



VILLAGE OF NORRIDGE GUIDELINES FOR ISSUANCE OF PERMIT FOR NEW RESIDENTIAL CONSTRUCTION, 2ND FLOOR ADDITIONS, AND ROOM ADDITIONS

The design drawings submitted to the Village for permits must provide all components that affect the health, safety and welfare of the public. The technical submissions must provide sufficient information for the building official to evaluate the application for a permit. The building official may require additional design drawings before a permit is granted.

Technical submissions submitted to the building official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. The scope of the work
2. Building code compliance
3. Structural integrity
4. Life safety assurance
5. Architectural and environmental barriers
6. Electrical and mechanical system design details

1. Technical Submissions

“Technical submissions” are the designs, drawings, specifications, studies, and other technical reports and calculations that establish the standard of quality for materials, workmanship, equipment, and the systems and are prepared, signed and sealed in the course of a design professional’s practice in conformance with all applicable laws, codes and ordinances. Technical submissions may include manufacturer’s/contractor’s fabrication details of components/systems which require the design and seal of a licensed design professional. Technical submissions intended for use in construction in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

The following is the minimum standard recommended before the building official will begin the plan check review drawings:

a. Cover Sheet

- (1.) Project shall be identified.
- (2.) Project address and a location map shall be shown.
- (3.) The Professional Design Firm(s) shall be identified.
- (4.) The principal design professional(s) for each Professional Design Firm shall be identified.

- (5.) All applicable codes utilized on the project shall be listed.
- (6.) Design criteria list shall include, but not limited to:
 - (a.) Occupancy group
 - (b.) Type of construction
 - (c.) Location of property
 - (d.) Seismic Design Category
 - (e.) Square footage and allowable area (foot print, green space, etc.)
 - (g.) Height and number of stories
- (7.) Index of all drawings shall be included.
- (8.) Seal(s) and signatures(s) of responsible design professional(s) and indication as to which of the indexed drawings the seal applies, the expiration date of the license, and registration number of the professional design firm shall be affixed.

b. Boundary Survey/Plat of Survey

Show a plat of a boundary survey prepared according to the Illinois Minimum Standards as set forth in Section 1270.56 of the Rules for the Administration of the Illinois Professional Land Surveyor Act of 1989. Additional information and data such as, natural features, man-made improvements, vegetation, elevations, utilities, FEMA Flood designation, easements of record and building set-back requirements will also be shown on the plat. The plat of survey shall be dated and signed and sealed by the Illinois Professional Land Surveyor.

c. Site Plan

Show proposed new structure and any existing buildings, structures or engineering works, all property lines with dimensions, all streets, porches, decks, walks, patios, driveways, easements and setbacks. Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, proposed service routes, commercial and rail traffic routes, and existing utilities on the site. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes and storm water control. Show north arrow and scale.

d. Foundation Plan

Show all foundations and footings. Indicate size, location, thickness, materials and strengths and locate reinforcing. Show all imbedded anchoring such as anchor bolts, holdowns, post bases, etc. Provide allowable design pressures or data utilized in design of footings or building supports. Provide soils report for the proposed structure at that site as needed.

e. Floor Plan

Show all floors including basements. Show all rooms, with their use, finishes, overall dimensions, and locations of all structural elements and openings. Show all doors and windows, including door and window schedules, if applicable.

f. Floor and Roof Framing Plans

Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Structural design shall consider static and dynamic loading and wind and seismic forces where applicable. All design loads and allowable stresses utilized shall be indicated. Show all roof and deck drainage systems.

h. Exterior Elevations

Show all view, all dimensions, referenced elevation, and all openings. Identify all materials and, where applicable, show the lateral bracing system.

i. Building Sections and Wall Sections

Show materials of construction and their assemblies. Show all pertinent dimensions.

j. Mechanical Systems/Mechanical Arrangement Drawings

Show the entire mechanical system. Include all equipment and devices, their sizes, structural supports, piping system, ductwork and sizes, heat loss calculations and temperature control systems. Indicate fire and/or smoke dampers where required. Provide equipment schedules, showing operating ranges and motor horsepower. (Note: No part of the mechanical design may be delegated by the design professional via a “performance specification: to a mechanical contractor who is not a licensed design professional.)

k. Plumbing System

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities or on-site disposal systems and water wells. Provide schematic diagrams as necessary for water supply and drainage systems.

n. Electrical System

Show all power and lighting plans, wiring schedules and panel schedules, including all electrical fixtures and devices (interior, exterior and site), wiring sizes, conductor types, wiring methods, raceways and raceway sizing, circuiting, grounding, (including soil resistivity study, grounding grid or rods, and lightning protection), panel schedules, single-line diagrams, fixture schedules, load calculations, motor and transformer protection schemes, overcurrent schemes, protective device ratings (including current and maximum interrupting capacity), short-circuit calculations, and calculation of available fault currents. Show all fire alarm, security, exit and emergency lighting, and data communication systems as applicable. Show point of connection to the utility. (Note: No part of the electrical design may be delegated by the design professional via a “performance specification: to an electrical contractor who is not a licensed design professional.)

o. Utility Openings

Show all utility openings in floors, ceilings, walls and roofs, including fire stopping.

2. Structural Calculations

When required by the building official, provide structural calculations for the structural system of the project for both vertical and lateral loads. Sufficient input, output, design assumptions and other information should be submitted.

3. Specifications

Either on the drawings or in booklet form, further define components, materials standards of construction, quality, and all pertinent equipment.

4. Addenda and Changes

The Permit Holder should provide notification to the Building Official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents. All revisions shall be identified and included on the technical submissions by the Design Profession of Record.

5. **Quality Standards**

It is the responsibility of the Design Professional(s) of Record to provide and maintain complete, consistent and competent technical submissions. If the plans do not meet the criteria, the Building Official may take any of the following actions, when consistent with local ordinances and policies:

- a. Provide a complete list of corrections for revision and resubmittal.
- b. Increase the plan review fee for additional plan review time required due to lack of completeness.
- c. Return plans without review.
- d. Refer the Design Professional(s) of Record to the appropriate state board for possible disciplinary action.
- e. Pursue other remedies provided by ordinance.

6. **Sealing and Signing Plans and Specifications**

By affixing the design professional's seal and signing the technical submissions, the Design Professional affirms that the technical submissions submitted to the Building Official for review and permit issuance have been prepared by or under the direct supervision and control of that licensed Design Professional and to the best of the Design Professional's knowledge and belief those documents comply with applicable laws, codes and ordinances.

The Design Professional who has contract responsibility shall seal a cover sheet of the technical submissions. Design professionals practicing as support design professionals shall seal these individual portions of technical submissions for which the design professionals are legally and professionally responsible.

ALL PLANS AND SPECIFICATIONS MUST COMPLY WITH ALL FEDERAL, STATE, MUNICIPAL AND COUNTY LAWS, CODES, ORDINANCES AND REGULATIONS.