



## CITY OF NAPERVILLE

### **Transportation, Engineering, & Development (T.E.D.) Business Group Requirements for a Commercial New Building or Addition Permit**

#### **APPLICATION REQUIREMENTS**

The Transportation, Engineering, & Development (T.E.D.) Business Group wants to process your commercial new construction application in a timely and expeditious manner. This is very important to you and to the City of Naperville. To achieve this goal, a Project Manager, who will be your single point of contact, will review your application for completeness as soon as you apply. If you have any questions or problems regarding the permit application, please call your Project Manager. Be certain that you have included the following in your application submittal:

- **Three (3) copies of site plan;**
- **A floor plan of entire building indicating location of all tenant space(s);**
- **Three (3) sets of bound plans;**  
**Plan 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.**  
*\*Sets consisting of only 1 or 2 pages shall be folded to display the architect's seal and signature.*

**Construction documents shall be dimensioned and drawn on 36" x 24" paper (2006IRC106.1.1)  
Complete BOUND sets of plans are required. *Incomplete sets will not be accepted.***

**Each set of plans 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

**\*\*Each set of prints must be rolled individually with the title block facing out.\*\***

Any existing electrical, plumbing or mechanical/HVAC services, as well as existing structural elements, must be located in the drawings and labeled as "existing." All others must be labeled as "proposed."

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

Plans are reviewed in the order in which they are received. If corrections and/or additional information are required, the applicant will be asked to submit **three (3) complete BOUND sets of corrected, revised plans**. The fee for commercial plan review is always \$44 per page plus a \$16 clerical fee per submittal. Re-submittals are charged **only** for those pages that actually contain revisions. Once the permit has been approved your Project Manager will contact you by phone. You may then come in, pay all required permit fees, and obtain your building permit. Construction can begin immediately after permit issuance IF A PRE-CONSTRUCTION MEETING HAS TAKEN PLACE. **No work may begin on a project until the permit has been issued and is on site.**

*The following fees are to be anticipated for commercial new construction projects:*

- Du Page County Road Impact Fees** (due prior to issue of permit)
- Infrastructure Availability Charges** (due prior to issue of Foundation Only permit)
- Facility Installation Charges** (charged and billed by DPU-E; payment installments possible)
- Water Meter** (paid at time of permit pick-up)
- Water Connection** (paid at time of permit pick-up)
- Wastewater Connection** (paid at time of permit pick-up)
- Will County Road Impact Fees** (due prior to obtaining occupancy)

***PLEASE BE AWARE THAT ADDITIONAL FEES ARE POSSIBLE  
AND DEPENDENT ON ARCHITECTURAL PLAN REVIEW.***

### **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

### **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) for the following types of projects:

Restaurant	Food preparation business
Daycare center for children	senior daycare facility
Tanning salon	Health Club with spa, whirlpool or therapy pool
Public swimming pool (State Health Department)	

**(The above projects must have Health Department approval before a Certificate of Occupancy can be issued.)**

## **CONTRACTORS - License, Bond and Registration**

**Electrical** sub-contractors must be licensed and registered in the City of Naperville.

**Plumbing** sub-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.

**Roofing** sub-contractors must be licensed by the State of Illinois. A copy of the State of Illinois Roofing License must be submitted with each application. Homeowners performing roofing work at his or her own property do not require a State of Illinois license.

**Concrete** sub-contractors must also be City-licensed, bonded, and registered **if they are working in the Right-of-Way. No exceptions!**

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.

### **Electrical sub-contractors must be:**

- Licensed.
- Bonded.
- Registered with the City of Naperville.

### **Concrete sub-contractors must be:**

- Licensed.
- Bonded.
- Registered with the City of Naperville **if they are working in the public Right-of-Way.**

### **Roofing sub-contractors must be:**

- Licensed by the State of Illinois.

### **Plumbing sub-contractors must be:**

- Licensed by the State of Illinois.

***No exceptions!***

It is your responsibility as the general contractor or owner to ensure that all subcontractors are appropriately licensed. If, at the time you apply for permit, you do not know the names of the subcontractors you will be employing, you may still submit your application. 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 sub-contractors.

## **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. If feasible, a single inspector will be assigned to your project and will serve as your “single point of contact” throughout the duration of construction. **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 1:00 p.m. and from 2:00 p.m. to 4:00 p.m.** A minimum of 24-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. One (1) Mylar and three (3) stamped and sealed prints of the final as-built engineering drawings have been submitted to and approved by T.E.D. (**if applicable**).
2. All fees due to the City of Naperville, including building inspection fees, are paid in full.
3. All conditions and agreements with the City of Naperville for the project, including, but not limited to, landscaping, screening, sidewalks, etc., 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 Manager or lead inspector. The City of Naperville understands that tenants are anxious to receive their Final Certificates of Occupancy (full COs), and we 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 Final Occupancy Permits. Schedule your events **only** after the Occupancy Approval Notice has been issued.



**CITY OF NAPERVILLE**

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

**COMMERCIAL NEW CONSTRUCTION PERMIT APPLICATION (New Building or Addition)**

Commercial projects require complete sets of plans, with specifications, sealed, stamped and approved by an Illinois-licensed Architect or structural engineer in accordance with the Illinois Professional Architects Act. Two (2) copies of a plat of survey are also required at the time of application.

\*\*\*\*PLEASE TYPE OR PRINT CLEARLY.\*\*\*\*

\*\*\*\* MAIL-IN APPLICATIONS ARE NOT ACCEPTED. \*\*\*\*

COMMERCIAL PROJECT NAME \_\_\_\_\_

ARCHITECT \_\_\_\_\_

SUBDIVISION \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIT # \_\_\_\_\_ LOT # \_\_\_\_\_

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

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

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

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

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

**DESCRIBE THE PROPOSED CONSTRUCTION (Check one.):**

New Building

Addition

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

ADDRESS \_\_\_\_\_

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

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

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

ADDRESS \_\_\_\_\_

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

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

ESTIMATED COST OF WORK: \_\_\_\_\_

**DIMENSIONS OF BUILDING OR ADDITION:**

HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

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

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

ADDRESS \_\_\_\_\_

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

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

SQ. FT. OF STRUCTURE \_\_\_\_\_

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

ZONING \_\_\_\_\_ USE GROUP \_\_\_\_\_

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

TYPE HEAT: GAS OR ELECTRIC \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANT LOAD \_\_\_\_\_

AUTOMATIC SPRINKERS YES \_\_\_\_\_ NO \_\_\_\_\_

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

OWNER \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

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

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

ADDRESS \_\_\_\_\_

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

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

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

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

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

APPLICANT \_\_\_\_\_

**PROJECT CONTACT PERSON (Please Print)**

ADDRESS \_\_\_\_\_

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

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

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

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

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

FAX # \_\_\_\_\_

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

**INSPECTION BILLING INFORMATION:**

**APPLICANT'S BILLING ADDRESS**

**Name** \_\_\_\_\_  
**Street** \_\_\_\_\_  
**City/State/Zip** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_

**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** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF OWNER/AGENT** \_\_\_\_\_ **DATE** \_\_\_\_\_



**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**



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

**Requirements for Final Occupancy Inspections  
of Commercial or Multi-Family Buildings\*\***

*The following conditions must be met and verified by a final inspection  
in order to obtain a certificate of occupancy:*

1. Site inspected and approved by the Transportation, Engineering & Development Business Group (T.E.D.), 630/420-6100 option 1;
2. All building inspection fees paid to current date;
3. Fire alarm panel installed and up to Code throughout the entire building, with indicator lights, and tied to Naperville Fire Department by dedicated telephone; (The Naperville Fire Department reviews and approves plans. Plans shall be submitted to the Fire Department and a permit issued 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 the booklet, prior to inspection. Call 630/305-3768.);
4. Fire extinguishers must be mounted properly and serviced and tagged with the current year. Brand new extinguishers require service tags;
5. All meters installed (electric, water, gas);
6. 3/4" raceway with pull for remote domestic water meter;
7. All common areas completed, exit doors swinging out in the direction of traffic flow, stairs complete, floors numbered, signage on toilet rooms, mechanical room, etc.;
8. Address numbers at front and rear a minimum of 6" in height and visible from the street; (Suite or unit numbers are **always** required.)
9. RPZ (reduced pressure backflow preventer) valves installed on water lines, both fire and domestic; (Call the Department of Public Utilities-Water (DPU-W) at 630/420-6132 with any questions.)
10. All storage, toilet, mechanical, demising, and front bulkhead walls above store fronts to run from the floor to the underside of structural deck above, flutes firestopped;
11. All electrical panels and switchgear labeled;
12. All floor and wall penetrations properly sealed;
13. Parking lots, sidewalks, and curbs finished and backfilled; Lots striped; (DPW jurisdiction)
14. Exterior lighting installed and operating;

15. Exit and emergency lights and systems installed and operating;
16. HVAC units installed and operating;
17. Washrooms complete with appropriate signage;
18. Fire sprinkler and alarm systems tested and operating; (Call the Fire Department at 630/305-3768 for an inspection that must be approved before the final Building inspection takes place.)
19. New keys shall be installed in a lock box.
20. If a restaurant, the hood/duct system must be serviced and tagged with the current year. This system shall meet all current standards.
21. One (1) Mylar and three (3) stamped and sealed prints of the final as-built engineering drawings are submitted to and approved by the Transportation, Engineering & Development Business Group (T.E.D.).
22. A written sign-off is received from the Engineering Services division of T.E.D. for the entire project.
23. All fees due to the City of Naperville, including building inspection fees, must be paid in full.
24. All conditions and agreements with the City of Naperville for the project, including, but not limited to, landscaping, screening, sidewalks, etc., must be completed in accordance with City requirements, inspected by the required departments, and given final approval.

**\*\*3 or more units are considered to be Multi-Family.**

**If at any time there are questions regarding the status of occupancy permits that are *specific to commercial building projects*, they must be directed to T.E.D. at 630/548-1117 or 630/420-4177.**



## ADDRESSING POLICY GUIDELINES

***New Commercial Construction (Buildings and Structures)*** - In order to receive a preliminary building address, a site plan must be submitted to the T.E.D. Business Group a minimum of 24 hours prior to submittal of architectural plans. A scaled site plan should be sent to the attention of the T.E.D. Business Group, Addressing Technician, 400 S. Eagle St., Naperville, IL 60540. If a site plan is not submitted, an address cannot be assigned. **Fax** or call in your questions to Rob Cocanig, Addressing Technician, **630/420-6657** or 630/420-6719.

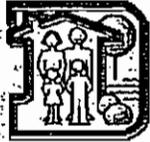
***Tenant Build-Outs*** - When submitting to T.E.D. an application for Business Occupancy or architectural plans for the interior build-out of a building, a scaled floor plan of the entire building must be included among your documentation at the time of application. If addressing questions arise, your Project Assistant will consult with the Addressing Technician, who will contact you if necessary.

A building layout must show the following information:

- *Street that the building fronts*
- *Existing tenant spaces*
- *Exact location of new tenant space*
- *Name of previous occupant of tenant space (if any)*
- *All exterior and interior door locations*

### **Acceptance of Application for Building Permit**

**No Application for Building Permit will be processed for any building or structure without a valid street address assigned by the Transportation, Engineering, & Development (T.E.D.) Business Group.**



DuPage County  
Health  
Department

## Food Program Plan Review for Restaurants and Food Stores

**Step 1**  
**Initial**  
**Inquiry**

Contact the DuPage County Health Department for a copy of the Construction Requirements Manual, Plan Review Form, and our pamphlet outlining the plan review process.

**Step 2**  
**Submit**  
**Plans**

One set of building plans including kitchen layout and equipment list along with a \$350.00 plan review fee. Make checks payable to the DuPage County Health Department (not-for-profit facilities are exempt from the fee).

**Step 3**  
**Review**  
**Process**

Area sanitarian or chain store construction coordinator will contact applicant within 3 days of the receipt of the plans for a plan review conference.

**Step 4**  
**Approval**  
**And Site**  
**Inspections**

Plans will be approved or correspondence will indicate specific areas that need revision for plan approval. Construction inspections will be scheduled after plan review.

**Opening approval (operating permit) is contingent upon approval of the  
Naperville Building and Fire Departments**

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General Inquiries May Be Directed To:  
DuPage County Health Department  
Environmental Health Services

111 North County Farm Road

Wheaton, IL 60187

(630) 682-7979 EXT. 7110

TDD (630) 932-1447

[www.dupagehealth.org](http://www.dupagehealth.org)



**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  
MEMORANDUM**

**DATE:** March 6, 2009

**TO:** All Contractors, Builders & Plumbers

**FROM:** Transportation, Engineering & Development (T.E.D.) Business Group and  
Water Distribution & Collection Division

**SUBJECT:** Water Meter Reminder

The City of Naperville installs, seals and repairs all water meters unless they have authorized a license plumber or City contractor to do so. Builders and their contractors are not authorized to repair a water meter for any reason, including freezing.

All water meters shall be sealed and tagged by the City installer at the time of installation. If the seal is broken when the City installs the outside reader, the meter will be considered defective due to tampering and the property owner will be charged for a new water meter. The new water meter will be installed and sealed by the City of Naperville.

All frozen and/or broken water meters must be replaced by the City of Naperville. Property owners will be billed for a new water meter. Water meters that have been tampered with, such as broken seal wires, will be replaced by the City of Naperville and the property owner will be billed for a new water meter.

Question may be directed to (630) 420-6137

Per Municipal Code: 8-2A-8- **Tampering**

*It shall be unlawful for any person not authorized by the City to tamper with, alter or injure any part of the City waterworks or supply system, or any meter. (1960 Code, 12.307)*



**TRANSPORTATION, ENGINEERING & DEVELOPMENT (T.E.D.) BUSINESS GROUP  
DIRECTIVE 2000-02**

***SEWER & WATER INSPECTIONS***  
**Effective Date: April 17, 2000**

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

The City of Naperville is concerned that there is a lack of uniformity in the sewer/water excavations that the inspectors are viewing in the field. Therefore, in an effort to promote uniformity at excavation sites, effective April 17, 2000, the following requirements must be met in order for the City to conduct a sewer/water inspection:

1. An Illinois State-licensed plumber must be on the job at the time of the inspection, or the plumber must leave the attached form, **signed**, on site.
2. Sewer and water lines must be a minimum of ten feet (10') apart unless the City has deemed there are extreme circumstances and has approved an exception.
3. If an exception has been approved, and sewer and water are in the same trench, water must be on a shelf 18" above the sewer. The sewer pipe must be a P.V.C. water service pipe with ASTM #D-2241.
4. Sewer pipe must be installed on a two-inch (2") bed of stone, and all joints must be uncovered with enough stone on site to cover pipe with a minimum of 6" of stone.
5. A four-inch (4") C.I. pipe must extend a minimum of five feet (5') past the footing.
6. The water service must be completely installed, including the valve.
7. The water service must be tested.

**The above list details the minimum sewer and water requirements scheduled to become effective April 17, 2000. Upon arrival at a job site, Plumbing Inspectors will confirm that the minimum requirements have been met before they will conduct an inspection. If all requirements have not been met, the inspection will automatically fail, and applicable fees will be applied. Another inspection must then be scheduled at another time.**

**All plumbing questions should be directed to Bruce Person, Senior Plumbing Inspector, at 630/420-6079.**



**CITY OF NAPERVILLE**

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

**WATER SERVICE INSTALLATION FORM**

**Job Address** \_\_\_\_\_

**Plumber's Name** \_\_\_\_\_

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

**City/State/Zip Code** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **FAX #** \_\_\_\_\_

**Illinois State License #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Naperville Registration #** \_\_\_\_\_

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



**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 \_\_\_\_\_