

# **New Construction Commercial/Industrial Checklist**

## **Required for Application Submittal:**

- \_\_\_\_\_ New Construction Application completely filled out
- \_\_\_\_\_ List of Contractors
- \_\_\_\_\_ Estimated Cost of Project
- \_\_\_\_\_ Architects Certification Statement signed by Architect **and** General Contractor
- \_\_\_\_\_ 1 copy scaleable plat of survey with legal description showing proposed location of building
- \_\_\_\_\_ 4 sets of complete building plans (structural, mechanical, electrical, and plumbing) stamped by licensed architect or structural engineer

\*In addition the complete set must include

1. Village Board approved building elevations
2. Site plan approved by Community Development Department
3. Landscape plan approved by Community Development Department
4. Photometric plan approved by Village Engineer
5. Final approved and stamped Engineering plans

***All of the above information must be submitted together.***

***Partial submittals will not be accepted!***

Plan review turnaround is 10 business days for first plan review and 6 business days for each additional review. Plans submitted after 12:00 noon will be recorded as being received on the next business day.

Note: A separate permit application and plans will need to be submitted to The Bartlett Fire Protection District. *Please Contact Assistant Fire Chief Bill Anderson at 630-837-3701 regarding permits.*

## **Required for Permit Approval:**

- \_\_\_\_\_ All plan reviews must be approved
- \_\_\_\_\_ All approved building sets including Site plan and Engineering must also be approved by Community Development Department ***in writing.***
- \_\_\_\_\_ All contractors listed on the application must be licensed in the Village of Bartlett for **each trade** they are doing work for.  
*Please contact the clerk's office at 630-837-0800 regarding contractor licensing.*
- \_\_\_\_\_ All permit fees must be paid.
- \_\_\_\_\_ Copy of engineering plan approval letter in building department.
- \_\_\_\_\_ Bond or letter of credit for amount contained in above letter approved by Village Attorney
- \_\_\_\_\_ Copy of road impact fee receipt (DuPage & Kane Counties)

Note: A **separate** permit must be applied for both fire alarm and fire sprinkler applications. Plans for alarm and sprinkler applications must be approved by **both** the Building Department and Fire Protection District. All plans must be routed through the building department. *Do not send plans directly to the Fire Protection District.*

- A Miscellaneous Permit Application must be filled out in Building Department for fire alarms and fire sprinklers.
- A separate application must be filled out for fire alarms and fire sprinklers for Fire Protection District Review. These are also available in the Building Department.

