



**GENERAL INFORMATION
FOR PERMIT TO CONSTRUCT
COMMERCIAL * INDUSTRIAL * MULTI-FAMILY**

COMMUNITY DEVELOPMENT DEPARTMENT

(847) 506-6030

www.cityrm.org/rmcd

Rolling Meadows is currently enforcing the 2009 editions of the ICC Codes and 2008 NEC with amendments.

SUBMIT CONSTRUCTION DOCUMENTS

- ◆ **Building Plans** - Five (5) complete sets:
 - 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 Conservation Code.
 - Include Architectural, Structural, Mechanical, Plumbing, Electrical, and Fire Protection plans. Also furnish Light & Ventilation Schedule.
- ◆ **Specifications** - Three (3) complete sets
- ◆ **Soil Investigation Report**
- ◆ **Plat of Survey** - Two (2) copies
- ◆ **Site Plan** - Six (6) sets showing:
 - All existing grades.
 - All proposed grades.
 - Proposed drainage diagram and calculations.
 - Exact location and design of proposed on and off site construction.
 - Site plans to be signed and sealed by an Illinois Registered Professional Engineer.
 - Top of foundation elevations in USGS Datum
- ◆ **Landscape and Parking Plans** - Three (3) sets indicating stalls, aisles, accessible stalls and signage and total number of spaces.
- ◆ Provide information for the Special Inspection Services to be used (2009 I.B.C. Section 1704)

SUBMIT COMPLETED PERMIT APPLICATION FORMS

- Building
- Electrical
- Plumbing
- Mechanical
- Site Improvement (if applicable)
- Contractor Listing

Please visit our webpage to print permit applications. www.cityrm.org/rmcd

LICENSES & BONDS

- ◆ General Contractor and all Sub-Contractors are to obtain City business licenses
- ◆ 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

Please visit our webpage for bond, license and certificate of insurance requirements. www.cityrm.org/rmcd

Revised February 2011

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: _____
Date

by: _____ (initials)



City of Rolling Meadows

847-506-6030 www.cityrm.org/rmcd

3600 Kirchoff Road, Rolling Meadows, IL 60008

Here is a guide to how the permit process works:

- ◆ Submit completed permit application(s) 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 or bonded as required, you will be notified at this time. All **required** bonds and licenses 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 for 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 the project a written request for 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 THE PLANS ARE IN CONFORMANCE WITH THE CITY'S CODES AND HAVE BEEN APPROVED BY THE COMMUNITY DEVELOPMENT DIRECTOR, YOU WILL BE NOTIFIED THAT YOUR PERMIT IS READY.

**THE FOLLOWING INFORMATION SHOULD APPEAR
ON THE ARCHITECTURAL DRAWINGS COVER SHEET**

BUILDING DATA: Please *do not omit any information*.

LAND AREA:

Acres: _____

Square Feet: _____

BUILDING AREA:

Basement _____ Sq. Ft. 1st Floor _____ Sq. Ft.

2nd Floor _____ Sq. Ft. 3rd Floor _____ Sq. Ft.

(Continue to provide information for floors above the 3rd floor.)

TOTAL BUILDING AREA: _____ Sq. Ft.

Mezzanine area: _____ Sq. Ft. on floor no. _____

Volume of Building _____ Cu. Ft.

Use Group Classification: (as per 2009 IBC)

Type of Construction: (as per 2009 IBC)

Fire Sprinkler System [] Yes [] No

Fire Alarm [] Yes [] No

Code Allowed Increases Used: Perimeter Area _____

Sprinkler _____

Occupant load by use area:

CONSTRUCTION CODES INFORMATION

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 Code
 - 2009 International Property Maintenance Code with amendments
 - 2009 International Energy Conservation Code with amendments
 - Illinois Energy Conservation Codes
 - 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 or on the department's webpage at www.cityrm.org/rmcd. 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) 524-0795

IL ENVIRONMENTAL PROTECTION AGENCY

Div. of Water Pollution Control
1701 First Ave.
Maywood, IL 60153
(708) 338-7900

COOK COUNTY HIGHWAY DEPARTMENT

118 N. Clark
Chicago, IL 60602
(312) 603-7736

IL ENVIRONMENTAL PROTECTION AGENCY

Div. of Public Water Supply
595 S. State
Elgin, IL 60123
(847) 741-7771

IL CAPITAL DEVELOPMENT BOARD

(Accessibility Standards)
Wm. G. Stratton Building- 3rd 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

**CITY OF ROLLING MEADOWS
COMMUNITY DEVELOPMENT DEPARTMENT
(847) 506-6030
or schedule an inspection on-line at
www.cityrm.org/rmcd**

**PROCEDURE FOR SITE ENGINEERING REVIEW, PERMITTING
AND IMPROVEMENT INSTALLATION**

A. ENGINEERING REVIEW

The following is the procedure for site engineering review. Special circumstances occasionally arise that may require a deviation from this procedure and in such an event the Community Development Director must be consulted.

1. Via a cover transmittal letter the following is submitted to the Community Development Department:
 - ◆ Six (6) complete sets of the site engineering plans.
 - ◆ Three (3) sets of applicable calculations (storm water detention, etc.).
 - ◆ Three (3) sets of design engineer's opinion of probable cost.
 - ◆ Permit application forms applicable to other agencies (M.W.R.D., I.E.P.A., etc.)
2. Prior to the review commencing the developer/owner must deposit with the City a cash escrow for plan review in an amount as per Appendix B, paragraph 4 of the Code of Ordinances.
3. The submittal will be distributed to the City departments for review and comments. Those comments will be forwarded to the City Engineer who will evaluate them and incorporate them into his review should he deem them appropriate.
4. The City Engineer will forward his review to the Community Development Director with a copy to the Public Works Department, other departments (that may have had comments) and the design engineer.
5. The design engineer shall address the points in the review and submit six (6) sets of revised (corrected) plans, calculations or specifications to the Community Development Department who will redistribute them for re-review.
6. Once the City Engineer has determined satisfactory compliance he will approve four (4) sets for distribution as follows:

Community Development Department
Public Works Department
Fire Department
Design Engineer

Notes:

In accordance with Section 98-230(d)(5) of the Municipal Code, acceptance of an improvement shall include the submission of a set of improvement plans showing the "as built" condition. The submittal shall be on a reproducible mylar or vellum with four (4) paper copies and must be sealed by an engineer or surveyor licensed in the State of Illinois and also be placed on an electronic media in DXF file format. The drawings shall include one foot contours, first floor elevations, all rim and invert elevations and all underground structures, actual pipe lengths, location of water and sanitary lines and any field changes approved by the city engineer. A paper copy shall be submitted for review and approval by the city engineer prior to the preparation of the reproducible drawing and electronic media file.

B. SITE IMPROVEMENT PERMIT

1. Submit applicable permit applications making sure they are completed and signed.
2. Submit, if required, to the Community Development Department, the public improvement performance guarantee (bond, letter of credit) which will require City Attorney approval.
3. All contractors must have a current City of Rolling Meadows business license and surety or license and permit bond on file.
4. Site inspection fees will be assessed as per Appendix B, paragraph 4 of the Code of Ordinances for the estimated improvement costs and other applicable fees (sewer televising, etc.).

**Procedure for Site Engineering Review, Permitting
& Improvement Installation – Page 2**

C. REQUIRED INSPECTIONS

WATERMAIN

- ◆ Watermain - prior to backfilling (includes pipe, fire hydrant, valves, valve vaults or boxes, connections, services, blocking, bedding and staking b-boxes.
- ◆ Watermain pressure testing
- ◆ Watermain chlorination
- ◆ Watermain water sampling
- ◆ Watermain activation
- ◆ Final - grade adjustments of frames

SANITARY SEWER

- ◆ Sewer pipe - prior to backfilling (includes pipe, tee's, "Y's", manholes, cleanouts, frames and lids, etc.)
- ◆ Manholes - boot, bench, joints, etc.
- ◆ M.W.R.D. - request for final inspection
- ◆ Final - grade adjustment of frames

STORM SEWER & DRAINAGE

- ◆ Sewer pipe - prior to backfilling (includes pipe, tee's, "Y's", manholes, frames and lids, culverts, etc.)
- ◆ Manholes
- ◆ Final inspection - grade adjustment of frames
- ◆ Rough grading - swales and ditches
- ◆ Final grading - swales and ditches

CURB & GUTTER

- ◆ After forming and prior to concrete pour

STREET

- ◆ Excavation - prior to installation of base
- ◆ Base - proof roll prior to first course (binder)
- ◆ Binder - prior to installation of binder
- ◆ Surface - prior to laying wearing surface

SIDEWALK

- ◆ After forming and prior to concrete pour

PARKWAY & TREES

- ◆ Final grading - before seed or sod
- ◆ Prior to tree planting - to verify location, size and species

Notes:

In accordance with Section 98-230(d)(5) of the Municipal Code, acceptance of an improvement shall include the submission of a set of improvement plans showing the "as built" condition. The submittal shall be on a reproducible mylar or vellum with four (4) paper copies and must be sealed by an engineer or surveyor licensed in the State of Illinois and also be placed on an electronic media in DXF file format. The drawings shall include one foot contours, first floor elevations, all rim and invert elevations and all underground structures, actual pipe lengths, location of water and sanitary lines and any field changes approved by the city engineer. A paper copy shall be submitted for review and approval by the city engineer prior to the preparation of the reproducible drawing and electronic media file.

**ANSWERS TO THE MOST COMMONLY ASKED QUESTIONS RELATED TO
THE MWRDGC SEWER PERMIT FEE:**

How much are the fees?

- A. Sewer Permit Application - \$850.00 each
- B. Notification and Request for Inspection Application - \$100.00 each
- C. A unit charge of \$3.50 for each linear foot of sewer constructed.
- D. Reviews of revised plans based on changes generated after the permit is issued cost \$50.00 for each review.
- E. Field inspections to confirm violation corrections cost \$100 for each inspection

There will be a basic non-refundable fee for an application (either a, b, or c listed above) and d, which must be paid before the application will be processed.

How will the fees be collected?

The permit applicant will calculate the fees, complete the Fee Payment Voucher form, and submit the voucher and check with the permit application to the Local Sewer Systems Section, ColFac Division, 6th Floor, 111 E. Erie Street, Chicago, Illinois 60611.

Who pays the fee?

The permit applicant is responsible for all fees.

Is there a limit on the fee charges?

No. there is no maximum fee limit.

Suppose the developer has changed his plans so that the fees paid were greater than needed; is there a refund?

Yes. The final fee total will be computed from the as-built plans at the end of the job. If there is a difference greater than \$100 from the fees paid, either a refund or an additional charge will be made.

Is there a charge for revisions to the documents or plans submitted with the application?

There is no charge for any revisions during the process of the permit application until the permit is issued. There is a basic \$50.00 charge for any revision to the permit after the permit has been issued. This \$50.00 fee is to be submitted with a completed Fee Payment Voucher form when the revised plans and documents are submitted. If the revision results in an increase in the total proposed sewer construction, the fee for the additional footage must be submitted with the revision review fee.

When is the Sewer Connection Authorization form used?

This application form is used only for projects within the City of Chicago when a direct connection to a MWRDGC facility or a direct discharge into a waterway is proposed.

When is the Notification and Request for Inspection (NRI) application form used?

An NRI form is used only for those projects where work consists of either

- A. Reconstruction
Sewer reconstruction or replacement in public right-of-way or utility easement, including appurtenances, using the same alignment (same trench); or the reconstruction of an existing sewer service, including the addition of an inspection manhole, with no change in alignment. The sewer constructed shall be of the same diameter as that being replaces.
- B. New Construction
An addition of a grease trap, triple basin, inspection manhole, or mud basin with less than 25 linear feet of new sewer service construction, in conjunction with an existing building alteration, and/or change in ownership or use.

This form shall not be used if the alignment is changed more than 5 feet horizontally, if new service areas are added or if connections are proposed for a new building. For these cases, a standard permit is required.

Is there a fee charged for storm sewer construction?

In combined sewer areas, there is a charge of \$3.50 per linear foot for storm sewers constructed that discharge to a MWRDGC facility.

Are there any exemptions from the sewer permit fees?

Yes. As is stated in Section 5 of the Sewer Permit Ordinance:

- A. Governmental agencies seeking to construct public works projects (where ownership and control of the project is reposed with the governmental agency), the cost of which is financed by the proceeds of as valorem property taxation, user charges, special assessments, or municipal bonds shall be exempt from the fee provisions of the Ordinance;
- B. Municipalities, sanitary district and utility companies which apply for permits under the Ordinance to affect sewer rehabilitation work mandated by the MWRDGC and the Illinois Environmental Protection Agency shall be exempt from the fee provisions of the Ordinance.

Is a sewer permit required for work that is exempt from the sewer permit fee?

Yes. Sewer permit requirements under the Ordinance are applicable. There has been no charge to the Sewer Permit Ordinance governing when a sewer permit is required.

How may the proper permit application and related forms be obtained?

All application forms and the Fee Payment Voucher forms are available at the Local Sewer Systems Section, 6th Floor, 111 E. Erie Street, Chicago, Illinois 60611 or by calling (312) 751-3255.

CITY OF ROLLING MEADOWS
Community Development Department
(847) 506-6030

On/Off Site Improvements Permit

CHECKLIST

DEVELOPMENT: _____

- Performance Guarantee
- Approved Engineering Plans
- Engineering Review Fees Paid
- Final Plat Approved
- Permit Application Forms Submitted
- M.W.R.D. Permit
- I.E.P.A. Div. of Public Water Supplies Permit
- I.E.P.A. Div. of Water Pollution Control Permit
- County Highway Permit
- I.D.O.T. Permit
- Recapture Fees Paid
- Plan Review Escrow Refund

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-30 vaulted 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