

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# NONRESIDENTIAL APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

For Office Use Only

Submittal Checklist:  Application Complete  Submittal Checklist  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# NONRESIDENTIAL WORKSHEET

## DESCRIPTION

New Construction     Alteration     Addition     Other: \_\_\_\_\_

Square Feet of Proposed Structure: \_\_\_\_\_    Type of Business: \_\_\_\_\_

Occupant Load: \_\_\_\_\_    Population Equivalent: \_\_\_\_\_

Fire Sprinkler:     Yes     No    Fire Sprinkler Supply Size: \_\_\_\_\_

Domestic Water Size: \_\_\_\_\_

Electric Service Line:     Overhead     Underground     Amps     Phase

**FRWRD Permit**, as needed    Receipt # \_\_\_\_\_

Fox River Water Reclamation District  
1957 N. La Fox (Rte. 31) South Elgin, IL 60177  
Phone (847)-742-2068 Fax (847)-742-0193

**Kane County Health Department Permit**, as needed    Receipt # \_\_\_\_\_

Associate Sanitarian  
76 S Grove Ave    Elgin, IL 60120  
Phone (847)-608-2850 Fax (847)-888-6458

**Kane County Road Impact**    Receipt # \_\_\_\_\_

Kane County Division of Transportation  
41W011 Burlington Rd St Charles, IL 60175  
Phone (630)845-3799 Fax (630)587-2474

**Kane DuPage Soil & Water District**    Date Submitted # \_\_\_\_\_

2315 Dean St. Suite 100    St. Charles, IL 60175  
Phone (630)584-7961 Ext. 3    Fax (630)584-9534

**South Elgin and Countryside Fire Protection District**    Date Submitted # \_\_\_\_\_

Fire Sprinkler and Alarm Plans must be submitted to the Fire District  
150 West State St. South Elgin, IL 60177  
Phone (847)741-2141 Fax (827)741-2184

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SUBMITTAL CHECKLIST

- Complete Application & Worksheet
- Provide 2 copies of the Plat of Survey
- Provide 5 Sets of Plans Stamped by Illinois Licensed Architect
- Provide 5 Accurate Site Plans, if applicable
- Provide 5 Engineering Plans
- Provide 2 copies of the Landscape Plan/Tree Preservation Plan, if applicable
- Provide 2 copies of the Color Building Elevations, if applicable
- Provide 2 copies of Manufacturers Specifications
- Provide a completed electrical load worksheet (attached, for tenant buildings only)
- Provide a copy of the plumbers Illinois State Plumbing License, Plumbing Contractors Registration and letter of intent for plumbing work
- Provide a copy of the Roofer's License
- Complete Soils Report

**Village of South Elgin**  
**Nonresidential Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

All nonresidential structures are subject to all current Zoning regulations as adopted and amended. Further information can be obtained from the Village of South Elgin web site at [www.southelgin.com](http://www.southelgin.com). Building regulations are as follows:

- **2018 INTERNATIONAL MECHANICAL CODE**
- **CURRENT ILLINOIS ENERGY CONSERVATION CODE**
- **2018 INTERNATIONAL FUEL GAS CODE**
- **2018 INTERNATIONAL ELECTRICAL CODE**
- **2017 NFPA 70 NATIONAL ELECTRICAL CODE**
- **CURRENT ILLINOIS PLUMBING CODE**
- **2018 INTERNATIONAL BUILDING CODE**
  1. 501.2 Premises identification. Delete: “.4 inches...” Insert: “... 6 inches...”
  2. 903.3.6 Hose threads. Insert: “...four (4) inch STORZ connection...”
  3. 903.4.1 Monitoring. Insert: “Connection directly to the Fire Department dispatch center or other approved answering service.”
  4. 903.4.2 Alarms. Insert: “Connection directly to the Fire Department dispatch center or other approved answering service.”
  5. 903.4.2 Alarms. Insert: “...an approved visual alerting devise shall be installed above the Fire Department connection and (separate) sprinkler room door in a visible location...”
  6. 905.3.1 Insert the following at the end of the current paragraph: “Class I standpipes shall be installed in all buildings where any portion of the building floor area is more than 150 feet of travel from the nearest point of Fire Department vehicle access.”
  7. 907.2 Where required. Delete: “...manual automatic or...” Insert: “All manual and automatic fire alarm systems shall be installed through all buildings greater than 2,500 square feet unless otherwise required by this section, and monitored by the Village of South Elgin Dispatch Center or by center approved by the Village.”
  8. 1006.3 Illumination emergency power. Insert: “6. All public restrooms with two or more stalls, locker rooms, and enclosed electrical rooms.”

*Covenants are not enforced by the Village of South Elgin.*

**PERMIT FEES:**

Each application for a building permit for new construction shall be accompanied by payment of building permit fees equal to the sum of the following.

1. The base fee shall be computed based on \$.20 per square foot of gross floor area (outside dimensions) of all floors.
2. Sanitary sewer and water system connection fee for nonresidential units is \$1,400 per population equivalent.
3. Plan review fee. A preliminary and/or plan review fee by the village staff shall be charged at 25% of permit fees.
4. Consultants fees. The applicant shall reimburse the village for all fees and expenses charged the village by consultants retained by the village to review plans, building systems and to perform testing where deemed necessary by the village.

5. Water meter fees shall be charged pursuant to the following:

Inspection \$ 50

Disc Meters:

Size	Charge
1 inch M70	\$585
1½ inch M120	\$1,092
2 inch	\$4,696
3 inch	\$5,585
4 inch	\$8,674

6. A minimum fee of \$30 per lot or building shall be charged for a permit to install fire and lawn sprinkler systems, plus \$1 per sprinkler head in excess of 30 heads, plus consultants' fees and plan review fees, if necessary.
7. A penalty of 100% of permit fee shall be charged if work is started without a permit.
8. A fee of \$30 shall be charged for all permit extensions. Please note permit must be extended prior to expiration date.
9. \$75 fee, if a reinspection becomes necessary.

10. **ADDITIONAL PERMITS / FEES REQUIRED**

Kane County Road Impact Fee (630) 845-3799

FRWRD Sanitary Permit (847) 742-2068

Kane County Health Department (847) 608-2850

Public Right of Way Permit, available through the Community Development Department is required for any work within the Right of Way

The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.