

Shell ONLY **New Construction** **Commercial/Industrial Checklist**

Required for Shell Application Submittal:

- _____ New Construction Application completely filled out
- _____ List of Contractors
- _____ Estimated Cost of Project for ***Shell portion only***
- _____ 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. Landscape plan approved by Community Development Department
3. Photometric plan approved by Village Engineer

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 Shell Permit Approval:

- _____ All plan reviews must be approved
- _____ All approved building sets must match the approved set from Community Development
- _____ 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 sprinkler.
- A Miscellaneous Permit Application must be filled out in Building Department for fire alarm



Architect/Contractor

Certification

This is to certify that the undersigned is familiar with the Bartlett Building Code, including, but not limited to, the International Building Code – 2006, International Residential Code – 2006, International Mechanical Code – 2006, Illinois State Plumbing Code – Latest Edition, National Electric Code – 2005 International Energy Conservation Code – 2006, each of which have been incorporated therein by reference, and the undersigned is familiar with the Village deletions, modifications, additions and amendments to said referenced codes and regulations.

It is understood that approval of plans submitted to the Building Department for review is a conditional approval only and construction shall be subject to all provisions of the aforementioned Bartlett Building Code. It is further understood that, in the event of a conflict between the approved plans and the provisions of the Building Bartlett Code, the Bartlett Building Code shall control and be the final authority.

Specifications may be submitted to the Building Department, but they shall not become a part of the approved plans, and data contained therein shall not be included in the conditional approval.

Property Address

Signature _____
General Contractor

If corporation or partnership, President and
Secretary or all parties must sign.

Signature _____
Architect

If corporation or partnership, President and
Secretary or all parties must sign.

Corporation affix seal