

New Construction Commercial/Industrial Checklist

Required for Application Submittal:

- _____ New Construction Application completely filled out
- _____ List of Contractors
- _____ Estimated Cost of Project
- _____ Completed Verification of Compliance/Certification Statement
- _____ 1 copy scalable plat of survey with legal description showing proposed location of building with proposed top of foundation and setback dimensions
- _____ Signed current COMcheck
- _____ 4 sets of complete building plans (structural, mechanical, electrical and plumbing) stamped by a licensed architect or structural engineer

*In addition the complete set must include

1. Village Board approved building elevations
2. Site plan approved by the Community Development Department
3. Landscape plan approved by the Community Development Department
4. Photometric plan approved by Village Engineer
5. Final approved and stamped Engineering plans

***All of the above information must be submitted together.
Partial submittals will not be accepted!***

Plan review turnaround is 10 business days for first plan review and 6 business days for each additional review. Plans submitted after 12:00 noon will be recorded as being received on the next business day.

Required for Permit Approval:

- _____ All plan reviews must be approved
- _____ All approved building sets including Site plan, Photometric and Engineering must also be approved by the Community Development Department, ***in writing.***
- _____ Letter from the Bartlett Fire District approving the plan
- _____ 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 Main Office at 630-837-0800 regarding contractor licensing.
- _____ All permit fees must be paid.
- _____ Copy of engineering plan approval letter with engineering cost for bond in the Building Department
- _____ Bond or letter of credit for amount contained in above letter approved by Village Attorney
- _____ Copy of road impact fee receipt (DuPage & Kane Counties only)

Note: A **separate** permit must be applied for both **fire alarm** and **fire sprinkler systems**. Submittals for alarm and sprinkler applications must be approved by **both** the Building Department and the Bartlett Fire Protection District. All plans must be routed through the Building Department. *Do not send plans directly to Bartlett Fire District or consultants.* Please refer to the fire alarm and fire sprinkler checklists (on our website) for more information.

- Complete the Miscellaneous Permit Application and submit to the Building Department for fire sprinkler systems and for fire alarm permits.
- Please contact the Bartlett Fire Protection District at 630-837-3701 with questions regarding alarm and sprinkler systems.



Village of Bartlett
Architect/Engineer/Contractor/Owner
Verification of Compliance/Certification

Project Address: _____

The undersigned is familiar with the applicable Building and Zoning Codes and ordinances of the Village of Bartlett, Illinois, as they may apply to the design and construction of the above project, including but not limited to the following:

- ICC 2012 International Building Code w/amendments
- ICC 2012 International Residential Code w/amendments
- ICC 2012 International Fire Code w/amendments
- ICC 2012 International Mechanical Code w/amendments
- ICC 2012 International Fuel Gas Code w/amendments
- NEC 2011 National Electric Code w/amendments
- Illinois State Plumbing Code, 2014 or latest edition w/amendments
- Illinois Accessibility Code, latest edition
- The International Property Maintenance Code, 2012 edition (the “IPMC”) w/amendments
- Illinois Energy Conservation Code, latest edition (the State Energy Conservation Code “IECC”) or ANSI/ASHRAE/IES Standard 90.1-2010 w/amendments
- Village of Bartlett Zoning Code (Current Edition)
- DuPage County Countywide Stormwater Floodplain Ordinance, 2013

I/We understand that the Village has passed local ordinances, which are based upon, but may deviate from the applicable codes. I/We also understand that the Village is a community where construction takes place in proximity to other structures, and that the Village seeks to minimize the interference of new construction with existing structures and to, over time, bring existing structures in the Village into conformity with our current codes.

I/We understand that approval of plans submitted to the Bartlett Building Department for review is a **CONDITIONAL APPROVAL ONLY**, and that construction must be in conformance with all provisions of the aforementioned codes and ordinances. It is further understood that, in the event of conflict between the approved plans or the constructed work and provisions of the codes and ordinances, the codes and ordinances must be followed.

Architect’s Signature	Print Name	Date
Engineer’s Signature	Print Name	Date
Contractor’s Signature	Print Name	Date
Owner’s Signature	Print Name	Date

If corporation or partnership, President and Secretary or all parties must sign. Corporation affix seal.