



Commercial/Industrial Checklist For Buildouts and Change of Use

Once the exterior shell or the Vanilla Box of the Unit/Building has been completed, permits are required for the interior build out or change in use. If a contractor is completing the work for you, the contractor can apply for the permit. If the building owner completes the build out/change in use, it is the owners responsibility to acquire the necessary permits from the Building Department. A review of the plans takes 2-4 weeks, please allow for the necessary time! **No work can begin and no equipment or furniture can be brought in until the permit is issued.**

The following information is required for the application:

- _____ Miscellaneous/Repair/Remodel Permit application completely filled out.
- _____ List of Contractors
- _____ Estimated cost for Buildout/Change of Use/Occupancy
- _____ Architects Certification Statement signed by Architect **and** General Contractor
- _____ Scope of Business (Type of Business being done) and number of full time and part-time employees
- _____ 4 Sets of complete architectural plans and specifications signed and sealed by an IL licensed architect. These plans include existing condition and new proposed layout including but not limited to
 1. Equipment and furniture location
 2. Complete electrical drawings
 3. Complete Plumbing drawings
 4. Complete HVAC drawings with light and ventilation schedules. (Rooftop units will need to be screened on all sides)
 5. A third party evaluation (UL or ETL) to US standards for all manufacturing equipment that will be installed and manufacturer's spec sheets for all equipment. *See attached*
 6. MSDS if applicable

The following is required for permit approval which will allow work to begin:

- _____ All plan reviews must be approved, including an approval letter from the Bartlett Fire Protection District
- _____ All contractors listed on the application must be licensed in the Village of Bartlett for **each trade** they are doing work for.
Please contact the clerk's office at 630-837-0800 regarding contractor licensing.
- _____ All permit fees must be paid.
- _____ A separate application for fire alarm (if required) must be submitted to the Village Hall
- _____ A separate application for fire sprinkler (if required) must be submitted to the Village Hall

Inspections are required as the buildout/change of use progresses. Contact the Building Department at 630-837-0800 to schedule inspections. A **Final Inspection** is required after the interior buildout/change of use is complete. It includes but is not limited to

- All building requirements listed above
- Parking
- Landscape

A **Certificate of Occupancy** will be issued after successful completion of all final inspections.

A **Business License** is required and can be applied for in the Village Clerks Office.

Any signs will require a **Sign Permit** from the Community Development Department.