

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779) 348-7158 Fax: (815) 967-4243
www.rockfordil.gov



Express Review Process Description

This summary is written for **Building Owners, Design Professionals and Construction Industry Professionals** to describe the new procedure for express document review that will allow building permit submittals meeting the requirements listed below to go through a formal review process in a shorter period of time than the Standard Review Process.

DOCUMENTS AND SERVICE PROVIDED BY THE CITY OF ROCKFORD

1. A list of the minimum requirements for plans to be submitted for Express Review is provided to aid in the preparation of the submittal. Building permit applications are available from the Building Department and will be the same as for the Standard Review Process. A schedule of review fees for Express Review will also be available through the Building Department.
2. Pre-Application Meeting may be required to collect information for the preparation of documents.
3. A Submittal Review Conference is mandatory and attendees shall be a non-City design professional in responsible charge of the submitted project (DPRC) and a City representative from each department of Building, Planning and Public Works. Documents will be reviewed to determine if submittal is complete and eligible for Express Review.
4. When accepted, a concurrent written review will be done by the City departments of Building, Planning and Public Works within 4 business days. A written response coordinated by the DPRC will be required to finish the review process.
5. Express Review is NOT a guarantee for a building permit, only for a completed review.

ELIGIBLE PROJECTS

1. New buildings and existing building additions are acceptable projects for Express Review.
2. This process will not be allowed for projects using building board of appeals until after BBA decision. Documents submitted for review must include changes required by that decision.
3. Only projects that are not unusually complex will be able to participate. This may be assessed by City staff at a pre-application meeting.
4. Submittals require the designation of a design professional in responsible charge (DPRC) to coordinate civil work, architectural and MEP designs as well as establish the schedule for phased submittals, if phased reviews or submittals are requested.

PROCESS

1. A completed standard permit application, 2 full sets of construction documents with 4 additional sets of civil documents plus any civil related plumbing drawings and the review fee are submitted at a Submittal Review Conference. Conferences will be scheduled by appointment Tuesday mornings 8:30 to 11 AM and Thursday afternoons 1:30 to 4 PM with City staff from Building, Planning and Public Works. The submittal must be established as adequate and complete for the phase being reviewed to be accepted.
2. If the document submittal is not deemed complete, the project will be returned to the DPRC with a completed checklist of all items needing re-submittal. Another appointment is scheduled for a Submittal Review Conference. More than 2 conferences to approve a submittal will result in an additional fee.
3. When accepted as complete, the documents are forwarded through the written review process and City staff will forward one written review combining all comments from the City Building, Planning and Public Works Departments.

4. Any and all submittals and responses must be coordinated and submitted to the City by the designated design professional in responsible charge (DPRC.) City may designate a City staff member for “single-source” coordination between DPRC and City staff.
5. Once a submittal is accepted for review, a single written review document will be completed within 4 business days and then forwarded to the DPRC for a response. Note that a completed review does NOT guarantee a building permit if code or ordinance compliance corrections are required by the review.
6. If phased review is to be performed, the DPRC shall submit an outline list and schedule for submission of phased documents noting what scope of work each phased submittal will encompass.
7. The Express Review includes comments from Building, Planning and Public Works only and address zoning, site planning, architectural, structural and accessibility issues only. Mechanical, Gas, Plumbing, Electrical and Elevator/Lift/Escalator reviews and permits will be done and issued separately (same as current process.) Checklist issued with building permit will note other permits/document submittals that are required.

Express Review Fee Schedule

The proposed review fees for the Express Review Process shown in this outline will require Rockford City Council approval. The cost for Express Review will be assessed as a base fee correlating to the size of the project plus two times the standard review fee of \$.04 per square foot. See the following chart for base fees categorized by building square footage.

Size of Project by Square Footage	Express Review Base Fee	Additional Plan Review Fee
0 to 3000 sf	\$3000	2 times the standard plan review fee (two x \$.04 per square foot)
3001 to 10,000 sf	\$5000	
10,001 to 50,000 sf	\$10,000	
50,001 sf and Above	\$15,000	

The fees will be collected per the following guidelines:

1. The double review fee is due at the time of the Submittal Review Conference and is non-refundable. If the submittal does not meet all the requirements at the first meeting and will be submitted a second time, one additional Submittal Review Conference will be scheduled without any additional fees.
2. The Express Review Base Fee will be added to the cost of the permit and must be paid with the permit before it will be valid. Other standard fees required and normally collected with the permit fee will also be collected at that time.
3. In the event that no permit is issued for any reason, the Express Review Base Fee must be paid within 30 days of the completion of the City's 4-day review.

Example 1:

A new chain restaurant is to be constructed on an undeveloped site within the City of Rockford. The building is a single story building with a footprint of 4,500 sf and does not have a basement. The review fee would be calculated as follows:

$$\begin{aligned}
 &4500 \text{ sf} \times 1 \text{ story} = 4500 \text{ sf total for the building} \\
 &4500 \text{ sf} = 3,000 \text{ to } 9,999 \text{ sf bracket for Express Review Base Fee} \\
 &\quad \text{Per chart - } \$5000 \text{ plus } 2 \times (\$.04 \times 4500 \text{ sf}) \\
 &\quad \textbf{Total} = \textbf{\$5000} + \textbf{\$360} = \textbf{\$5360.00}
 \end{aligned}$$

Example 2:

A new industrial building is to be constructed on an undeveloped site within the City of Rockford. The building is a 2-story building with a footprint of 28,000 sf and does not have a basement. The review fee would be calculated as follows:

$$\begin{aligned}
 &28,000 \text{ sf} \times 2 \text{ stories} = 56,000 \text{ sf total for the building} \\
 &56,000 \text{ sf} = \text{greater than } 50,000 \text{ sf bracket for Express Review Base Fee} \\
 &\quad \text{Per chart - } \$15,000 \text{ plus } 2 \times (\$.04 \times 56,000 \text{ sf}) \\
 &\quad \textbf{Total} = \textbf{\$15,000} + \textbf{\$4480} = \textbf{\$19,480.00}
 \end{aligned}$$

Please note that fees do not include the 10% technology surcharge.