



## COMMERCIAL / INDUSTRIAL GENERAL INFORMATION FOR TENANT SPACE ALTERATION & REMODELING

### COMMUNITY DEVELOPMENT DEPARTMENT

(847) 506-6030

[www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

#### **SUBMIT CONSTRUCTION DOCUMENTS**

- ◆ **Building Plans** – **FOUR (4)** complete sets for commercial & industrial, **FIVE (5)** complete sets if food service is involved.
  - *In most cases*, stamped with an Illinois architect's seal and each set is to be certified by a registered architect that the plans conform to the Building Code, State of Illinois Accessibility Standards and the Illinois Energy Efficiency Act. Include mechanical, plumbing, electrical and fire protection plans

#### **SUBMIT COMPLETED PERMIT APPLICATION FORMS**

Please refer to our webpage to print permit applications. [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

#### **LICENSES, BONDS & CERTIFICATE OF INSURANCE**

All contractors are to obtain City business licenses. *Please refer to our webpage for contractor bond, license and certificate of insurance requirements:* [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

#### **SUBMIT OTHER GOVERNMENTAL AGENCY PERMITS (IF APPLICABLE)**

- Metropolitan Water Reclamation District
- Illinois Environmental Protection Agency
- State of Illinois Department of Transportation
- Cook County Highway Department

*This brochure neither amends or substitutes for the codes & standards of the City of Rolling Meadows and the codes and standards shall govern.*

**The following laws, codes, and standards regulate construction within the City of Rolling Meadows:**

- ◆ City of Rolling Meadows Zoning Code
- ◆ City of Rolling Meadows Subdivision Regulations
- ◆ City of Rolling Meadows Soil Erosion Control Ordinance
- ◆ Chapter 46 of the Code of Ordinances - Development in Special Flood Hazard Areas
- ◆ Chapter 18, Building - Code of Ordinances includes:
  - A. Fee Schedules
  - B. Bond Requirements
  - C. Building Codes:
    - 2009 International Building Code with amendments
    - 2009 International Residential Code with amendments
    - 2009 International Mechanical Code with amendments
    - 2009 International Plumbing Code with amendments
    - 2008 National Electrical Code with amendments
    - 2009 International Property Maintenance Code with amendments
    - 2009 International Energy Conservation Code with amendments
  - D. Driveway and Parking Areas
  - E. Fences
  - F. Grading
  - G. Condominiums
- ◆ Chapter 42 of the Code of Ordinances adopting with amendments the 2009 International Fire Prevention Code
- ◆ Illinois State Plumbing Code
- ◆ Illinois Accessibility Standards
- ◆ Metropolitan Water Reclamation District Rule and Regulations
- ◆ Illinois Environmental Protection Agency - Div. Of Water Pollution Control Rules and Regulations
- ◆ Illinois Environmental Protection Agency - Div. Of Public Water Supply Rules and Regulations
- ◆ Illinois Department of Transportation Rules & Regulations
- ◆ Cook County Highway Department Rules & Regulations

**Rolling Meadows amendments to the codes can be obtained by contacting The Rolling Meadows Community Development Department. Other agencies must be contacted directly for their rules & regulations. The following addresses and telephone numbers are provided for your use:**

**METROPOLITAN WATER RECLAMATION DISTRICT**

100 E. Erie  
Chicago, IL 60611  
(312) 751-5600

**IL DEPT. OF PUBLIC HEALTH**

(State Plumbing Code)  
525 W. Jefferson  
Springfield, IL 62761  
(217) 782-4977

**IL ENVIRONMENTAL PROTECTION AGENCY**

Div. of Water Pollution Control  
1701 First Ave.  
Maywood, IL 60153  
847-294-4000

**IL ENVIRONMENTAL PROTECTION AGENCY**

Div. of Public Water Supply  
595 S. State  
Elgin, IL 60123  
(847) 608-3131

**IL CAPITAL DEVELOPMENT BOARD**

(Accessibility Standards)  
Wm. G. Stratton Building - 3<sup>rd</sup> Floor  
401 S. Spring  
Springfield, IL 62706  
(217) 782-2864

**IL DEPT. OF TRANSPORTATION**

201 W. Center Ct.  
Schaumburg, IL 60196-1096  
(847) 705-4000

**COOK COUNTY HIGHWAY DEPARTMENT**

118 N. Clark  
Chicago, IL 60602  
(312) 603-1600



## City of Rolling Meadows

847-506-6030 [www.cityrm.org/rmcd](http://www.cityrm.org/rmcd)

3600 Kirchoff Road, Rolling Meadows, IL 60008

### Here is a guide to how the permit process works:

- ◆ Submit completed permit applications with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time.
- ◆ The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (building, mechanical, plumbing, zoning, etc.).
- ◆ If your plans were not approved, you will receive a call to advise you that a written plan review is ready for pick-up. There will be no charge at this time. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Your cover letter should reference owner(s) name, job address and plan review number. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- ◆ When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractors have not yet been licensed, bonded or have not met the insurance requirements as required, you will be notified at this time. All **required** bonds, licenses and certificates of insurance must be on file with us prior to permit issuance.
- ◆ Payment is due at the time the permit is issued. In addition to cash or check, the City accepts all major credit cards.
- ◆ At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times.
- ◆ After the permit has been issued you may begin construction. Call our office to schedule the appropriate inspections as the work progresses.
- ◆ Upon completion of the project and after you pass all the required final inspections, the refundable bond (if any) will be refunded to you.
- ◆ Upon completion of project, a written request for a certificate of occupancy is required.

#### **Normal turn-around time for a permit is:**

- 5 business days for residential accessory uses (garages, pools, etc.).
- 10 business days for new residential and residential additions and commercial alterations.
- 15 business days for new commercial and industrial buildings.

***If you have any questions about the permit process please call our office at (847) 506-6030. Our office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.***

A written request for Certificate of Occupancy is required. No occupancy of the space will be allowed until the final inspections are completed and approved and the Certificate of Occupancy is issued.

**REQUEST FOR  
CERTIFICATE OF OCCUPANCY**

**COMMUNITY DEVELOPMENT DEPARTMENT**  
**(847) 506-6030 – phone (847) 483-0365 - fax**  
**www.cityrm.org/rmcd**

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Property Address* *Unit or Apt. #*

\_\_\_\_\_  
*If commercial property, please indicate company/tenant name*

\_\_\_\_\_  
*Project Number*

\_\_\_\_\_  
*Permit Number*

\_\_\_\_\_  
*Date Certificate of Occupancy is required*  
*(Please allow us 24-48 hrs. notice)*

\_\_\_\_\_  
*Requested By*

\_\_\_\_\_  
*Contact Number (phone or cell)*

*(We will call you when the certificate of occupancy is ready for pickup, please supply us with a contact number.)*

\*\*\*\*\*

\*\*\* For Community Development Department Use \*\*\*

Current Business License:  Yes  No

Called: \_\_\_\_\_ by: \_\_\_\_\_ (initials)  
Date

# Common Errors & Code Information

## **PLUMBING**

### **Water Heaters**

- Loose electrical connections
- Flexible gas connections used
- Flexible water connections used

### **Drainage & Vent Piping**

- 90 degree bends on horizontal runs instead of 45 degrees
- Undersized vent lines
- Horizontal vent piping run longer than code allows
- Lack of water or air pressure testing of pipe

### **Dishwasher**

- Dishwasher not anchored to counter
- Dishwasher drain not looped and anchored to top of counter
- Dishwasher drain connected to garbage disposal

## **STRUCTURAL / BUILDING**

### **Foundation**

- Footing not the proper width or depth
- Soil does not meet minimum bearing capacity (black humus soil)
- Footing does not have 2"x4" keyway
- Missing reinforcing steel
- Steel reinforcing not lapped at ends and corners
- Steel reinforcing too close to forms (do not have 2" concrete cover)

### **Floors**

- Framing varies from approved job site copy
- Improper joist hanger and/or improper fastening of joist hangers
- Improper boring and/or notching of joists
- Trimmer joist at openings not doubled
- Improper fastening of floor sheathing
- Damage to prefabricated floor trusses

### **Walls**

- Improper boring and/or notching of wall studs and plates
- Fireblocking at chase, soffit and tub waste pipe
- Improper fastening of exterior wall sheathing
- Improper fastening of wall studs
- Improper transfer of concentrated loads under headers and beams (cripples)
- Firestopping of top and bottom plate penetrations not installed
- Improper fastening of foundation anchor bolts to bottom plate

### **Roofs**

- Improper boring and/or notching of rafters
- Damaged pre-fabricated trusses
- Sheathing not fastened properly
- Asphalt shingle fastening not to manufacturer requirements

### **Stairs**

- Improper height of guardrail and/or baluster opening
- Handrail missing or improper height or gripping size
- Improper clearance to handrail from adjacent wall
- Handrail not continuous
- Improper riser depth
- Improper tread width
- Improper tread dimension on winder stair
- Handrail not continuous on winder stairs
- Headroom not 6'-8"

### **Insulation & Ventilation**

- Vapor retardant missing or reversed
- R-38 vaulted or cathedral rafters (no blow-in)
- Baffles missing
- Insulation not secured
- Exposed paper backing on insulation in basement
- Insulation missing at rim joist
- Exterior side of walls or roof not sealed against the weather
- Eave vents not installed
- Ventilation blocked by insulation

## **ELECTRICAL**

### **Underground Conduit Depth**

- EMT (thinwall) buried in the ground
- Heavy wall not buried the required 6" below grade
- PVC conduit not installed 18" below grade
- Direct burial cable not installed 24" below grade

### **Underfloor**

- Conduit not strapped
- Connectors and couplings not tightened

### **Rough Walls**

- Boxes not fastened securely
- Conduit not strapped 3' from any boxes

### **Rough Ceiling**

- Boxes not fastened
- IC type recessed fixture must be used if ceiling is insulated
- Closet fixture light boxes not 18" minimum from the back wall of the closet

## **Electrical Service**

- Service wire not clearing the roof by 18"
- Service mast shall be secured with proper type screws or bolts (not drywall screws)
- Service wires not 10' above grade
- End of conduit for the ground conductor going to the ground rod not grounded
- Bond bushing not installed on concentric knockout
- Bond jumper on the neutral bar not installed
- Jumper wire at the water meter and proper ground tag not installed
- Ground rod at electric meter not driven 8' and below grade

## **Final inspection**

- All electrical equipment not complete, hooked-up and working
- Every fixture must have working bulbs
- All devices shall be turned on for testing
- Island or peninsular counter outlets shall be mounted not more than 6" below the counter top and shall not be mounted where the countertop extends more than 6" beyond its support base
- Motor for the jetting tub not grounded with a #8 wire back to the conduit system
- Breaker for A/C compressor is larger than manufacturer's label indicates for maximum
- Smoke alarms not installed or interconnected.

## **Wire Inspection (required)**

- Box fill is exceeded (check Table 314-16 of National Electrical Code)
- Outlets and switches not grounded to the junction box with a green wire, if the device is not self-grounding type

## **MECHANICAL**

### **Duct Installation**

- Ductwork not fastened together at joints
- Sealing tape not applied on joints
- Ductwork not installed to plan
- Bath fan not vented to the exterior
- Kitchen hood vent not installed properly
- Dryer vent ductwork over 25 ft. in length
- Ductwork in crawl space not suspended at least 4 inches above earth
- Ductwork in crawl space suspended more than 6" below the floor
- Duct openings not protected (covered) during construction
- Duct work in unconditioned space not insulated

## **Furnace Installation**

- Furnace installed without proper clearances
- Insufficient clearance between closet door and furnace
- Clearance between B-vent and combustibles is less than 1 inch.
- Clearance between single wall flue pipe and combustibles is less than 6 inches.
- Single wall flue pipe cannot be run through ceilings or floors
- Drain liens for furnace not installed
- A/C unit coil not installed
- B-Vent installed with more than 2 – 90 degree elbows

## **Furnaces Installed in Attic**

- Incorrect working clearances (must be 22" wide and 30" high)
- Work area in front of furnace must be 30" long and 30" high
- Must have outlet and light in furnace area
- Light must be switched at opening to attic
- Attic access must allow removal of furnace's largest part
- Drain pan under A/C coils with two (2) drain lines, one (1) to conspicuous place