



**TOWN OF CICERO**  
**Cicero Building Department**  
**4949 W. Cermak Rd**  
**Cicero, IL 60804**

**Building Department**  
**P: 708-656-3600**

## **PROJECT SUBMITTAL CHECKLIST**

Form Revision level: 01/14/15

The following information is required for the issuance of a building permit. The mandatory items are required to be submitted as part of the initial submittal, but it is advisable to submit all the information at the beginning of the process. The Department will not accept a permit application that is missing any of the mandatory items. If any mandatory information is missing, the application will be rejected.

### **1. GENERAL REQUIREMENTS**

- BUILDING PERMIT APPLICATION (Mandatory)**  
Provide a completed *Building Permit Application* using ink only. The project address and the description of the work stated on the application must match the address and the scope of work as detailed in the accompanying plans. Indicate the following information:
  - **Architect of Record Information:** The Architect of Record must sign and wet ink stamp the Building Permit Application (provide as part of Part 3 – Project Information)
  - **Owner Information:** The building owner or the tenant responsible for the project must sign the Building Permit Application (In Part 1 – Property owner Information).
  - **PIN:** The Property Identification Number for each parcel of land associated with the scope of work must be listed on the Building Permit Application.
  - **Contractor Information:** The contact information of the General Contractor and all subcontractors must be listed on Part II – Contractor Information. This information must be provided before a building permit will be issued. The General Contractor shall sign Part 5 – Certification.
- PLAT OF SURVEY (Mandatory)**  
For new buildings and additions, include an original plat of survey. The survey must not be greater than 60 days old.
- SITE PLAN (Mandatory)**  
Provide a *Site Plan* drawn to scale. The *Site Plan* must locate the permit address and include a north arrow, site dimensions, and street names. For new buildings and additions, include all setback dimensions from the property lines, the construction type and number of stories. Clearly distinguish existing and proposed construction.
- CONSTRUCTION PLANS (Mandatory)**  
Provide Electronic submittal of construction drawings in PDF format. Drawings are to be sealed and signed by the Illinois licensed Architect of Record. Floor plans shall have a minimum scale of 1/8" = 1'-0". All PDF files to be in landscape format. All sheets to be individual files and named with sheet number and sheet name.  
(Example: A-1 First floor plan.pdf).
- STAMPING OF PLANS (Mandatory)**  
The Architect of Record must seal and sign the cover sheet. All other sheets shall be sealed Illinois licensed design professional responsible for preparing each sheet. The first sheet for each discipline must be set sealed and signed by the responsible Illinois licensed design professional.
- Project Address (Mandatory)**  
The project address must be printed in the title block of every sheet in the plan set.
- CERTIFICATION STATEMENT (Mandatory)**  
The following statement must be on the cover sheet. The statement must be sealed and signed by the Architect of Record.



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*"I certify that these drawings were prepared under my direct supervision and to the best of my professional knowledge they conform to the current codes adopted by the Town of Cicero"*

- CODE ANALYSIS (Mandatory)**  
Provide a code matrix on the cover sheet or 2<sup>nd</sup> sheet in the plan sets. The code matrix must only include the items that are pertinent to the project.
- Include existing zoning classification
  - Include building construction type
  - Include occupancy classification
  - Projects with renovation work to classify renovation work as Renovation Type I, II, or III per International Existing Building Code (IEBC), most recent adopted edition.
  - Provide square footage
    - List total existing square footage
    - List square footage of work area
    - List square footage of any additions
  - Provide occupant load

### 2. ZONING REVIEW

- ZONING REVIEW (Mandatory)**  
Indicate on cover sheet the zoning classification for the project site and provide a description of the scope of work. For new construction and additions, indicate setback required and provided, maximum building height permitted, FAR calculations and parking spaces required and provided.

### 3. ARCHITECTURAL / FIRE PREVENTION REVIEW

- LIFE SAFETY PLAN (Mandatory)**  
Provide a life safety plan indicating travel distances, occupancy load per area, occupancy load per exit door, fire extinguishers and dead end corridors.
- ARCHITECTURAL FLOOR PLANS (Mandatory)**  
Provide architectural floor plans showing the proposed scope of work. The floor plans shall include room names, dimensions and details for the proposed construction. The floor plans must graphically distinguish between existing conditions and the new/altered construction partitions, systems and spaces. All demolition work must be clearly noted and graphically indicated on the floor plans or in a separate demolition plan.
- WALL SECTIONS (Mandatory)**  
Provide wall sections indicating the elevation of each floor level for projects with new buildings and building additions. Dimension the depth of footings and basement floors to grade. List floor-to-ceiling heights, wall and floor assembly materials and structural information. List the UL number of fire rated partitions.
- BUILDING ELEVATION (Mandatory)**  
Provide exterior elevations for new buildings, building additions, and alterations that include exterior work. Dimension the height of the building, each floor, parapet and guardrail. Dimension the height of the window from the sill to the finished floor.
- ENERGY CONSERVATION CODE REVIEW (Mandatory)**



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- Residential Compliance Form
  - If compliance with the Energy Conservation Code is required, provide the completed ResCheck compliance certificate. Form to be filled out and signed by the Illinois Licensed Design Professional.
- Commercial Compliance Form
  - If compliance with the Energy Conservation Code is required, provide the completed COMCheck compliance certificate. Form to be filled out and signed by the Illinois Licensed Design Professional.
- R-Values and U-Values
  - Indicate the location of the thermal envelope on the plans. Label the R-values and U-values of the wall, floor and roof assemblies and materials.

### 4. STRUCTURAL REVIEW

- STRUCTURAL PLANS (Mandatory)**  
Indicate all necessary structural information on the structural plans including the size, spacing and material for all framing members, columns, etc.
- STRUCTURAL CALCULATIONS (Mandatory)**  
Provide orderly structural calculation that are sealed and signed by an Illinois licensed Architect or Structural Engineer.

### 5. ELECTRICAL REVIEW

- ELECTRICAL PLANS (Mandatory)**  
Provide electrical plans indicating the location and circuiting of all electrical equipment, devices, and fixtures. The plans shall include panel, lighting and equipment schedules as well as electrical notes.
  - Equipment layout in electrical rooms indicating the required working spaces
- SINGLE LINE SERVICE DIAGRAM (Mandatory)**  
Provide a single line service diagram for new buildings, additions, and alterations. Identify the wire, cable and conduit designation, conduit type and size and all required grounding and bonding methods. Label all disconnect to motors, meters, panels and other equipment.
- LOAD CALCULATIONS (Mandatory)**  
For multi-family residential, mixed use and commercial buildings (including new additions, and/or rehabilitations) provide electrical load calculations for the project.
- EMERGENCY POWER AND LIGHTING SHEET**  
Provide a sheet for non-residential occupancies showing the source and path of emergency power and lighting.
- ENERGY CONSERVATION CODE REVIEW (Mandatory)**
  - Residential Compliance Form
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### 6. PLUMBING REVIEW

- PLUMBING PLANS (Mandatory)**  
Locate and label all plumbing fixtures, equipment and piping on plumbing floor plans.
- PLUMBING RISER DIAGRAM (Mandatory)**  
Provide plumbing riser diagrams for the water supply, distribution, waste and vent systems. Indicate the size of all supply and waste piping. Water service size calculations may be required. Locate and label all plumbing fixtures and equipment.
- PLUMBING FIXTURE SCHEDULE**  
Provide a plumbing fixture schedule on the plumbing plans. This schedule shall list the type, manufacturer, model number and quantity of all new plumbing fixtures.
  - Indicate occupancy type, occupancy load, required fixture counts and actual fixture counts.
- PLUMBING MATERIAL SCHEDULE**  
Provide schedules or notes designating the materials and specifications for all plumbing piping.
- PLUMBING CODE**  
The plumbing design shall comply with Illinois Plumbing Code 2014 with no local amendments.

### 7. VENTILATION REVIEW

- MECHANICAL PLANS (Mandatory)**  
Provide mechanical plans showing the layout and sizes of all ductwork, supply diffusers, return air grills and louvers. Indicate the CFM of supply, return and exhaust air to each diffuser, return air grill, etc. Show the location of all mechanical equipment, including furnaces, boilers, unit heaters, rooftop units, VAV boxes and exhaust fans on plans.
- VENTILATION EQUIPMENT SCHEDULE (Mandatory)**  
Provide a schedule of all mechanical equipment including the location, equipment type, manufacturer, model number, BTUH input, BTUH output, CFM, and weight of each unit.
- VENTILATION SCHEDULE (Mandatory)**  
Provide a ventilation schedule for all rooms and spaces. The schedule shall list the room name, room use, square footage, code required CFM, actual CFM and the mechanical equipment serving the space.
- NATURAL LIGHT & VENTILATION SCHEDULE (Mandatory)**  
Residential projects that add rooms or alter room sizes or window openings shall provide a natural light and ventilation schedule. The schedule shall list both the code required and the actual amount of natural light and natural ventilation for each room.
- ENERGY CONSERVATION CODE REVIEW (Mandatory)**
  - Residential Compliance Form



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- Commercial Compliance Form
  - If compliance with the Energy Conservation Code is required, provide the completed COMCheck compliance certificate. Form to be filled out and signed by the Illinois Licensed Design Professional.
- R-Values and U-Values
  - Indicate the location of the thermal envelope on the plans. Label the R-values and U-values of the wall, floor and roof assemblies and materials.

### 8. REFRIGERATION REVIEW

- REFRIGERATION PLANS (Mandatory)**  
Locate all refrigeration equipment on the plans. Include the size and spacing of the roof structural framing for new roof top refrigeration equipment.
- REFRIGERATION SCHEDULE (Mandatory)**  
Provide a refrigeration schedule indicating the specifications of all refrigeration equipment

### 9. FIRE SUPPRESSION REVIEW\*\*

- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3**  
**GENERAL INFORMATION**
  - Name of owner and occupant.
  - Location, including street address.
  - Point of compass.
  - (32) A graphic representation of the scale used on all plans.
  - (33) Name and address of contractor.
  - (46) Edition year of NFPA 13 that the sprinkler system is designed to: 2007
- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3**  
**BUILDING PLAN AND SECTION INFORMATION**
  - (4) Full height cross section, or schematic diagram, including structural member information if required for clarity and including ceiling construction and method of protection for nonmetallic piping.
  - (5) Location of partitions. Provide an outside access door to the sprinkler riser valve room and fire pump room.
  - (6) Location of fire walls. Provide a minimum 1 hour separation of sprinkler valve room and/or fire pump room.
  - (7) Occupancy class of each area or room.
  - (8) Location and size of concealed spaces, closets, attics, and bathrooms.
  - (9) Any small enclosures in which no sprinklers are to be installed.
  - (29) Piping provisions for flushing.
  - (30) Where the equipment is to be installed as an addition to an existing system, enough of the existing system indicated on the plans to make all conditions clear.
  - (44) Size, location, and piping arrangement of fire department connections. All fire department connections shall be a 4" Storz connection with 30 degree downturn.
  - (45) Ceiling/roof heights and slopes not shown in the full height cross section.



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- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3 WATER SUPPLY INFORMATION**
  - (10) Size of city main in street and whether dead end or circulating; if dead end, direction and distance to nearest circulating main; and city main test results and system elevation relative to test hydrant.
  - (11) Other sources of water supply, with pressure or elevation.
  - (28) Private fire service main sizes, lengths, locations, weights, materials, point of connection to city main; the sizes, types and locations of valves, valve indicators, regulators, meters, and valve pits; and the depth that the top of the pipe is laid below grade. Private fire hydrants; Fire hydrants shall be provided around the perimeter of the building in 300' increments. Also a fire hydrant shall be located within a 100' of the fire department connection on the fire protection water supply to the building.
  
- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3 SPRINKLER INFORMATION**
  - (12) Make, type, model, and nominal K-factor of sprinklers including sprinkler identification number.
  - (13) Temperature rating and location of high-temperature sprinklers.
  
- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3 SYSTEM TYPE, AREA AND SIZE INFORMATION**
  - (14) Total area protected by each system on each floor.
  - (15) Number of sprinklers on each riser per floor.
  - (16) Total number of sprinklers on each dry pipe system, preaction system, combined dry pipe-preaction system, or deluge system.
  - (17) Approximate capacity in gallons of each dry pipe system.
  - (42) Information about antifreeze solution used (type and amount).
  
- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3 PIPE AND HANGER INFORMATION**
  - (18) Pipe type and schedule of wall thickness.
  - (19) Nominal pipe size and cutting lengths of pipe (or center to center dimensions). Where typical branch lines prevail, it shall be necessary to size only one typical line.
  - (20) Location and size of riser nipples.
  - (21) Type of fittings and joints and location of all welds and bends. The contractor shall specify on drawing any sections to be shop welded and the type of fittings or formations to be used.
  - (22) Type and locations of hangers, sleeves, braces, and methods of securing sprinklers when applicable.
  
- FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3 VALVES AND ALARM DEVICES**
  - (23) All control valves, check valves, drain pipes, and test connections. On each floor in high-rise multiple story buildings, provide floor control valves with water flow switches for each floor. Fire sprinkler system inspectors test valves shall be accessible at all times and located no more than 6 feet above the finished floor. On multiple riser systems test valves shall be marked as to which riser and area it tests.
  - Add or provide an OS&Y control valve on all fire pump test headers. Provide an outside test header on fire pump installations.



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- (24) Make, type, model, and size of alarm or dry pipe valve.
- (25) Make, type, model, and size of preaction or deluge valve.
- (26) Kind and location of alarm bells. Provide an outside audio/visual device over the fire department connection.
- (27) Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment. Provide standpipes in all buildings over three stories high or more than two stories below grade. In all warehouse storage areas exceeding 20,000 square feet, and where storage exceeds 12' high, provide inside 2½" fire hose valves with 1½" reducer to a 1½" connection. Locate the valves at each door entrance to the warehouse and/or storage area. Provide additional 2½" fire hose valves so that no portion of the warehouse and/or storage area is more than 120' maximum travel distance to a fire hose valve. Show the location of all obstructions and/or racks on the drawing. The fire hose valves system piping shall be: A separate riser piping system. The 2½" valves shall be supplied by a minimum of 4" with 2½" drops to each valve. Where system pressures exceed 100 psi provide Potter reduced pressure field adjustable type valves.
- (41) Information about backflow preventers (manufacturer, size, type).



**FIRE SPRINKLER SHOP DRAWINGS (Mandatory) NFPA 13 (2007) 22.1.3**  
**HYDRAULIC CALCULATIONS**

- (31) For hydraulically designed systems, the information on the hydraulic data nameplate.
- (34) Hydraulic reference points shown on the plan that correspond with comparable reference points on the hydraulic calculation sheets.
- (35) The minimum rate of water application (density or flow or discharge pressure), the design area of water application, in-rack sprinkler demand, and the water required for hose streams both inside and outside.
- (36) The total quantity of water and the pressure required noted at a common reference point for each system.
- (37) Relative elevations of sprinklers, junction points, and supply or reference points.
- (38) If room design method is used, all unprotected wall openings throughout the floor protected.



**FIRE SPRINKLER WATER FLOW TEST INFORMATION (Mandatory)**  
**NFPA 13 (2007) 22.2.1**

The following information shall be included:

- Location and elevation of static and residual test gauges
- with relation to the riser reference point
- Flow location
- Static pressure, psi (bar)
- Residual pressure, psi (bar)
- Flow, gpm (L/min)
- Date. Hydrant water flow data used for the design of any sprinkler system shall be no more than 1 year old.
- Time
- Test conducted by or information supplied by.



**FIRE SPRINKLER HYDRAULIC CALCULATIONS (Mandatory) NFPA 13 (2007)**  
**22.3**  
**HYDRAULIC CALCULATIONS**



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Hydraulic calculations shall be prepared on form sheets that include a summary sheet, detailed worksheets, and a graph sheet. Provide a minimum 10% or 5 psi minimum safety factor in the fire protection system hydraulic calculation. The system demand shall be 5 psi minimum below the seasonal low water flow test supply.

- KITCHEN FIRE SUPPRESSION SYSTEM (Mandatory) NFPA 17A Chapter 6 GENERAL INFORMATION**
- 6.1.1 State on the plans that the design and installation conforms to NFPA 17A.
  - 6.2 Provide a copy of the contractor's current Kitchen Fire Suppression System training program certificate.
  - 6.4 The system is to be acceptance tested in accordance with NFPA 17A and a copy of the test certificate is to be provided.

### 10. FIRE ALARM REVIEW

- FIRE ALARM PLANS (Mandatory)**  
Provide fire alarm plans indicating the following
- A floor plan which indicates the use of all rooms.
    - Floor identification – configuration to scale
    - Point of compass
    - Room identification (name and/or number.
    - Arrangement showing walls and partitions within 18 inches of ceiling
    - Doorways and other openings
    - Riser locations
    - Device locations
    - Primary power connection location
    - Monitor interface locations
  - Locations of alarm-initiating and notification appliances.
    - Including candela ratings for visible alarm notification appliances.
  - Alarm control and trouble signaling equipment.
    - Location of fire alarm control unit, transponders and notification power supplies.
  - Annunciation.
  - Power connection.
  - Battery calculations.
  - Conductor type and sizes.
  - Voltage drop calculations.
  - Manufacturers, model numbers and listing information for equipment, devices and materials.
  - Details of ceiling heights and construction.
  - The interface of fire safety control functions.

- FIRE ALARM SHOP DRAWINGS (Mandatory)**  
Information required on shop drawings to include:
- Name of owner and occupant
  - Location, including street address
  - Device legend
  - Date
  - Applicable codes and standards identifying edition and year
  - Type of construction and occupancy classification





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- Type of alarm system to be used
- Indication of annunciator zones
- Fire department response points
- Secondary power calculations
- Voltage drop calculations

### **FIRE ALARM RISER DIAGRAM (Mandatory)**

Information required on riser diagram to include:

- Number and location of risers
- Circuit number and type
- Alarm component number and type on each circuit
- Alarm component number and type on each floor

### **FIRE ALARM CONTROL PANEL DIAGRAM (Mandatory)**

Information required on riser diagram to include:

- Control panel location
- Battery charger location
- Annunciator location
- Primary power supply location
- Secondary power supplies and locations.