



Community Development
 1050 W Romeo Rd, Romeoville, IL 60446-1530
 (815) 886-7200 Fax #: (815) 886-2724
 Email: buildinginspections@romeoville.org

COMMERCIAL / INDUSTRIAL

Application Date ____/____/____

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Property & Owner Information		PIN #:	
Who is the applicant? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor		Who is the contact person? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	
Business Name			
Project Address			
Phone Number		Lot #:	
Business Park /Location		Township:	
Estimated Cost of Project:		Improvement Square Footage:	
Description of Project:			
Construction Group Classification			
Type of Construction Classification			
Battery Charging Station Proposed	[] YES	[] NO	[] TO BE DETERMINED
Racking System Proposed	[] YES	[] NO	[] TO BE DETERMINED
Conveyor System Proposed	[] YES	[] NO	[] TO BE DETERMINED
Estimated Start Date			
P.E. Calculations			
Estimate Completion Date			
Planning Department Project Case Number			

Contact Information			
Name of Applicant			
Company:			
Address of Applicant:			
Telephone #	Fax #	Cell#	
E-Mail Address			

Office Use Only	Project #	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Status Sticker <small>OFFICIAL USE ONLY</small> </div>
Application Date:		
Received By:	Permit #:	
Plan Review Fee:	Cost of Permit:	

Contractor Information

If you are using a contractor or sub-contractor, a signed copy of the contract must be included with the application and the following information must be provided. All contractors and sub-contractors doing work in Romeoville must be registered, insured and bonded with the Village.

General Contractor

Contractor Name			
Contractor Address			
Contractor Phone		Village Registration Number (for office use only)	

Architect / Engineer

Contractor Name			
Contractor Address			
Contractor Phone			



Sub-Contractors

Type of Contractor	Business Name	Street Address, City, State and Zip	Phone Number	Registration Number
Excavation				
Concrete				
Masonry				
Electrical				
Electric - Voice/Data				
Electric - Speaker				
Electric - Fire Alarm System				
Plumbing				
Sewer				
Mechanical				
Roofing				
Paving				
Carpentry				
Drywall or Lathing				
Sprinkler				
Fire Alarm				
Insulation				



Plan submittal Checklist

Please complete this column if submitting for a New Commercial/Industrial Project or an addition to:

ITEM RECEIVED	PLAN SUBMITTAL	NOTES:
	Architectural Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Structural Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Mechanical Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Electrical Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Plumbing Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Civil Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Sprinkler Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Fire Alarm Drawings	4 signed and sealed copies required for submittal, (collated)
	Structural Calculations	2 signed and sealed copies required.
	Soils Report	2 signed and sealed copies required.
	Digital Set of plans	2 signed and sealed copies required.

Please complete this column if submitting for a New Commercial/Industrial Remodel or Built-Out:

ITEM RECEIVED	PLAN SUBMITTAL	NOTES:
	Architectural Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Structural Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Mechanical Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Electrical Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Plumbing Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated)
	Civil Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated) [If any changes are to be made.]
	Sprinkler Drawings (24" x 36")	4 signed and sealed copies required for submittal, (collated) If changes are to be made.
	Digital Set of plans	2 signed and sealed copies required.

ITEM RECEIVED	MISCELLANEOUS SUBMITTAL	NOTES:

Please provide the scope of work:

Permit & Inspection Requirements		Office Use
<i>Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.</i>		
<input type="checkbox"/>	The Building Permit must be posted in the building's window where it can be seen from the street.	
<input type="checkbox"/>	Each phase of construction must be inspected and approved by the Village of Romeoville prior to proceeding to the next stage of construction.	
<input type="checkbox"/>	• All inspections must be scheduled 48 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org . Your permit number must be provided when inspections are scheduled.	
<input type="checkbox"/>	• Failure to call for required inspections may result in a "Stop Work Order".	
<input type="checkbox"/>	• Should you fail an inspection, a re-inspection fee must be paid before continuing work and before scheduling another inspection.	
<input type="checkbox"/>	The project (build out) shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days. For a new building, the project shall be completed within three hundred and sixty five (365) days.	

I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____


This Page for Office Use Only
Approval & Review Status

Building Department	
Activity	Reviewed by
Building Review – BLDG	
Building Review – ELECTRIC	
Building Review – HVAC	
Building Review – PLUMBING	

Planning: (if applicable)	
Date Plans Received	
Plans Examiner	
Date Plans Approved	

	Plans Approved By	
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Clerical		
	Clerical to check on all contractors to make sure that they are current with their license.	
	Clerical check for outstanding debt:	
	Contacted Date:	
	Person Contacted:	
	Contacted By:	

Notes	 <p>The logo for the Village of Romeoville features the text 'Village of Romeoville' in a serif font, with 'Romeoville' being significantly larger. Below this, a blue wavy line separates the text from the tagline 'Where Community Matters', which is written in a smaller, sans-serif font.</p>
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