

**City of Rockford, Illinois**

Community & Economic Development Department  
 Construction and Development Services  
 425 East State Street, Rockford, IL 61104  
 Phone: (779) 348-7158 Fax: (815) 967-4243  
 www.rockfordil.gov



Project Address: \_\_\_\_\_

Project No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

Approved for Expedited Review Process Date: \_\_\_\_\_ By: \_\_\_\_\_

Denied – See Items Noted Below Date: \_\_\_\_\_ By: \_\_\_\_\_

Note: Required Items for a “Foundation Only” Submittal are noted with an \* at the section heading label. These items are required in addition to structural foundation calculations and design loads, full documentation on foundations to be constructed, architectural floor plans, elevations and basic code review information. Applicability of some items with an \* may be discussed with Staff prior to submittal.

**Pass / Fail / NR**

**Required Documents/Submittals\***

		Completed building permit application	1
		Assessed fee has been paid.	2
		One (1) set of sealed civil documents including site plumbing drawings.	3
		Two (2) full sets of sealed documents containing documents from all trades required for construction.	4
		Sealed structural calculations with all design loads listed.	5
		Two (2) copies of a landscape plan.	6
		Two (2) copies of a site illumination plan.	7
		Copy of final recorded plat for reference and verification <u>or</u> a copy of the approved tentative plat as <u>predetermined</u> to be acceptable by City staff.	8
		Zoning application for SUP (Special Use Permit) or PUD/PRD (Planned Unit/Residential Development) has been submitted.	9
		Title block on each sheet showing name, address and phone of design professional who prepared them.	10
		Other:	11

**Pass / Fail / NR**

**Design Professionals’ Seals\***

		DPRC (Design Professional in Responsible Charge) is noted on application.	12
		Civil Engineer’s seal, original signature and 2 dates are shown.	13
		Architect of Record’s seal, original signature and 2 dates are shown.	14
		Mechanical Engineer’s seal, original signature and 2 dates are shown.	15
		Plumbing Engineer’s seal, original signature and 2 dates are shown.	16
		IL Plumber’s license number and original signature are shown.	17
		IL Design Firm Registration Number for firms and design/build entities unless a sole practitioner.	18
		Other:	19

**Pass / Fail / NR**

**Basic Drawing Requirements\***

		Each civil plan indicates north and a standard engineering scale.	20
		Each architectural/MEP plan indicates north and a standard architectural scale.	21
		Location map of new building.	22
		Facility location map for additions.	23
		X2006 COMcheck forms for Building envelope, mechanical & electrical	24
		X	25
		Other:	26

**Pass / Fail / NR****Site Plan Submittal\***

		X		27
			Location address, project name and vicinity map to including all adjacent street names and intersections is shown on the site documents.	28
			Building placement relative to property lines, streets & alleys with their dimensioned width, other buildings on the same lot as well as established and proposed grades are shown on the site plan.	29
			All Fire lanes (20' wide, 13'-6" vertical clearance, required or provided) are marked.	30
			Existing and proposed contour lines or spot elevations; compliant topography of the grade/slopes that form any accessible route on-site and any part of the accessible route up to the building entrance and required exits.	31
			Curb ramp locations and construction details noting slopes/detectable warning to be provided.	32
			Exterior ramps/stairs with elevations/sections indicating rise/run and handrails/guardrails.	33
			All existing/proposed utilities (location, size, service sizes, fire service sizes) and dimensioned easements (utility, sewer, water, ingress/egress, etc) noted on site plans and architectural documents to correspond to mechanical, plumbing, fire suppression and electrical documents.	34
			Accessory structures and their location relative to lot lines and other buildings on site, general construction type and use.	35
			Show all proposed and existing driveways/curb cuts on both sides of all streets. "Existing", "proposed", or "to be removed" is clearly labeled on each.	36
			Dimensions of all streets, right-of-ways, driveways, curb cuts, parking stalls, curb radii, sidewalk, etc. (max. width of commercial driveways at R.O.W. is 35').	37
			Show all new concrete sidewalks at 5' wide, offset 1' into R.O.W. and continuous through all driveways.	38
			Parking layout and striping plan noting ADA parking stall requirements.	39
			Gross square footage of the building footprint. Note overhangs of building if significant.	40
			Indicate direction of drainage flow.	41
			Limits of detention area noting volume, incoming rate and release rate; low flow channel noting size and cross section.	42
			Label size and type of existing/proposed storm drain system.	43
			Drainage/detention calculations.	44
			Proposed water main taps to include note "To be installed by City Water Division".	45
			Clearly label all buildings, additions, parking or any other site improvements as either existing or proposed.	46
			Erosion Control Plan	47
			Other:	48

**Pass / Fail / NR****Architectural**

			Floor plans indicating fire wall and/or fire resistive rated assembly locations. All tested assembly numbers must be shown for all rated assemblies noting the final rating to be achieved. Include tested joint assemblies and fire stopping systems to be used for each type penetrations.	49
			Door sizes, fire ratings & specific hardware sets with specifications	50
			Room finish schedule for floors, walls and ceilings in all spaces, exit access and exit stairs & passageways. Schedule to indicate class of finish required.	51
			X	52
			Ramps and stairs with elevations/sections indicating rise/run and handrails/guardrails.	53
			Sufficient detail to indicate location, construction, size and character of all portions of means of egress. Each room or space shown to note the total number of occupants to be accommodated within each. Provide total occupant load for each floor and label at each exit the number of occupants served by that exit. Travel distances and route to be indicated on the plan.	54
			Assembly occupancies and provisions for signage to be posted as required for Fire Department.	55
			Building elevations & sections noting materials and structure heights.	56
			Vertical circulation/egress details to note type of construction for rated enclosures at elevators, stairs and ramps noting occupants served. Areas of rescue assistance to be noted.	57
			Reflected ceiling plans noting rated ceilings, mechanical/electrical/fire protection device locations or other ceiling conditions as coordinated by the architect or DPRC.	58
			Wall sections including details of fire walls/fire barriers/rated partitions and roof connections.	59
			Specifications of materials, products and installations.	60
			Fire resistance ratings and details of structural elements and other rated assemblies indicating	61

		tested assembly number or determination by analytical means using accepted methods.	
		Specifications, installation instructions and compliant mounting heights of all items pertaining to accessibility per the IL Accessibility Code	62
		Details of roofing materials, flashing, copings, drainage and ventilation, including venting calculations. Include secondary drainage system details and ventilation calculations, if required.	63
		Details of fire place and chimney construction as well as cut-sheets and manufacturer's installation instructions for pre-engineered firebox/fireplace equipment to be installed. Documentation and tested assembly numbers of any ratings required must also be shown.	64

**Pass / Fail / NR**

**Structural**

		Design loads must be shown on the drawings as well as listed in the design calculations. (Floor live, Roof live, Roof snow, Wind, Seismic Acceleration of 0.2 second spectral & Seismic Acceleration of 1.0 second spectral response, Flood and Special).	65
		Provisions for rain loads in coordination with secondary drainage.	66
		Location of posted live load signs in commercial and industrial buildings at each floor where designed floor live load exceeds 50 psf.	67
		List of special inspections required and the inspectors responsible for each.	68
		Foundation plan & details with dimensioned details.	69
		Structural concrete information including specifications noting all code requirements and tolerances.	70
		Soils report properly sealed by a design professional licensed in Illinois OR the following.	71
		Allowed Inspection and required inspector designated for soils with assumed 1500 psf soils.	72
		Specification (size, grade, type, location) of reinforcement, anchors and wall ties, including specifications noting all code requirements and tolerances.	73
		Floor framing plans & details.	74
		Specifications of materials, products and installations.	75
		Roof framing plans & details.	76
		X	77

**Pass / Fail / NR**

**Mechanical**

		Plan(s) showing arrangement of equipment and distribution systems; size & type of flues, stacks or chimneys; intake vents; piping; duct work and type/quantity of ventilation.	78
		Sealed computations and specifications.	79
		Design criteria, exterior envelope component materials, U-factors of envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment and equipment and systems controls listed in a tabular form within the construction drawings.	80
		Smoke control/fan shut down controls/systems.	81
		Equipment schedules including maximum CFM & BTUH input.	82
		Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.	83
		Equipment locations with required clearances / means of access marked and dimensioned. If structural system is required to be modified to support equipment, submit sealed STRUCTURAL documents and calculations listed above	84
		Details and Specifications of special equipment; including hoods, crematories, fire places, etc.	85
		Other:	86

**Pass / Fail / NR**

**Plumbing**

		Plan(s) indicating layout of fixtures, drains and connections to utilities or on-site waste disposal systems and water wells..	87
		Submit tabulation on the plan(s) indicating occupant load per IL Plumbing code (include means of determining occupant load), type and quantity of fixtures required and actual quantity of fixtures provided.	88
		Engineering calculations (D.F.U.'s, water supply demand, etc.).	89
		Specifications of materials, products and installations.	90
		Fixture schedule insure compliance with Illinois Accessibility Code & Illinois Plumbing Code.	91
		Potable water protection by isolation and containment.	92
		Hot water system including expansion tank(s).	93
		Riser diagrams (both D.W.V. and water distribution).	94
		Limited area fire suppression systems (including potable water protection).	95
		Pipe schedules/materials.	96

		Contaminated waste water containment, neutralization or dilution.	97
		Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.	98
		Other:	99

**Pass / Fail / NR** **Fire Suppression**

		Occupancy, contents and hazard classification.	100
		System design criteria; pressure at base of riser, density, etc.	101
		Design method; pipe schedule, hydraulic, special, in-rack sprinklers.	102
		Complete plans indicating type of system(s) including specifications noting all code requirements and tolerances for the specific type of system and agents used meeting all requirements of the prescribed NFPA system.	103
		Interior audible/visible alarm(s) and method of supervision.	104
		Location of fire department connection and control valves with signage noted.	105
		Hydraulic calculations; dates of hydrant static & residual pressure tests required.	106
		Fire pumps (power supply shall comply with Article 701 of NFPA 70).	107
		Service riser diagram indicating backflow preventer, fire department connection, control valve, drain, etc.	108
		Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.	109
		Hazardous material data; i.e. quantities, MSDS, special fire suppression system, containment and drainage, etc.	110
		Other:	111

**Pass / Fail / NR** **Electrical**

		Plans showing all interior and exterior electrically controlled devices, including fire alarms and lighting systems with associated wiring and circuiting; panel schedules, locations, clearances (dimensioned, if required), distribution, service size and connection to utility; riser diagrams; grounding; panel and fixture schedules.	112
		Means of egress lighting and device specifications demonstrating code compliance.	113
		Illuminated exit sign locations and device specifications.	114
		Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.	115
		Fire alarm and detection systems, code required or voluntary, submitted for required permit.	116
		HVAC system controls (shut down & smoke control) when not included in HVAC documents.	117
		Wiring of marquees, signs and radio/television towers.	118
		Artificial Illumination 30" above floor equivalent to 10 footcandles.	119
		Emergency power systems (in accordance with Article 700 of NFPA 70).	120
		Standby power systems (in accordance with Article 701 of NFPA 70).	121
		Other:	122

**Pass / Fail / NR** **Elevators/LULAS/Lifts**

		Plans showing location of proposed elevator/lift and machine room within overall building plan (keyplan) that documents all items of code compliance; clearances around machine; hoistway plans and sections, method of ventilation of machine room and hoistway.	123
		Specifications that show all relevant installation, ADA and required code data that is not evident in graphic form.	124
		Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.	125
		Other:	126