



## **WILL COUNTY LAND USE DEPARTMENT**

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### **BUILDING DIVISION – CHANGE OF USE OR OCCUPANCY PERMIT**

Plans and Construction shall comply with the following adopted codes:

2012 International Building, Mechanical, Fuel Gas, Fire Codes

2015 International Energy Conservation Code

2011 National Electric Code

2014 Illinois State Plumbing Code

1997 Illinois Accessibility Code

2014 Will County Building Code Chapter 150

When a business wishes to locate or relocate into an existing building or space, a change of use or occupancy permit is required prior to occupying that the building or space. This requirement is codified by Sections 105.1 and 3408.1 of the 2012 International Building Code.

The purpose of this requirement is to ensure that the business / proposed use is permitted at the proposed location. A zoning review will be conducted to ensure compliance with the Will County Zoning Ordinance. This review will verify that the proposed use is an allowable use within the underlying zoning district, that adequate parking is provided for the proposed use, and that all other relevant site and structure requirements are compliant.

Occupancy classifications and uses are subject to different building code provisions. These code provisions include means of egress, structural loads, light / ventilation, plumbing, and fire protection. The building review will ensure that the unique code requirements for the specific proposed occupancy classification or use are complied with.

The following minimum information is required in order to process a change of occupancy or use permit application without proposed alterations:

1. A completed building permit application.
2. A floor layout prepared by an Illinois licensed design professional drawn to scale. The floor layout must provide the following information:
  - a. Identify the use of each room
  - b. Provide dimensions of rooms, corridors, doors, windows, display fixtures, counters, cabinetry, etc.
  - c. Identification of all mechanical equipment.
  - d. Identification of all plumbing fixtures.
  - e. Identification of the occupancy classification of adjoining units and/or buildings.
  - f. Identification of existing fire protection features (extinguishers, alarms and suppression).
  - g. Identification of existing emergency lighting.
3. Identification of the proposed occupancy classification, type of construction, code calculated occupant load, and number of exits.
4. A plat of survey or site plan depicting the site layout, which would include all parking spaces, drive aisles, paths of ingress / egress, and accessible parking spaces.
5. Written approval from the Will County Health Department (well and septic, food service as required).

6. Road authority approval (State, County, or Township).
7. It is highly recommended that the applicant submit all application documents to the local fire protection district for review.

At this time, most commercial permit applications are being outsourced to a third party plan reviewer. The permit applicant is responsible for payment of third party plan review fees. A \$200.00 permit fee is assessed at the time of permit issuance. All change of use or occupancy permits are subject to a final building and final plumbing inspection.

For existing buildings with proposed alterations, in addition to the requirements referenced above, an Illinois licensed design professional shall also show alteration details for each scope of work. Additional inspections and permit fees (assessed at a rate of \$8.00 per \$1,000.00 of cost of construction) are applicable to proposed alterations.