CITY OF NAPERVILLE

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

APPLICATION INFORMATION: NEW COMMERCIAL BUILDING OR BUILDING ADDITION PERMIT

This permit is for new commercial buildings or building additions that will add additional square footage to an existing building. For modifications within an existing building footprint, please complete the Tenant Build-out/Commercial Alterations Permit application.

APPLICATION REQUIREMENTS

The following items must be submitted when applying for a commercial building permit:

A. A completed and signed application form.

B. A full set of plans for the proposed improvements. The cover sheet must be signed and sealed by an architect or structural engineer licensed by the State of Illinois. The plans must conform with the City's electronic submission instructions available on the website. Architectural plans should include the following:

- Electrical - service diagram and reflected ceiling plans
- Plumbing- underground and plumbing floor plans, fixture schedules, schematic water and sewer riser diagrams, fixture calculations
- Structural- wall section, detailed floor plans and elevations
- Mechanical – HVAC (Including Ventilation Schedule with Outside Air Identified)
- Site plan and location
- An overall building plan showing the location of any tenant spaces or individual units

C. The engineering site plan.

D. A plat of survey for the property.

E. A Water Service Installation Form.

F. Statement of Permit Applicant Forms for Top of Foundation and Final Site Grading

G. A Lighting Compliance Certificate such as Comcheck. A certificate can be obtained at www.energycodes.gov by inputting the lighting design information.

"New" H. For a building addition, digital photographs of all four sides of the existing building and a photograph of the electric meter showing approximately ten feet of the building on each side.

I. Contractor information. Add the contact information for all your contractors on the application and include following information as applicable.

- Electrician: Electrical sub-contractors must be licensed, bonded and registered in the City of Naperville when electrical work is being performed. Any questions regarding registration may be directed to the Community Services Department at 630-305-5300.

- 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.

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

- Concrete: Concrete sub-contractors must be City-licensed, bonded, and registered if they are working in the Right-of-Way. Any questions regarding registration should be directed to the Community Services Department at 630-305-5300.

If you are unsure of the subcontractors you will be employing at the time you apply for permit, 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 subcontractors.

NAPERVILLE BUILDING CODES

Per Ordinance 18-141, passed by the City Council in December 2018, all plans will be reviewed based on the following:

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Property Maintenance Code
- 2018 International Fire Code
- 2018 International Fuel Gas Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Existing Building Code
- 2018 International Swimming Pool and Spa Code
- 2017 National Electric Code (NFPA 70)
- 2006 International Code Council Electrical Administrative Provisions
- 2018 Life Safety Code (NFPA 101)
- Illinois Energy Conservation Code, Current Edition
- National Fire Code (NFPA), Current Edition
- Illinois State Plumbing Code, Current Edition
- Illinois Accessibility Code, Current Edition
- Local Amendments per Naperville Municipal Code

APPLICATION REVIEW AND APPROVAL

All documents must be legible and complete. The items listed in "Application Requirements" must be included as part of your application. Omission of any of these items will delay the approval of your application for permit. The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the front door or outside the construction office for the duration of the construction and inspection process. No work may begin on a project until the permit has been issued and is on site.

ADDITIONAL PERMITS

In addition to the Commercial Building permit, additional permits may be required. All outside agency approval must be obtained before a Certificate of Occupancy can be issued.

- **Naperville Fire Department** requires permits for fire alarms or fire suppression systems.
- **An Elevator Permit** for any new elevators
- **The County Health Departments** require permits for many businesses including restaurants, food preparation, childcare, senior care, and tanning salons. Contact the DuPage County Health Department at 630-682-7400 or the Will County Health Department at 815-727-8480 for additional information. Proof of application or coorespondence with the Health Department will be required prior to issuance of the buiding permit.

- **The State of Illinois** may require permits for schools (ISBE), healthcare facilities (IDPH), and Motor Fuel Dispensing Facilities (ISFM).

INSPECTIONS

Inspections are an important part of the overall permit process. Required inspections for your project will be indicated on a checklist that will accompany your permit at time of issue. **It is the applicant's responsibility to request inspections at the appropriate time.** Inspections may be scheduled through Inspection Dispatch at least 72 hours in advance**.** All inspections are billed to the applicant unless otherwise stipulated on the reverse side of the application form.

1. **Naperville Inspection Dispatch** will need to perform all required building inspections as listed on the permit. 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 1-2 pm daily) A minimum of 72 hour notice is requested. If you find you must cancel an inspection please notify inspections in advance to ensure that you will not incur additional fees. You may reschedule the re-inspection at the time of cancellation.

2. **Naperville Fire Department** provides inspections for fire alarms or fire suppression systems. 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 1-2 pm daily)

3. **The County Health Departments** require inspections for many businesses including restaurants, food preparation, childcare, senior care, and tanning salons. Contact the DuPage County Health Department at 630-682-7400 or the Will County Health Department at 815-727-8480 for additional information.

Throughout construction approved plans must be kept on site at all times. Field modifications or changes are not permitted without prior approval and may require revised plans.

Should questions arise during construction, the General Contractor should reach out to the Field Project Supervisor or the Inspector. 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.

CERTIFICATE OF OCCUPANCY

A Final Certificate of Occupancy must be obtained prior to opening for business. The applicant will be eligible for occupancy when the following conditions have been met:

- 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.
- All site improvements have been completed and approved.
- An approved copy of the construction documents reflecting all field changes have been submitted in PDF format.
- All fees due to the City of Naperville are paid in full.
- Health Department or other outside permitting agency inspections and approvals have been granted, if applicable.

Commercial buildings that consist entirely of tenant spaces will not generally be given an Occupancy Permit. Occupancy permits must be obtained for each space individually through the tenant build-out permit process.

If at any time there are questions regarding the status of occupancy permits, please discuss them with city staff. 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 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.

FEES

See Building Permit Fee Schedule. Review fees are to be paid prior to issuance of the permit and are based on the total number of plan sheets. The fees for resubmittals are based on the number of revised plan sheets.

Additional fees may be required for a new building and include, but are not limited to, the following:

- **Du Page County Road Impact Fees** (due prior to issue of 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)

CONTACT INFORMATION

A Project Manager will be assigned to your project and will be your primary point of contact for any issues related to the permit process. Please include your application/permit number on all correspondence.

Inspection Dispatch
Monday-Friday, 8 am to 4 pm **(Closed daily 1 pm-2 pm)**
630/420-6100 Option 1

Development Services Counter – General Questions
Monday-Friday, 8 am to 5 pm **(Closed daily 1 pm-2 pm)**
630/420-6100 Option 2

PERMIT # _____

CITY OF NAPERVILLE

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

COMMERCIAL CONSTRUCTION PERMIT APPLICATION (NEW BUILDING OR ADDITION)

Commercial 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, and a copy of the plat of survey.

COMMERCIAL PROJECT NAME:

_____

SUBDIVISION _____

UNIT # _____ LOT # _____

ADDRESS _____ SUITE # _____

CITY Naperville ST IL ZIP _____

DESCRIBE THE PROPOSED CONSTRUCTION:

☐ NEW BUILDING ☐ BUILDING ADDITION

NO. OF STORIES _____ NO. OF UNITS _____

TOTAL NEW SQ. FT. _____

ESTIMATED COST OF WORK $ _____

PROPERTY OWNER _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

APPLICANT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

PROJECT CONTACT PERSON

NAME _____

PHONE _____

EMAIL _____

ARCHITECT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

GENERAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

ELECTRICAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ NAP REG # _____

EMAIL _____

PLUMBING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

SEWER/WATER CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

ROOFING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

INSPECTION BILLING INFORMATION:

Name _____

Address _____

City _____ **St** _____ **Zip** _____

Phone _____ **Email** _____

KEYHOLDER CALL LIST

(Required by Police and Fire Emergency Services)

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).

I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE. (Please initial 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** _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

CITY OF NAPERVILLE

OWNER'S DISCLOSURE OF BENEFICIARIES FOR BUILDING PERMIT

In compliance with Title 1, Chapter 12 of the Naperville Municipal Code, the following disclosures are required for all building permit applications for improvements valued at $50,000 or more. This disclosure shall be completed by the property owner, business owner/tenant or other entity that derives the primary benefit of the permitted improvements. If the owner fails to provide full and complete disclosure, the City may revoke the permit at any time.

1. Owner: _____

   Address: _____

   _____

2. Proposed Improvement: _____

3. Nature of Ownership (select one):

   ☐ Individual ☐ Partnership

   ☐ Corporation ☐ Joint Venture

   ☐ Land Trust/Trustee ☐ Limited Liability Corporation (LLC)

   ☐ Trust/Trustee ☐ Sole Proprietorship

4. If the owner is an entity other than described above, briefly state the nature and characteristics of ownership: _____

5. If the answer to Section 3 was anything other than "Individual", please provide the following information in the space provided below (or on a separate sheet):

   - **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
   - **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
   - **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.

- **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
- **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
- **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
- **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

6. Name, address and capacity of person making this disclosure on behalf of the owner:

VERIFICATION

I, _____ (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the owner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature:_____

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
Notary Public and seal

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. An approved copy of the construction documents in an electronic media (PDF format) are to be submitted prior to the issuance of the final occupancy.

23. A written sign-off is received from the Engineering Services division of T.E.D. for the entire project.

24. All fees due to the City of Naperville, including building inspection fees, must be paid in full.

25. 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.

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

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
Everyone, Everywhere, Everyday

FOOD PROGRAM PLAN REVIEW FOR RESTAURANTS, FOOD STORES AND CARE FACILITIES

The correct sanitary design and construction of a permitted facility is as important as the operation of the business. Proper design and construction result in the control of public health issues and good sanitation practices. With well thought-out planning, a successful and business operation can be created that is not only safe and efficient, but easy to maintain.

To begin the plan review process, submit the following information to the Plan Review Department:

1) A completed Food Plan Review Application Form (https://www.dupagehealth.org/upload/Food_Service_Plan_Review_2017-4.pdf)

2) One (1) complete set of plans that are easily readable. Plans must include:
   - Food Service Equipment Layout.
   - Equipment Specifications for equipment that is certified/classified for sanitation by NSF (or equivalent).
   - Shop Drawings for all custom-built equipment.
   - Finish Schedule of complete interior finishes for each room including floors, walls, ceilings, countertops and coved juncture bases.
   - Plumbing Schedule to include: Location/size of hot water heater, fixtures, drains and floor sinks, waste water line connections and grease trap size and location.
   - Lighting Schedule.
   - Site Plan showing the location of dumpster/trash area, outdoor bars, patios, and/or outdoor food operations. All openable exterior openings to be identified with type of door/window screen/air curtain.

3) Food and beverage menu.

4) Plan Review fee (See Current Plan Review Service Fee Schedule at: https://www.dupagehealth.org/environmental-fees).

Review Process and Timeline:

• Plan reviews typically take up to 20 business days.
• If your plans are *not* approved, an itemized list will be e-mailed to you or your architect for revisions. Review of revised plans may take up to 10 additional business days.
• When your plans are approved, they are contingent upon City/Village approval.
•The following site inspections* are required:

1) Plumbing location (recommended - to verify underground plumbing and location of fixtures and drains);
2) Pre-Operational (when facility is approximately 90% complete and equipment and fixtures are in place);
3) Final (completing items from pre-operational inspections and issuing operating permit).

*All inspections require 72 hours' notice for scheduling,

Opening approval (operating permit) is contingent upon approval of City/Village building, plumbing, fire, and municipal officials.

General Inquiries May Be Directed to:
Plan Review – Environmental Health Services
111 North County Farm Rd.
Wheaton, IL 60187
630-221-7045
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 licensed 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)

CITY OF NAPERVILLE

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") cast iron or Schedule 40 P.V.C. 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 for another time.

All plumbing questions should be directed to the T.E.D. Plumbing Inspector, at 630/420-6042.

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

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

STATEMENT OF BUILDING PERMIT APPLICANT

(Required by 5-2A-1: 5.5.2 of the Naperville Municipal Code)

FORM I

Subdivision: _____

Lot: _____ Block: _____

Date: _____

I, _____, being the applicant for a building permit on the above-described lot, am familiar with the final engineering plans approved pursuant to Title 7 of the NMC for said lot. I will comply with said approved final engineering plans and all requirements of said Title 7 in the making of any improvement on said lot. Further, I will file with the Naperville's T.E.D. Business Group upon completion of the foundation walls and before proceeding with further construction on said lot, a survey prepared and signed by an Illinois Registered Land Surveyor, showing the location of the structure and the elevation of the top of the foundation walls at all four (4) corners.

I, _____, the undersigned, do hereby agree to construct the top of the foundation wall to the following elevation as required by the Final Plat dated _____.

APPROVED TOP OF FOUNDATION: _____

I fully acknowledge that the City of Naperville will accept only four (4) inches higher or one (1) inch lower than these specifications. Any violation of this agreement will result in a **"STOP WORK"** order being placed on this structure and necessitate the removal of the non-conforming foundation and walls at my expense.

_____ _____

Signature of Builder **Organization**

_____ _____

Address **Telephone Number**

****

STATEMENT OF PERSON RESPONSIBLE FOR FINAL GRADING OF SITE

(Required by 5-2A-1: 5.5.3 of the Naperville Municipal Code)

FORM II

I, _____, being the: **(Check one or more of the following.)**

_____ Applicant for a building permit on the above-described lot,

_____ Owner of the above-described lot,

_____ Contract purchaser of the above-described lot,

_____ Developer of the above-described lot,

am responsible for the final grading of the above-described lot. I am familiar with the provisions in Section 5-2A-2.2 of the Naperville Municipal Code, and will comply with the provisions of said Section in regard to the above- described lot.

_____ _____

Signature **Organization**

_____ _____

Address **Telephone Number**

Original – TED; Canary – Builder; Pink - Lot Owner or Contract Purchaser