

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 with proposed top of foundation and setback dimensions.
- _____ 4 sets of complete building plans (structural, mechanical, electrical, and plumbing) stamped by a 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.

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 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)

Note: A **separate** permit must be applied for both **fire alarm** and **fire sprinkler systems**. 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.
- Please contact Assistant Fire Chief, Mike Kelly, with the Bartlett Fire Protection District at 630-837-3701 with questions regarding alarm and sprinkler systems.