISSUANCE:

- List of Contractors working on the project
- Original "Letter of Intent" for all plumbing work (see below)
- 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)
- Kane County Health Department approval (if applicable)
- North Aurora Fire Protection District approval (prior to permit issuance)

ADDITIONAL INFORMATION:

- Fire District – Submit fire sprinklers/alarm info through <https://www.nafd.org/>
- New Businesses – Submit a [Business Registration Application](#) prior to opening
- [Sign Permit Application](#) – Submit a sign permit prior to displaying any exterior signage
- [Escrow Application](#) – Establish an Escrow to cover fees associated with engineering review

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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NON-RESIDENTIAL REMODEL & ADDITION – APPLICATION

Job Address: _____

Parcel Index Number: _____ - _____ - _____ - _____ Check One: Commercial Industrial

Improvement Type: Addition 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: _____ *Permit Deposit:* _____ *Fee Due:* _____