

# **Guidelines for the Review and Permitting of Building and Renovation Projects**

## **Fill out the application.**

You may obtain an application for a building permit or by picking up one at the Building Inspection department located at 405 East 1st Street, Milan, IL (second floor). Fill out the application with as much information as possible about the work being done. For most projects, you should also submit detailed plans for the work to be done. If you have questions about the application, you may inquire at Building Inspections at 309-787-8527. For some projects, you may need to contact your public utilities.

## **Application and plans are reviewed:**

Once your application and detailed plans are submitted, the Building Inspector will review your application and plans. If the application or plans are incomplete, you will be notified by the Building Inspector and informed on what is still needed. Once the complete application and plans are submitted, the Village will review the plans and approve them if they meet code requirements. If your plans meet these requirements, a permit will be issued. If not, the building official may suggest solutions to help correct the problem.

## **Obtain permit:**

Once your plans and application have been approved, you will receive a permit. There are fees associated with permits to cover the cost of the review and inspection process. The current fee schedule is contained in Chapter 10 of the Village's Code of Ordinances.

## **Separate permits are required for electrical, plumbing and heating or air conditioning.**

After you receive a permit, you must post it in a visible place at the job site at all times.

## **Inspections are done:**

Once work has begun, the Village of Milan inspectors will inspect the work to ensure that it is being performed in accordance with the plans submitted and with applicable codes. Building Inspector will inform you of how many inspections are required for your project. Contractors

may schedule inspections by calling Building Inspections and speaking with, or leave a message on their voicemail.

## **Construction is approved and certificate of occupancy is issued:**

The building official will provide a certificate of occupancy or other certificate when construction is complete and code compliance is determined. The certificate verifies that your project has been completed to code and to the Village of Milan's satisfaction.

### **Submittal Requirements for Plan Review**

- No structure shall be used, occupied or furnished before a Certificate of Occupancy has been issued by Building/Inspections.
- Occupancy within a flood plain shall submit an elevation certificate prior to Certificate of Occupancy being issued.
- The following are requirements for submittal of plans for review and permit issuance and inspections.

## **Plan Review Policy Minimum Requirements:**

In an effort to reduce the amount of time required to obtain a building permit, Building/Inspections has established the following plan review requirements. The following requirements shall serve as a tool customers can utilize to submit complete construction plan submittals, thereby reducing the need for multiple plan submittals and avoiding lengthy time delays. Please note that these requirements should be followed if the scope of work is applicable.

Village staff attempts to complete the plan review process within or before the minimum of fifteen (15) business days, however, the process depends on the scope of the project and the accuracy of submittals. Incomplete plan submittals will not be reviewed and will be returned with a notice to submit complete plans. **Plan review begins only after ALL required documents are submitted satisfactorily.**

In accordance with the Illinois Architectural Practice Act, the interior design services for a building that **involves life safety or structural changes** require that the documents be prepared by an Illinois licensed designed professional. All commercial projects that involve life safety or structural changes shall submit stamped plans. Please visit the State of Illinois Department of Professional Regulation and/or Illinois Architecture Practice Act websites for additional information.

Projects that require stamped architectural plans may also require stamped mechanical and electrical drawings at the code manager's discretion for more complex projects involving **"interior space planning."** Quite often **"interior space planning"** involves

**mechanical/electrical systems** and other areas requiring expertise beyond the capabilities of an unlicensed individual. Those systems requiring the application of engineering principles and data must be designed and the documents stamped by an Illinois Licensed Professional Engineer, Structural Engineer or Architect. Buildings previously exempted may require an Illinois licensed Designed Professional if there is a change of use or occupancy type.

In accordance with the Illinois Plumbing License Law, **plumbing** for “**interior space planning**” may be designed by a licensed Illinois Plumber.

Construction projects involving privately funded commercial facilities and for which a municipality or county requires a building permit must comply with the Illinois Energy Conservation Code (IECC) if the project involves a new construction.

Please refer to the Village of Milan’s Plan Review Checklist Guide (below) for your next project plan review submittal.

### **Village of Milan’s Plan Review Checklist Guide:**

- Permit Application: All relative information must be supplied and the application permit must be signed;
- Plan Review Fees: Plan review fees shall be paid at the time plans are submitted for review.
- Plans: Plans issued for review are required to be ready for construction. No preliminary plans. Plans shall be 24”x36” in size and indicate wall, floor, foundation, elevations, sections and details on them. Two identical sets are required and they shall be bound. Stamped architectural drawings are required for any project that involves life safety and/or structural changes.
- Code Analysis: title block, type of work being done, type of construction, use group, installed fire protection, design options.
- Site Plan: pre-construction and post-construction contours, cut and fill quantities addressed, lot dimensions, streets, parking structures with dimensions and setback distances. Larger projects may also require additional site plans such as lighting, landscaping, etc.
- COM Checks: if applicable, Illinois Energy Conservation Code compliance certificate;
- Utility Plan: location of sanitary sewer, fire hydrants, outside lighting;
- Grading Plan: benchmark information and drainage;
- Mechanical Plans: duct design, catalog cuts, vent schedules, etc.;
- Electrical Plans: fixture count, outlets, panels conduit, schedules, etc.;
- Plumbing Plans: riser diagrams, fixture count, type of piping, etc.;
- Sprinkler Plans: number and location of fixtures, occupancy, etc.;
- Handicap Accessibility Requirements: required elements for accessibility, specific facility type requirements, exterior and interior requirements;

- Sub-Contractors Declared: if your sub-contractors have been awarded, the responsible parties must be listed on the building permit application;
- Contractor Forms: up-to-date certificate of insurance, registration, license and bond;
- Erosion Control Plans;
- Landscape Plans.