



DuPage County Building & Zoning Department
Building Division

COMMERCIAL REMODEL



The following 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.

Requirements to submit: (must be submitted in person) approximate review time – 20 business days

- 1. Application form for new construction and commercial permits - Type II & III (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Stamped construction plans
4. Fire alarm/fire sprinkler drawings
5. Kitchen hood exhaust if applicable
6. Elevator specifications if applicable
7. COM check
8. Cut sheets for all installed systems
9. Trust Disclosure for properties in a trust

- 1. The Type II & III application to be filled out completely.
- Owner's name, address, phone number, email address
- Site address
- Cost of proposed construction
- Property on water/sewer or well/septic
- Plumbing fixture count, electrical amp service size, electrical circuit count and a brief description of the project
- Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
- Signature of property owner.
2. 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.
3. Submit 5 copies of construction plans stamped by an IL architect or IL structural engineer. Plans must show all elevations, wall cross section and floor plans.
4. Submit 5 copies of fire alarm and fire sprinkler drawings.
5. Submit 5 copies of kitchen hood exhaust and suppression system drawings for buildings with cooking operations.
6. Submit 3 copies of elevator specifications.

7. Submit 5 copies of the COM check.
8. Submit 5 copies of cut sheets for all installed systems (HVAC, lighting, windows) as required by the 2015 Illinois Energy Efficient Building Code.
9. Property held in a land trust requires a notarized [Trust Disclosure](#) completed by the trust **company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements at permit issuance:

10. Owner Authorization form if applicable
11. Health Department permit card if applicable
12. Entrance permit
13. Notarized plumbing Letter of Intent (if applicable)
14. Fees
15. Performance Bond
16. Contractor Registration

-
10. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 11. Provide a copy of the Health Department permit card if applicable
 12. 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).
 13. 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.
 14. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 15. 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.
 16. 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](#)
- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- 2015 International Building Code, [Article VII, Section 8-700](#) with local amendments
- 2015 International Mechanical Code, [Article VIII, Section 8-800](#) with local amendments
- 2015 International Property Maintenance Code, [Article IX, Section 8-900](#)
- 2015 International Fuel Gas Code, [Article X, Section 8-1000](#)
- 2015 International Fire Code, [Article XI, Section 8-1100](#)
- 2015 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 90 days after the issuance of a permit, or when more than 90 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.dupageco.org/building.