

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

Required for Foundation Only Application Submittal:

- _____ New Construction Application completely filled out
- _____ List of Contractors
- _____ Estimated Cost for ***foundation 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 with proposed top of foundation and setback dimensions.
- _____ 4 sets of foundation plans ONLY stamped by licensed architect or structural engineer

*In addition the complete set must contain **only**

1. Site plan approved by Community Development Department
2. Copy of Final approved Engineering plans stamped by the Village Engineer

****Full building plans will not be accepted for a foundation only permit application****

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.

Required for Foundation Only 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 Main 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 only)

All of these items must comply before a permit will be issued or any inspections scheduled!

Note: A separate permit must be applied for the shell portion of the building. Please see Shell Construction Checklist.



Village of Bartlett
Architect/Engineer/Contractor/Owner
Verification of Compliance/Certification

Project Address: _____

The undersigned is familiar with the applicable Building and Zoning Codes and ordinances of the Village of Bartlett, Illinois, as they may apply to the design and construction of the above project, including but not limited to the following:

- ICC 2012 International Building Code w/amendments
- ICC 2012 International Residential Code w/amendments
- ICC 2012 International Fire Code w/amendments
- ICC 2012 International Mechanical Code w/amendments
- ICC 2012 International Fuel Gas Code w/amendments
- NEC 2011 National Electric Code w/amendments
- Illinois State Plumbing Code, 2014 or latest edition w/amendments
- Illinois Accessibility Code, latest edition
- The International Property Maintenance Code, 2012 edition (the “IPMC”) w/amendments
- Illinois Energy Conservation Code, latest edition (the State Energy Conservation Code “IECC”) or ANSI/ASHRAE/IES Standard 90.1-2010 w/amendments
- Village of Bartlett Zoning Code (Current Edition)
- DuPage County Countywide Stormwater Floodplain Ordinance, 2013

I/We understand that the Village has passed local ordinances, which are based upon, but may deviate from the applicable codes. I/We also understand that the Village is a community where construction takes place in proximity to other structures, and that the Village seeks to minimize the interference of new construction with existing structures and to, over time, bring existing structures in the Village into conformity with our current codes.

I/We understand that approval of plans submitted to the Bartlett Building Department for review is a **CONDITIONAL APPROVAL ONLY**, and that construction must be in conformance with all provisions of the aforementioned codes and ordinances. It is further understood that, in the event of conflict between the approved plans or the constructed work and provisions of the codes and ordinances, the codes and ordinances must be followed.

_____	_____	_____
Architect’s Signature	Print Name	Date
_____	_____	_____
Engineer’s Signature	Print Name	Date
_____	_____	_____
Contractor’s Signature	Print Name	Date
_____	_____	_____
Owner’s Signature	Print Name	Date

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