



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

COMMERCIAL REMODEL



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 **commercial remodel** (interior/exterior alterations). 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 drawing
3. Kitchen hood exhaust if applicable
4. Elevator specification if applicable
5. COM check
6. Cut sheets for all installed systems
7. Trust Disclosure 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). We accept exact cash, checks, Master Card and Visa.

1. A copy of the construction plan stamped by an IL architect or IL structural engineer. Plan must show all elevations, wall cross section and floor plan.
2. A copy of fire alarm and fire sprinkler drawing.
3. A copy of kitchen hood exhaust and suppression system drawing for buildings with cooking operations.
4. A copy of elevator specification.
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 Efficient Building Code.
7. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the trustee.

Requirements for permit issuance:

8. Health Department permit card if applicable
9. Entrance permit
10. Notarized plumbing Letter of Intent (if applicable)
11. Fees
12. Performance Bond
13. Contractor Registration

-
8. Provide a copy of the Health Department permit card if applicable
 9. 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).
 10. 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.
 11. [Permit fees](#) are due before the permit is issued. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 12. 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.
 13. 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.

Building Code Requirements:

- Illinois Plumbing Code, [Article IV-A, Section 8-400](#) with local amendments
- Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)
- 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](#)
- 2021 International Existing Structures Code, [Article XII, Section 8-1200](#)

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.