



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

NEW COMMERCIAL CONSTRUCTION



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist in **new commercial construction** (new buildings, additions). This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Stamped construction plan
2. Fire alarm/fire sprinkler drawings
3. Kitchen hood exhaust
4. Elevator specifications
5. COMcheck
6. Cut sheets for all installed systems
7. Site Plan/Plat of Survey – possible BMP's ([Best Management Practices](#))
8. Trust Disclosure form for properties in a trust

A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics) and a Drainage Review fee. We accept exact cash, checks, Master Card and Visa.

1. A copy of construction plan stamped by an IL architect or IL structural engineer. Plan must show all elevations, wall cross section and floor plans.
2. A copy of fire alarm and fire sprinkler drawings.
3. A copy of kitchen hood exhaust and suppression system drawings for buildings with cooking operations.

4. A copy of elevator specifications.
5. A copy of the COM check.
6. A copy of cut sheets for all installed systems (HVAC, lighting, windows) as required by the current Illinois Energy Conservation Code.
7. A copy of the site plan with dimensions of footprint of building and lot lines. (Dimensions must match the foundation page of the construction plans). The site plan requires the Professional Engineer's stamp.
8. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements for permit issuance:

9. Health Department permit card for well/septic properties
10. Entrance permit
11. Notarized plumbing Letter of Intent
12. Sewer/Water tap on receipts
13. Fees
14. Performance Bond/BMP's ([Best Management Practices](#))
15. Contractor Registration

9. Provide a copy of the Health Department permit card if applicable.
10. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
11. A notarized Letter of Intent from the plumbing contractor including: Name of Property owner, Property address and a short description of the work to be done.
12. Provide copies of the sewer/water tap on receipts from the provider of the sewer and water.
13. [Permit fees](#) are due prior to issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
14. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
15. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

Zoning Requirements:

Please contact the Zoning Staff at 630-407-6700 for information. However, general information can be found at [Sections: 37-801 and 37-802](#) for commercial development; [Sections 37-901 and 37-902](#) for office development and [Sections: 37-1001 and 37-1002](#) for industrial development.

Drainage Requirements: Site topography generally needs to be shown on plan

8-128.1: General Requirements:

1. Sump pumps, downspouts, drywells and other drainline discharge:
 - a. Discharge onto grassed areas of sufficient length to allow dissipation before discharge exits site, a minimum of ten feet (10') from any property line.
 - b. May be tied to storm sewers, if sewer drains to a storm water facility serving that subdivision.
2. Sediment and erosion control plan requirements:

- a. Sediment/erosion control measures are required to encompass the disturbed area proposed on the approved grading plan, as well as, the area that is actually disturbed.
 - b. Sedimentation controls for all existing and proposed storm water structures.
 - c. Erosion control measures designed to protect adjacent properties and public rights of way. Such measures to be installed before any earth movement and/or ground breaking.
 - d. Erosion control measures designed to protect ditches, swales, and other sloped areas where storm water velocity can cause erosion.
 - e. Sediment and erosion control provisions for soil stockpiles.
3. All lots proposing new principal buildings or structures or extensive grading changes shall meet all requirements of the Building Code and the DuPage County Countywide Storm Water and Floodplain Ordinance (DCSFPO).
 4. All required erosion control measures specified on grading plans certified and approved are to be installed and maintained in accordance with "Procedures And Standards For Urban Soil Erosion And Sedimentation Control In Illinois" (Blue Book).
 5. Surfaces of stripped areas shall be permanently or temporarily protected from soil erosion within fourteen (14) days after final grade is reached. Stripped areas not at final grade that will remain undisturbed for more than fourteen (14) days after initial disturbance shall be protected from erosion. Temporary cover shall be maintained continuously until permanent cover is established.
 6. No occupancy permit or other indication of approval of new construction by the building official shall be issued for any premises which violate the provisions of this section or the regulations thereunder. The building official may require further plats, plans or other documentation as deemed necessary to determine compliance with this section.

8-128.2: Minimum Plan Requirements:

The following are the minimum plan requirements required needed for site improvement plans to be submitted for single-family homes or other developments requiring grading and sediment/erosion control plans. Site development that requires stormwater detention facilities or has potential impacts to a special management area (includes but not limited to the following; floodplain, riparian areas, wetlands or developments within one hundred feet (100') of a wetland) will require additional information as found in the DCSFPO.

A. Minimum Grading Plan Requirements:

1. Title block that includes the project name, sheet number, date of preparation, and, latest revision date.
2. North arrow.
3. Graph or bar scale.
4. Legal description and tax parcel number (PPN or PIN).
5. Legend identifying all standard symbols used on the plan sheet.
6. Plan must be prepared by an Illinois Registered Professional Engineer (P.E.). Include the name, address, telephone number and seal of P.E.
7. Delineation/location of all existing and proposed easements; such as utilities, drainage, stormwater and conservation.
8. Benchmark tied to the County (NGVD) Datum.
9. Existing and proposed topography at one (1) foot contour intervals and any necessary/critical spot elevations.
10. Drainage arrows along lot lines and wherever else appropriate.
11. The topographic survey shall extend 100 feet beyond (or thru to the neighboring properties) all property lines.
12. Finished grades at least 0.5 feet below top of foundation, directing slope away from the foundation.
13. Side and rear lot line swales at a minimum of one percent (1%) slope. Drainage swales require a 1% minimum slope along the property lines. These swales shall be contained on the lot being developed, or where applicable, a defined mutual (shared) swale may be used (with the lowest point of the swale being contained on the lot be developed).

- a. A minimum of four (4) cross-section drawings will need to be provided along the side property (and possibly the rear yard) lines (for a total of at least eight (8) cross-sections) that reference the following: All existing and proposed foundations, spot elevations at the top and bottom of the swales (lowest point being contained on the property being developed), spot elevations at the property line and onto the neighboring property. In addition, these cross-sections need to include the existing grade through the area.
 - b. Any grading being proposed on a neighboring property will require a letter both signed and notarized by the legal owner(s) of the property allowing grading changes. Depending on the amount of grading changes being proposed on that property a separate grading permit may be required.
14. Maximum earth slopes - four (4) horizontal to one (1) vertical.
 15. Provide the proposed top of foundation elevation (and the lowest opening elevation), including the top of foundation elevations (and the lowest opening) of existing structures within one hundred feet (100') of the project site.
 16. Provide the location and direction of all proposed sump pump, downspouts, drywells and all other discharge drainlines. These lines shall be directed to a vegetated swale and shall not directly tie into a storm sewer. This requirement may be waived, if the storm sewer discharges directly into an on-site stormwater facility. These lines shall be directed as to not have a negative impact on drainage for the neighboring properties. The outlet for these lines shall be located at least ten (10) feet from any property line.
 17. Provide the top and bottom elevations of the proposed retaining wall, along with a cross-section detail for the proposed design. Retaining walls Twenty-four (24) inches or more in height will require the certification of an Illinois Registered Structural Engineer or Architect. Manufacturer's specification sheets will need to be provided on those wall sections that are pre-made (e.g. inter-locking wall system). An Illinois Registered Structural Engineer or Architect certification may be required for this proposed design and possibly as-built installation.
 18. The locations and elevations (as defined by the Federal Emergency Management Agency National Flood Insurance Map) of all Zone A floodplains within 100 feet of the proposed development.
 19. The delineation line with wetland submittals for properties containing wetlands or properties within 100 feet of wetlands. Wetland submittals must be prepared in accordance with the standards found in the DCSFPO.
 20. Driveway slope may not exceed eight percent (8%).
 21. Provide location of soil stockpiles (including that used for backfilling) remaining on site for more than three (3) days.
 22. Sediment and erosion control plan designed using the standards of the "Procedures And Standards For Urban Soil Erosion And Sedimentation Control In Illinois" (Blue Book) as published by the Urban Committee of the Association of Illinois Soil and Water Conservation Districts.
 23. The location and elevation (and where needed, the High Water Level) of all existing and proposed stormwater/drainage facilities within 100 feet of the property (e.g. swales, ditches, catchbasins, inlets, storm sewers, field tiles, culverts).
 24. Indicate pipe, slope, length, elevations and type of material for all proposed storm lines (including driveway culverts).

B. The sediment/erosion control plan will need to include the following:

1. Proper sediment protection (such as silt fencing) needs to be properly installed along the downslopes of the site. Other acceptable and practical methods may be used.
2. Provide the location and design detail of the construction entrance.
3. The location of the topsoil stockpile. In addition, please include the backfill stockpile location. This will need to be located as to not create a negative impact on the neighboring properties. Or provide a notation if no stockpile is to remain.
4. Proper storm inlet and street inlet protection. The County prefers the use of a geotextile filter fabric installed under all inlets.
5. Culvert sedimentation protection.

6. Temporary and permanent stabilization method(s) (e.g. erosion control matting/blanket installed on steep slopes, sod, hydroseed, seed/mulch combination where the mulch has been cultivated into the soil).
7. Rip-rap should be used on the outlet side of flared end sections in order to dissipate flows.
8. Ditchchecks of acceptable material and design will need to be considered within swales/ditches of excessive drop.
9. Sediment basin/traps should be considered as a settlement area before a storm structure/facility.
10. The location of cement wash-off areas shall be placed away from special management areas (floodplains/floodways, riparian, wetlands and wetland buffers), stormwater facilities and other related conveyance systems.

C. Requirements for Final Grading Approval and Security Bond Release:

1. Four (4) copies of a record drawing showing the as-built topography shall be submitted to the Building Division. The site will be inspected within five (5) to seven (7) working days after the drawing is received.
2. The record drawing must be prepared, signed and sealed by an Illinois Registered Land Surveyor (Professional Engineer or Structural Engineer when required) and be prepared to the same standards as the approved topographic/grading plan.
3. The record drawing grading shall match the approved grading plan.
4. The submitted record drawing/as-built topographic survey shall reflect the actual finished grading. This will need to include the location of all drainlines and reference the benchmark used in the approved grading plan.
5. Swales/berms shall be properly installed and compacted as per approved grading plan.
6. All storm lines (driveway culverts, storm inlets and outlets; catch-basins and flared-end sections) shall be free of debris and sediment.
7. All vegetation shall be established (e.g. sod, hydro-seed or seed with an acceptable matting/blanket material. Should a final grading inspection be scheduled without vegetation being established, a re-inspection fee and inspection will be required for the vegetation prior to any approvals being issued.
8. All required re-inspection fees shall be paid in full prior to any re-inspections being made.

D. Grading Requirements for Issuance of Temporary Occupancy Permit:

1. Temporary Certificates of Use and Occupancy are available during the winter months. (Dec 1 thru April 1 – subject to the weather)
2. If grass is not present, all necessary sediment/erosion control material will need to be properly installed (such as, silt fence trenched in along all downslopes and filter fabric installed under storm grates – see Section 8-128.1.2.e.).
3. Foundation shall be properly backfilled (positive drainage away from foundation); no areas where water will pond are allowed next to foundation.
4. All drainlines shall discharge away from foundation. They may not have a negative impact to the neighboring properties.
5. The runoff from the property may not have a negative impact to the neighboring property. A temporary ditch may need to be installed in order to correct a potential problem until final grading can be completed.
6. Re-inspection fees will be required until these conditions have been met and the final grading approved.
7. An additional security bond may be required for those grading issues that are out of the ordinary.

Note: Unusual drainage conditions (e.g. depressional flood areas, substantial drainage ways) affecting the area may require additional permit application submittals.

- Pursuant to 8-128.2.E of the Building Code, any development in the floodplain must obtain an Elevation Certificate. Where a development, structure or property has substantial damage, has or will have substantial improvement or is the subject of repetitive loss regulations, the development, structure or property shall comply with the requirements of the Building Code and the DuPage County Countywide

Stormwater And Flood Plain Ordinance, which includes the need to obtain an Elevation Certificate. (Ord. No. DC-O-0030-15, 8-11-2015)

- The FEMA 2015 Elevation Certificate is available from FEMA (<https://www.fema.gov/media-library/assets/documents/160>). It is a fillable PDF form.

Building Code Requirements:

- Current Illinois Plumbing Code, [Article IV-A, Section 8-400](#) with local amendments
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- 2021 International Building Code, [Article VII, Section 8-700](#) with local amendments
- 2021 International Mechanical Code, [Article VIII, Section 8-800](#) with local amendments
- 2021 International Property Maintenance Code, [Article IX, Section 8-900](#)
- 2021 International Fuel Gas Code, [Article X, Section 8-1000](#)
- 2021 International Fire Code, [Article XI, Section 8-1100](#)
- Current Illinois Energy Conservation Code, [Article V, Section 8-500](#)

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit).

Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupagecounty.gov/building.

CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS