



WILL COUNTY LAND USE DEPARTMENT

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BUILDING DIVISION – COMMERCIAL TENANT BUILDOUT PERMIT APPLICATION REQUIREMENTS

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

The following minimum information is required in order to process a commercial or industrial tenant buildout permit application:

1. A building permit for a change in occupancy is required for a building, even if no work is contemplated. Different code provisions may be applicable to different occupancies; means of egress, structural loads, and light/ventilation provisions are all examples of requirements that are occupancy type sensitive (IBC 105.1).
2. A completed building permit application.
3. One (1) electronic copy and one (1) hard copy of sealed, signed, and dated plans and calculations from an Illinois licensed architect or structural engineer conveying the full scope of work. The plans must include proposed mechanical, electrical, plumbing, and fire suppression work related to the project with schedules and line diagrams. The MEP/FP drawings shall be sealed, signed, and dated by an Illinois licensed professional engineer or architect where applicable (IBC 107).
4. The plans shall include the proposed occupancy of the space based upon the structure's purpose and function (IBC 301), type of construction (IBC Table 601), code calculated occupant load (IBC 1004.1.2), and fire suppression status (fire alarm per NFPA 72 and/or automatic fire sprinklers per NFPA 13). Indicate adjacent occupancies; at a minimum, in all multi-tenant buildings, a minimum two hour fire barrier shall be provided between tenant spaces; indicate the UL or approved testing agency number for the rated assembly and submit the assembly details and description (IBC 508.4, Will County Building Code 150.031)
5. Submit a site plan including the parking lot with all accessible parking space(s) indicated. An accessible route from the parking lot to an accessible entrance is required. A Plat of Survey may be required.
6. The following information is required before a building permit can be issued:
 - a. A completed contractor registration form; all contractors shall comply with the contractor licensing, registration, and bonding requirements of Will County Land Use.
 - b. Written approval from the Will County Health Department (well and septic, food service as required) and the applicable State/County/Township Highway department. It is highly recommended that the applicant submit drawings to the local fire protection district.
 - c. COMcheck or equal energy compliance certificates (as applicable, including building envelope, interior lighting, exterior lighting, and mechanical)
7. Review and approval from the Land Use Department's Development Review Division (zoning and engineering) is required for all permit submissions.

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 building permit fee is assessed at the time of permit issuance at a rate of \$8.00 per \$1,000 of cost of construction (materials+Labor).

Additional requirements may be necessary based upon the permit application submittal and the circumstances of specific projects.