



## CITY OF NAPERVILLE

### **Transportation, Engineering, & Development (T.E.D.) Business Group REQUIREMENTS FOR A TENANT BUILD-OUT PERMIT**

#### **APPLICATION REQUIREMENTS**

The Transportation, Engineering and Development (TED) Business Group has developed a fast track process for Simple Tenant Build Outs and Business Occupancy Permits that qualify. This process has been designed to **expedite** your application for a permit. To achieve this goal, please follow the process steps outlined in this application packet.

#### **Step 1: Attend a Tenant Build Out Meeting**

**Where:** Municipal Center, 400 S. Eagle Street

**When:** Every Tuesday

**Time:** 8:30 a.m.

**Who:** A Planner, a Plans Examiner, a Project Assistant, as well as representatives from the Electric and Fire Departments.

#### **Step 2: Obtain the Proper Paperwork**

You will be given the proper application for a permit, including a checklist of requirements and exceptions.

#### **Step 3: Discuss your Project with City Staff**

You will meet with representatives from the City's Planning, Development Services, Electric and Fire Departments. These departments will examine your plans to determine if any additional information is required prior to submittal and to see if your project qualifies for the Fast Track Process. At this time you will have the opportunity to ask questions. If the Development Services Plans Examiner determines that your project is too extensive for the Fast Track Process you will be directed to submit your plans and application through the Standard Review Process. (*See Standard Review Process page 3*)

#### **Step 4: Meet your Project Assistant**

You will be assigned a Project Assistant who will be your single point of contact until your project is completed. Your Project Assistant will monitor the progress of your application to ensure that your application is processed quickly and efficiently. If you have questions at any time, you may contact your Project Assistant directly.

#### **Step 5: Submit your Application-Fast Track**

When you submit your application, your Project Assistant will review it for completeness, **calculate and collect your plan review fees**, and schedule a plan review meeting within 7-10 days from your submittal date.

**At the time of submittal the following will be required:**

**Electrician:** Electrical sub-contractors must be licensed and registered in the City of Naperville when electrical work is being performed

**Plumber:** All Plumbing Contractors must complete and submit a Letter of Intent and provide a copy of the State of Illinois Contractor's Plumbing License (055#) **with each application** when plumbing work is being performed.

**Concrete:** Concrete sub-contractors must also be City-licensed, bonded, and registered **if they are working in the Right-of-Way.**

**Roofing:** All roofing contractors must provide a copy of their State of Illinois roofing license **with each application** when roofing work is being performed.

It is your responsibility to ensure that all subcontractors are appropriately licensed. The City will not issue a building permit; however, until everyone working on your project has been identified. If, for any reason, you must change a subcontractor, you are responsible for notifying the City **in writing**, being sure to include the project name, address and permit number as well as the names of the former and current subcontractors. ***These requirements of the City of Naperville are strictly enforced.***

Please call the **Office of the City Clerk** at **630/420-6046** with all Electrical and Concrete Sub Contractors licensing questions.

The following additional items are required for submittal:

**Four (4) sets of architectural plans including a floor plan (key plan) of the entire building with all tenant space(s) located;**

**Sets must be sealed on *the front page* by an architect or structural engineer licensed by the State of Illinois. The front page of each set must be signed.**

<b>Complete BOUND sets of plans are required. <i>Incomplete sets will not be accepted.</i></b>
------------------------------------------------------------------------------------------------

**Each set of blueprints must be complete and include the following**

- Architectural plans
- Electrical - service diagram and reflected ceiling plans
- Plumbing- riser and underground
- Structural- wall section, detailed floor plans and elevations
- Mechanical - HVAC
- Site plan and location
- Fire alarm and/or fire sprinkler plans (existing)

**Construction documents shall be dimensioned and drawn on a maximum of 36"x 24" paper.**

Drawings are to be rolled individually with the title block facing out.

Sets consisting of only 1 or 2 pages may be folded to display the architect's seal and signature.

Any existing electrical, plumbing or mechanical/HVAC services, as well as existing structural elements, must be indicated on the drawings and labeled as “existing.” All others must be labeled as “proposed.”

If you are adding any lighting you must also submit a Lighting Compliance Certificate such as Comcheck. You can input your lighting information and print this certificate at the [Energycodes.gov](http://Energycodes.gov) website.

**Tenant Roster.** Please include a tenant roster with your submittal. If there are other tenants located within the same building or development, the planning team must verify that there is enough parking for your intended use. The tenant roster is a matrix that you should be able to obtain from your landlord that contains the following information: the name of each business/tenant within the development, the type of business (i.e. retail, medical office, etc.), the square footage of each business, and the total number of parking spaces on the site.

When submitted, a permit application is given an *Application Number*. Please refer to this number when requesting any information on your project.

**The fee for plan review submittal is \$44 per page plus a \$16 clerical fee.**

### **Step 6: Attend your Plan Review Meeting**

Our goal is to issue your permit at the end of your plan review meeting. We encourage you to bring your design professional to the review meeting. The necessary city professionals will be on hand to review your application.

### **Step 7: Receive Permit**

If everything goes well your permit will be issued at the end of your plan review meeting. Occasionally, the city requires additional information before approving a permit. If your permit cannot be approved, you will need to revise your plans for further plan review. Your Project Assistant will walk you through this process.

## **Standard Review Process**

### **Step 1: Follow Steps 1-4**

### **Step 2: Submit your Application**

When you submit your application, your Project Assistant will review it for completeness, calculate and **collect your plan review fees**. If you do not know the names of the subcontractors you will be employing at the time you apply for permit, you may still submit your application. The following is required for the subcontractors listed on the permit application:

**Electrician:** Electrical sub-contractors must be licensed and registered in the City of Naperville when electrical work is being performed

**Plumber:** All Plumbing Contractors must complete and submit a Letter of Intent and provide a copy of the State of Illinois Contractor's Plumbing License (055#) **with each application** when plumbing work is being performed.

**Concrete:** Concrete sub-contractors must also be City-licensed, bonded, and registered **if they are working in the Right-of-Way**.

**Roofing:** All roofing contractors must provide a copy of their State of Illinois roofing license **with each application** when roofing work is being performed.

It is your responsibility to ensure that all subcontractors are appropriately licensed. The City will not issue a building permit; however, until everyone working on your project has been identified. If, for any reason, you must change a subcontractor, you are responsible for notifying the City **in writing**, being sure to include the project name, address and permit number as well as the names of the former and current subcontractors. ***These requirements of the City of Naperville are strictly enforced.***

Please call the **Office of the City Clerk** at **630/420-6046** with all Electrical and Concrete Sub Contractors licensing questions.

The following additional items are required for submittal:

**Three (3) sets of architectural plans including a floor plan (key plan) of the entire building with all tenant space(s) located;**

**Sets must be sealed on the front page by an architect or structural engineer licensed by the State of Illinois. The front page of each set must be signed.**

<b>Complete BOUND sets of plans are required. <i>Incomplete sets will not be accepted.</i></b>
------------------------------------------------------------------------------------------------

**Each set of blueprints must be complete and include the following**

- Architectural plans
- Electrical - service diagram and reflected ceiling plans
- Plumbing- riser and underground
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If you are adding any lighting you must also submit a Lighting Compliance Certificate such as Comcheck. You can input your lighting information and print this certificate at the [Energycodes.gov](http://Energycodes.gov) website.

Please include a tenant roster with your submittal. If there are other tenants located within the same building or development, the planning team must verify that there is enough parking for your intended use. The tenant roster is a matrix that you should be able to obtain from your landlord that contains the following information: the name of each business/tenant within the development, the type of business (i.e. retail, medical office, etc.), the square footage of each business, and the total number of parking spaces on the site.

When submitted, a permit application is given an *Application Number*. Please refer to this number when requesting any information on your project.

**The fee for plan review submittal is \$44 per page plus a \$16 clerical fee.**

### **Step 3: Submit Revisions (if required)**

Your plans will be reviewed and you will be notified if any corrections are required. A Plan Review Corrections Report and letter will be faxed or e-mailed to the **Project Contact** listed on the application. The fees for revised plans are \$44.00 per revised page (1set) plus a \$16.00 Clerical Fee.

### **Step 4: Receive Permit**

Once your plans have received approval the **Project Contact** will be notified that your permit is ready to be issued. Your Project Assistant will notify you of any additional fees or information that are required to issue your permit.

### **AGENCIES FROM WHOM YOU MAY NEED ADDITIONAL PERMITS:**

1. **Naperville Fire Department** (630/420-6100 option 2) for fire alarm or fire suppression permit information.
2. **DuPage County Health Department** (630/682-7400) or **Will County Health Department** (815/727-8480) if your project is, for example,
  - A restaurant or other business that involves food preparation. (Such projects must have Health Department approval before a permit is issued.)
  - A daycare center for children or senior citizens.
  - A tanning salon.

### **BUILDING INSPECTIONS**

As your project progresses, the City will require a number of building inspections determined by the size and scope of your project and the type of work involved. Required inspections for your project will be indicated on a checklist that will accompany your permit at time of issue. **All inspections are billed to the applicant unless otherwise stipulated on the reverse side of the application form.** Each inspection is \$61 per hour or any part thereof.

The City has a staff of highly skilled, professionally trained inspectors who will determine if the work being done meets all required codes. They also check to see that work is progressing according to the approved plans **that must be kept on site at all times**. (You may purchase an envelope for this purpose from the City for \$5.) **Field modifications or changes are not permitted without prior approval and may require revised plans.**

**Scheduling Inspections** – Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 option 1 Monday through Friday from 8:00 a.m. to 4:00 p.m. (Closed from 1-2 Daily) A minimum of 72 hour notice is requested if you find you must cancel an inspection. Advance notice will insure that you will not incur additional fees. You may reschedule the re-inspection at the time of cancellation.

**Online Scheduling** – Visit our Website at [www.naperville.il.us](http://www.naperville.il.us) for instructions and information to schedule your inspections on-line 24 hours a day 7 days a week.

### **CERTIFICATES OF OCCUPANCY**

**Final Occupancy Certificates** may be obtained when the following conditions are met:

1. All fees due to the City of Naperville are paid in full.
2. All conditions and agreements with the City of Naperville for the project are completed in accordance with City requirements, inspected by the required departments, and given final approval.

If at any time there are questions regarding the status of occupancy permits that are *specific to commercial building projects*, please direct them to your Project Assistant or lead inspector. The City of Naperville understands that tenants are anxious to receive their Final Certificates of Occupancy (full COs) and will do everything in our power to get you to this goal. **Please note the following: Do not** schedule “Grand Openings” and other similar events prematurely. The City strictly enforces its policies with regard to Occupancy Permits. Schedule your events **only** after the Occupancy Approval Notice has been issued.

*These building procedures are in place to serve you, our customer, more effectively.  
Your Project Assistant will help you with issues that require immediate attention. Thank you.*

### **NAPERVILLE BUILDING CODES**

Per Ordinance 12-159, passed by The City Council on December 18, 2012, all plans submitted on or after March 1, 2013 will be reviewed based on:

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Property Maintenance Code
- 2012 International Electric Code
- 2012 International Energy Code
- 2012 International Fire Code
- 2012 International Fuel Gas Code
- 2012 International Mechanical Code
- 2012 Illinois Energy Conservation Code
- 2012 International Plumbing Code
- 2011 National Electric Code (N.E.C.)
- 2012 National Fire Code
- Illinois State Plumbing Code, Current Edition
- Illinois Accessibility Code ,Current Edition
- Naperville Building Code Amendments, Title V



**CITY OF NAPERVILLE**  
**TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP**

**TENANT BUILD-OUT PERMIT APPLICATION**  
**BUSINESS OCCUPANCY PERMIT APPLICATION**  
**COMMERCIAL MISCELLANEOUS APPLICATION**

This application form is used for a tenant build-out permits. Tenant build-out projects require complete plans, with specifications, stamped and approved by an Illinois-licensed architect or structural engineer in accordance with the Illinois Professional Architects Act.

**PLEASE TYPE OR PRINT CLEARLY. \*\*\*\*NO MAIL-IN APPLICATIONS WILL BE ACCEPTED.\*\*\*\***

**COMMERCIAL PROJECT/BUSINESS NAME:**

\_\_\_\_\_

**PREVIOUS BUSINESS NAME:**

\_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

SUITE # \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**DESCRIBE THE PROPOSED CONSTRUCTION:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF WORK** \_\_\_\_\_

**DIMENSIONS OF TENANT SPACE:** \_\_\_\_\_

NUMBER OF STORIES \_\_\_\_\_

NUMBER OF UNITS \_\_\_\_\_

SQ. FT. OF TENANT SPACE \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**APPLICANT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**ARCHITECT** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

**GENERAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

**ELECTRICAL CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ NAP REG # \_\_\_\_\_

**PLUMBING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ NAP REG # \_\_\_\_\_

**SEWER/WATER CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ ST LIC # \_\_\_\_\_

**ROOFING CONTR.** \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ ST LIC # \_\_\_\_\_

**PROJECT CONTACT PERSON** (Please Print)

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_

E MAIL ADDRESS \_\_\_\_\_

**INSPECTION BILLING INFORMATION:**

**\*\*\*APPLICANT'S BILLING INFORMATION \*\*\***

Name \_\_\_\_\_

Street \_\_\_\_\_ City: \_\_\_\_\_

State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**APPLICANT REPRESENTS:** (Please check one.)

- a. Natural Person (Self) -- \_\_\_\_\_
- b. Corporation -- \_\_\_\_\_
- c. Land Trust/Trustee -- \_\_\_\_\_
- d. Trust/Trustee -- \_\_\_\_\_
- e. Partnership -- \_\_\_\_\_
- f. Joint Venture -- \_\_\_\_\_
- g. Other (describe) \_\_\_\_\_

If in your answer above you checked b, c, d, e, f, or g, identify by name and address each person or entity which is a minimum 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

<u>Name</u>	<u>Address</u>	<u>Interest</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____

*The following information is required by Police and Fire Emergency Services (PSAP):*

**KEYHOLDER CALL LIST**

- 1. Name \_\_\_\_\_ Phone # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone # \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone # \_\_\_\_\_

**UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).**

(Please check here. \_\_\_\_\_) **I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE.** (Please initial here.) \_\_\_\_\_

(Please check here. \_\_\_\_\_) **I UNDERSTAND THAT THIS PROJECT MAY BE SUBJECT TO CITY OF NAPERVILLE ROAD IMPACT FEES AND/OR ROAD IMPACT FEES FOR DU PAGE COUNTY OR WILL COUNTY IN ILLINOIS. I FURTHER UNDERSTAND THAT THE DU PAGE COUNTY FEE (if applicable) MUST BE PAID AND THE RECEIPT FOR SAME SUBMITTED PRIOR TO THE ISSUANCE OF A FULL BUILDING PERMIT. ALL OTHER IMPACT FEES MUST BE PAID PRIOR TO THE ISSUANCE OF ANY TYPE OF OCCUPANCY PERMIT.**  
(Please initial here.) \_\_\_\_\_

**SIGNATURE OF APPLICANT (Always Required)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF OWNER/AGENT (Always Required)** \_\_\_\_\_ **DATE** \_\_\_\_\_



**CITY OF NAPERVILLE**  
**LETTER OF INTENT**  
**FOR OCCUPANCY OF EXISTING TENANT SPACE,**  
**BUSINESS OCCUPANCY, OR TENANT BUILD-OUT**

The City of Naperville has adopted a Commercial Building Maintenance Code to insure the safety, aesthetics, and structural integrity of its public buildings. Accordingly, we ask that anyone planning to occupy a tenant space in Naperville fill out this Letter of Intent prior to submitting for either a business occupancy permit or a tenant build-out permit. City representatives will review the letter, and the applicant will be informed at the pre-application meeting if an inspection is necessary. A time and date for this on-site inspection will be set at that time. Thank you for your cooperation.

**Date:** \_\_\_\_\_

***Name of Proposed Business:*** \_\_\_\_\_

**Address of Proposed Business:** \_\_\_\_\_ **Suite #** \_\_\_\_\_

**Type of Business Proposed:** \_\_\_\_\_

***Name of Applicant:*** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_ **FAX Number** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**What type of additional equipment is needed in order to occupy this tenant space?**

\_\_\_\_\_

**Number of Employees:** \_\_\_\_\_

**Maximum Number of Occupants (if a training center, classroom, restaurant, etc.):** \_\_\_\_\_

**Number of Service Vehicles:** \_\_\_\_\_

***Name of Property Manager:*** \_\_\_\_\_

**Telephone Number(s):** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**Name of Existing and/or Former Tenant:** \_\_\_\_\_

**Type of Business of Previous Occupant:** \_\_\_\_\_

**Gross floor area of space to be occupied in square feet:** \_\_\_\_\_

**Gross floor area of entire building in square feet:** \_\_\_\_\_

**Number of floors:** \_\_\_\_\_

Basement: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Existing Fire Sprinkler System: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Existing Fire Alarm System: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Electric Panel \_\_\_\_\_ AMPS: \_\_\_\_\_

Describe in detail all changes that are planned for the interior:

Remodeling: \_\_\_\_\_

Decorating: \_\_\_\_\_

Electrical Work: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Heating & Air Conditioning: \_\_\_\_\_

Describe in detail all changes that are planned for the exterior:

Sign: \_\_\_\_\_

Parking: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Remodeling: \_\_\_\_\_

Comments and Special Notes: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

=====FOR OFFICE USE ONLY=====

Building Approval \_\_\_\_\_

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection required? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection Date: \_\_\_\_\_

Planning/Zoning Approval \_\_\_\_\_

Proceed with Occupancy /Tenant Build-Out Permit? \_\_\_ YES \_\_\_ NO  
 Tenant Roster (incl. sq ft of each unit) required. \_\_\_ YES \_\_\_ NO  
 Requires Plan Commission, ZBA, or City Council Review. Y or N  
 Planner Needs to Review Submittal? \_\_\_\_\_ YES \_\_\_\_\_ NO

DPU-Electric Approval \_\_\_\_\_

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 NDPU-E Review \_\_\_\_\_ YES \_\_\_\_\_ NO

Fire Department Approval \_\_\_\_\_

Proceed with Business Occupancy Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Proceed with Tenant Build-out Permit? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Pre-inspection required? \_\_\_\_\_ YES \_\_\_\_\_ NO

- Submit over the counter
- Sealed and signed plans required
- Engineering Review (DRT)
- General Contractor should attend
- Architect should attend
- Engineer should attend

- City Clerk - Massage
- Elevations
- Right of way work
- Need Health Dept. Letter
- Naperville Road Impact fee
- Liquor –Mayors Office  
 Emy Trotz (630) 420-6018
- Liquor license: yes no



**CITY OF NAPERVILLE**

**TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS GROUP  
APPLICATION FOR FINAL INSPECTION AND OCCUPANCY PERMIT**

**DESCRIPTION:**

Address \_\_\_\_\_ Building Permit No. \_\_\_\_\_

Builder \_\_\_\_\_ Owner \_\_\_\_\_

Owner's Current Mailing  
Address \_\_\_\_\_

**STATEMENT OF COMPLIANCE:**

References Naperville Municipal Code and National Building Code, adopted by reference, specifically Section 110.1, Certificate of Occupancy "No building or structure shall be occupied or used, in whole or in part, until a Certificate of Occupancy shall have been issued." The applicant declares that the above- mentioned improvement was constructed in accordance with the Naperville Building Code and all complete other Ordinances and Codes of said City applicable thereto. The applicant further declares that the owner's name and address is and correct as if the date of application and that incorrect information voids the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**EXTENSION FORM ITEMS STILL OUTSTANDING:**

- |                                             |                                                         |
|---------------------------------------------|---------------------------------------------------------|
| _____ Required public and private sidewalks | _____ Driveway access                                   |
| _____ Painting or exterior trim work        | _____ Final Grade Survey or as-builts + DTE approval    |
| _____ Required gutters and/or downspouts    | _____ Required landscaping( includes parkway trees, DPW |
| _____ Buffalo Box(B-Box) to grade           | _____ Permit required for self-plant (420-6095)         |
|                                             | _____ Storm doors, windows, and screens                 |

**FINAL INSPECTION REPORT:**

1. This inspection was made in response to a request for an Occupancy Permit. Such Permit can be issued **only** after all discrepancies noted at the time of the Final Inspection have been satisfactorily resolved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Signature \_\_\_\_\_

2. This building has \_\_\_\_\_/has not \_\_\_\_\_ passed "final inspection."

3. This completed form was handed/mailed to:
- Copy 1 to FILE, T.E.D. Business Group
  - Copy 2 to Applicant if inspection passes or fails
  - Copy 3 to Applicant when inspection passes

Inspector \_\_\_\_\_  
Date \_\_\_\_\_



**CITY OF NAPERVILLE**  
**Transportation, Engineering & Development (T.E.D.) Business Group**

**CONSTRUCTION SITE SAFETY DIRECTIVE**

**Effective Date: January 3, 2000**

**Attention: Builders, Contractors, Architects, & Developers**

The City of Naperville is concerned about the safety of construction workers, city inspectors, and the general public. The Police and Fire Department frequently respond to calls at construction sites to aid persons injured as the result of an accident. It is everyone's responsibility to insure that construction sites are safe for everyone involved in the construction phase of a project or development. Therefore, in an effort to promote safety at construction sites, effective January 3, 2000, the following requirements must be met in order for the City to conduct an inspection:

1. The building address (not lot number) must be displayed, including suite numbers, if applicable. This includes a sign in front of the structure while foundation work is in progress and numbers on the front of the structure. Numbers must be at least 5 1-2 inches in height and visible from the street.
2. A gravel access path, at least 3 feet wide and clear of debris, water and snow, is required from the street to the structure.
3. Manufactured ladders (minimum type 1) rated for 250 pounds and secured in place must be present on the site. Site-built ladders, constructed in accordance with OSHA/ANSI standards,\* are acceptable.
4. Cleated ramps shall be constructed to OSHA/ANSI standards,\* elevated to a **maximum** of 3 feet, and secured in place.
5. Railings (36 inches in height) constructed at OSHA/ANSI standards\* are required on elevated platforms, stair openings, and lofts.
6. Temporary stairs, constructed in accordance with OSHA/ANSI standards\*, must be secured at the top and bottom and have intermediate support rails every 6 feet.
7. The inside of structures must be free of debris, standing water, ice, mud and human waste.
8. Construction debris must be in a dumpster or other four-sided container with a floor.
9. Access to excavations must comply with OSHA/ANSI standards.

**\*Copies of OSHA and ANSI standards are available for review in T.E.D (Transportation, Engineering & Development Business Group). OSHA can be contacted at 630-896-8700, and ANSI can be contacted at 212-642-4900.**

**The above list details the minimum on-site safety requirements that went into effect on January 3, 2000. Upon arrival at a job site, building inspectors will confirm that the minimum requirements have been met before they will conduct an inspection. If all requirements have not been met, the inspector will issue a STOP WORK ORDER that will remain in effect until the construction site is brought into full compliance with the City's safety requirements.**



**CITY OF NAPERVILLE**

**Transportation, Engineering & Development (T.E.D.) Business Group**

**PLEASE READ THIS CAREFULLY.  
AN IAC FEE MAY BE ASSESSED WITH YOUR PERMIT.**

**ADDENDUM TO TENANT BUILD-OUT PERMIT APPLICATION CHECKLIST  
(Must be submitted with Commercial New Construction Permit Application.)**

**The Department of Public Utilities – Electric (630/420-6710) requires the following items along with the completed Electric Worksheet and the completed application:**

***If electric service entrance equipment is altered:***

- \_\_\_\_\_ Electrical one-line diagram;
- \_\_\_\_\_ Meter location including distance from service transformer must be shown on the plans;
- \_\_\_\_\_ Catalog cut of new meter socket and current and/or potential transformer cabinet must be shown on the plans;
- \_\_\_\_\_ A diagram of the new altered service entrance point of attachment is required on **OVERHEAD SERVICE ONLY.**

\*\*\*\*\*

**The City of Naperville has adopted an Infrastructure Availability Charge (Ordinance 87-44, Section 8-1C-8-5 of the City Code) for all construction occurring in the City. It is assessed as a per kilowatt charge for additional electric demand as indicated in construction plans, and/or if meter readings indicate an increase over the total previous estimate(s). For information contact the Department of Public Utilities at 630/420-6185.**

**CITY OF NAPERVILLE IAC CODE**

**8-1C-8: ELECTRIC SYSTEM CONNECTION PERMIT AND INFRASTRUCTURE AVAILABILITY CHARGE:**

5. Infrastructure Availability Charge For Service Connections: The charge for each permanent electric service connection or any addition thereto shall be calculated by determining the applicant’s proportional share of the cost to construct the transmission, substation and distribution facilities (hereinafter “backbone facilities”) required to provide available electric service for the proposed development in accordance with the table depicted in Exhibit 1. The table in Exhibit 1 shall be revised and adjusted annually beginning on January 1, 1997, and on January 1 of each successive year, on the basis of the handy Whitman Index of Public Utility Construction Costs, as published in July of each previous year. Three (3) copies of Exhibit 1 shall be kept on file and available for inspection in the office of the City Clerk, and Exhibit 1 is incorporated herein by reference as though fully set forth.

5.2. Nonresidential Infrastructure Availability Charge:

5.2.1. Each nonresidential infrastructure availability charge shall be individually determined on the basis engineering plans and drawing submitted by the applicant.

5.2.2. The infrastructure availability charge shall be calculated by multiplying the estimated maximum noncoincident demand for the customer in kilowatts (kW), as determined from the architectural plans and drawings submitted by the applicant, at a rate per kW established annually by the City of Naperville ordinance and representative of the investment in the system’s backbone facilities expressed in dollars per kilowatt. The calculation shall not be adjusted by the Department after its initial determination unless the applicant submits revised architectural plans before the scheduling of any construction.

5.3. Charges for Pre-Existing Service: Where there is construction of a new building or the alteration of or addition to an existing building located upon a lot, block, tract, or parcel, or an increase in the service to a nonresidential customer, no building permit or electric service connection permit shall be issued without payment of such additional infrastructure availability charges calculated according to Section 8-1C-8.5 of the Chapter.



## **CITY OF NAPERVILLE**

### **Transportation, Engineering, & Development (T.E.D.) Business Group**

#### **BUILDING DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION

- **Door Hardware (no dead bolts ADA)**
- **Thresholds ADA**
- **Emergency signs working (Exit & EM Lights)**
- **Electric Panel \_\_\_Directory Updated**
- **Post Addresses (Front and Back Doors)**
- **Post Suite Numbers**
- **Transaction Counters**
- **Exhaust Fans Working**
- **Bathroom Signage**



## **CITY OF NAPERVILLE**

**Transportation, Engineering & Development (T.E.D.) Business Group**

### **NAPERVILLE FIRE DEPARTMENT REQUIREMENTS**

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION:

- **EXIT LIGHTS MUST BE INSTALLED OVER EACH EXIT DOOR AND FUNCTIONING PROPERLY.**
- **EMERGENCY LIGHTS MUST BE INSTALLED AND FUNCTIONING PROPERLY.**
- **FIRE EXTINGUISHERS MUST BE MOUNTED PROPERLY AND SERVICED AND TAGGED WITH THE CURRENT YEAR. BRAND NEW**
- **EXTINGUISHERS REQUIRE SERVICE TAGS.**
- **THE ADDRESS, INCLUDING SUITE NUMBERS MUST BE DISPLAYED ON THE FRONT/REAR DOOR.**
- **THE FIRE ALARM SYSTEM MUST BE UP TO CODE THROUGHOUT THE ENTIRE BUILDING. PLANS SHALL BE SUBMITTED TO THE FIRE DEPT. AND A PERMIT IS REQUIRED PRIOR TO ANY ALTERATIONS OR INSTALLATIONS. A REQUIREMENTS BOOKLET IS AVAILABLE FROM THE FIRE DEPARTMENT.**
- **THE FIRE ALARM SYSTEM SHALL BE MONITORED BY AN APPROVED MEANS AS OUTLINED IN OUR REQUIREMENTS BOOKLET, PRIOR TO THE INSPECTION.**
- **A FIRE ALARM TEST SHALL BE REQUIRED AT THE TIME OF INSPECTION.**
- **THE HOOD/DUCT SYSTEM MUST BE SERVICED AND TAGGED WITH THE CURRENT YEAR. THIS SYSTEM SHALL MEET ALL CURRENT STANDARDS.**
- **NEW KEYS SHALL BE INSTALLED IN A LOCK BOX.**



# Naperville

## FOOD & BEVERAGE TAX REGISTRATION FORM

1. Name of Business (DBA) \_\_\_\_\_ Business Telephone \_\_\_\_\_

Business Location Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date Open for Business \_\_\_\_\_

2. Company/Corporate Name if Different from DBA \_\_\_\_\_ Corporate Telephone \_\_\_\_\_

Mailing Address (Company/Corporate) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Must be different than Business Location Address)

3. Name of Owner or Manager \_\_\_\_\_ Owner Telephone \_\_\_\_\_  
(Must be different than business phone #)

Owner Driver License Number (Required) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

4. Nature of Business: (i.e. restaurant, deli, tavern, etc.) \_\_\_\_\_

5. Estimated Annual Sales Subject to Food & Beverage Tax: \_\_\_\_\_

6. Illinois Retailer Occupation Tax Number (IBT): \_\_\_\_\_

7. Federal Taxpayer ID Number or Social Security Number: \_\_\_\_\_

8. Name of Food and Beverage Tax Return Preparer: \_\_\_\_\_

Preparer's Telephone: \_\_\_\_\_

9. Frequency of Filing Illinois Department of Revenue Form ST-1

Monthly  Semi-annually

Quarterly  Annually

I declare that I have examined this registration form, and to the best of my knowledge, the information entered on this form is true, correct, and complete.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Please return the completed form to:** City of Naperville  
400 S. Eagle Street  
Naperville, IL 60540  
**Attn:** Finance Dept., Food & Beverage Tax  
**Phone:** 630-420-4115  
**Fax:** 630-305-6226



**Naperville**

City of Naperville  
Finance Department  
400 S. Eagle Street  
Naperville, IL 60540

**FOOD & BEVERAGE TAX**

**Introduction**

On July 1, 2004 the City of Naperville implemented a one percent (1%) tax on food and beverage (alcoholic and non-alcoholic) which can be consumed on the premises where purchased.

On September 15, 2015, the City passed a Home Rule Sales Tax of 0.50%, per Ordinance 15-160, as of January 1, 2016.

7.25%	Sales Tax	Remitted to State
.50%	Home Rule Sales Tax	Remitted to State
<u>1.00%</u>	<u>Food &amp; Beverage Tax</u>	<u>Remitted to City of Naperville</u>
8.75%	Total Tax Collected	

**Registration**

All retailers are required to submit a completed Food & Beverage Tax Registration Form before conducting business. The seller must notify the City of Naperville of the last sale date. The new owner is required to re-register the location. Business owners must register each retail location separately.

**Collection**

The Food and Beverage Tax is due monthly. Payment of the tax must be made to the City of Naperville no later than the 20<sup>th</sup> of each month following the month in which the tax was collected. For example, taxes collected during the month of July are due no later than August 20.

Along with the tax payment, business owners must submit a completed Food & Beverage Tax Return Form and a copy of the State of Illinois forms ST-1 and ST-2, if applicable.

Businesses may retain 2% of the total tax due to cover administrative expenses. The 2% is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month. Filing after the due date will result in a late payment penalty equal to 5% of the unpaid tax.

Completed forms and payments should be returned to:

**City of Naperville**  
**Attn: Finance Dept., Food & Beverage Tax**  
**400 S. Eagle Street**  
**Naperville, IL 60540**

For additional information, contact the City of Naperville Finance Department at (630) 420-4115.

A copy of the ordinance and all city tax forms are available on the City of Naperville's Web site

<http://www.naperville.il.us/>



# Naperville

## FOOD & BEVERAGE TAX RETURN FORM

For Tax Period Ending: \_\_\_\_\_

Due Date: **On or before the 20<sup>th</sup> of subsequent month**

Payee Name (Corporate/Company)  
And Address (Mailing Address):

Business Name (DBA)  
And Address (Business Location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

### COMPUTATION OF TAX LIABILITY

- |                                                                                                            |                              |                                  |           |
|------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------|-----------|
| 1.                                                                                                         | Total Sales Subject to Tax   |                                  | _____     |
| 2.                                                                                                         | <b>Food and Beverage Tax</b> | (Line 1 x 1%)                    | _____     |
| 3.                                                                                                         | Less: 2% Filing Fee          | (Line 2 x 2%)                    | (-) _____ |
| <i>(2% is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month)</i> |                              |                                  |           |
| 4.                                                                                                         | Plus Penalty if Past Due     | (Line 2 x 5%)                    | (+) _____ |
| 5.                                                                                                         | <b>Amount Due</b>            | (Line 2 Less Line 3 Plus Line 4) | (=) _____ |

*Under penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed.*

Signature of Preparer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Preparer Phone Number: \_\_\_\_\_

**Please mail this completed return, a check in the amount shown on line 5, and a copy of the Illinois Department of Revenue Form ST-1 and ST-2, if applicable, to:**

**City of Naperville  
400 S. Eagle Street  
Naperville, IL 60540  
Attn: Finance Dept., Food & Beverage Tax  
Phone: 630-420-4115  
Fax: 630-305-6226**



# Naperville

City of Naperville  
Finance Department  
400 S. Eagle Street  
Naperville, IL 60540

## **DOWNTOWN FOOD & BEVERAGE TAX**

### **Introduction**

On July 1, 2004 the City of Naperville implemented a one percent (1%) tax on food and beverage (alcoholic and non-alcoholic) which can be consumed on the premises where purchased.

### **Downtown Tax Rate**

Illinois Law authorizes home rule municipalities to impose a tax in an area of up to one square mile; on the gross receipts of the sale of alcoholic beverages, soft drinks and food prepared for immediate consumption; for the purpose of paying for public parking facilities [65 ILCS 5/811-6c].

On October 7, 2008, the City implemented such a defined area Food and Beverage Tax at a rate of 1.5%, per Ordinance 08-187. The tax is in addition to the existing 1% Food and Beverage tax applicable throughout the City since 2004. This additional 1.5% tax applies only to businesses located in downtown Naperville. According to the City Ordinance, businesses located in the downtown area were required to begin collecting 2.50% Food and Beverage Tax effective November 1, 2008.

On September 15, 2015, the City passed a Home Rule Sales Tax of 0.50%, per Ordinance 15-160, as of January 1, 2016. The tax rate Downtown will remain at 9.75% and there will be a reduction of 0.50% remitted to the City for Food and Beverage Tax (previous Downtown Food & Beverage tax rate – 2.5%).

The breakdown of the Downtown 9.75% tax rate is:

7.25%	Sales Tax	Remitted to State
.50%	Home Rule Sales Tax	Remitted to State
<u>2.00%</u>	<u>Downtown Food &amp; Beverage Tax</u>	<u>Remitted to City of Naperville</u>
9.75%	Total Tax Collected	

### **Registration**

All retailers are required to submit a completed Food & Beverage Tax Registration Form before conducting business. The seller must notify the City of Naperville of the last sale date. The new owner is required to re-register the location. Business owners must register each retail location separately.

### **Collection**

The Food and Beverage Tax is due monthly. Payment of the tax must be made to the City of Naperville no later than the 20<sup>th</sup> of each month following the month in which the tax was collected. For example, taxes collected during the month of July are due no later than August 20.

Along with the tax payment, business owners must submit a completed Food & Beverage Tax Return Form and a copy of the State of Illinois forms ST-1 and ST-2, if applicable.

Businesses may retain 2% of the total tax due to cover administrative expenses. The 2% is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month. Filing after the due date will result in a late payment penalty equal to 5% of the unpaid tax.

Completed forms and payments should be returned to:

**City of Naperville  
400 S. Eagle Street  
Attn: Finance Dept., Food & Beverage Tax  
Naperville, IL 60540**

For additional information, contact the City of Naperville Finance Department at (630) 420-4115.

A copy of the ordinance and all city tax forms are available on the City of Naperville's Web site <http://www.naperville.il.us/>



# Naperville

## FOOD & BEVERAGE TAX RETURN FORM

***Downtown Business***

For Tax Period Ending: \_\_\_\_\_

Due Date: **On or before the 20<sup>th</sup> of subsequent month**

Payee Name (Corporate/Company)  
And Address (Mailing Address):

Business Name (DBA)  
And Address (Business Location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

### COMPUTATION OF TAX LIABILITY

- |    |                                                                                                                      |                                      |       |
|----|----------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------|
| 1. | Total Sales Subject to Tax                                                                                           |                                      | _____ |
| 2. | Food and Beverage Tax                                                                                                | (Line 1 x 2.0%)                      | _____ |
| 3. | Less: 2% Filing Fee Deduction                                                                                        | (Line 2 x 2%) (-)                    | _____ |
|    | <i>(2% deduction is only applicable if payment is received on or before the 20<sup>th</sup> of subsequent month)</i> |                                      |       |
| 4. | Plus Penalty if Past Due                                                                                             | (Line 2 x 5%) (+)                    | _____ |
| 5. | <b>Amount Due</b>                                                                                                    | (Line 2 Less Line 3 Plus Line 4) (=) | _____ |

*Under penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed.*

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Taxpayer

\_\_\_\_\_  
Date

Preparer Phone Number: \_\_\_\_\_

***Please mail this completed return, a check in the amount shown on line 5, and a copy of the Illinois Department of Revenue Form ST-1 and ST-2, if applicable, to:***

City of Naperville  
400 S. Eagle Street  
Naperville, IL 60540

**Attn: Finance Dept., Food & Beverage Tax**

Phone: 630-420-4115

Fax: 630-305-6226



**CITY OF NAPERVILLE**

Transportation, Engineering & Development (T.E.D.) Business Group

**PLUMBERS LETTER OF INTENT**

Naperville requires the following Letter of Intent for plumbing contractors. This form is to be completed and submitted to the City along with any building permit applications where plumbing work is being performed.

**Letter of Intent**

The undersigned certifies that \_\_\_\_\_,

**Name of Contractor/ Subcontractor**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City**

**State**

**Zip**

has been retained by \_\_\_\_\_

**Owner or Contractor Name**

As the plumbing contractor for \_\_\_\_\_

**Job Location Street Address**

\_\_\_\_\_  
**Plumbing Contractor  
(Signature)**

\_\_\_\_\_  
**Date**