

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
Web: www.rockfordil.gov



Required Documents/Submittals

- Completed building permit application
- Plan Review Fee
- Two (2) full sets of sealed documents containing documents from all trades, including civil, required for construction.
- One (1) additional set of sealed civil documents including site plumbing drawings.
- One (1) set of sealed structural calculations with all design loads listed. (Rockford has amended ground snow to 30 psf)
- Three (3) copies of a landscape plan.
- Two (2) copies of a site illumination plan.
- Copy of final recorded plat for reference and verification *or* a copy of the approved tentative plat as *predetermined* to be acceptable by City staff. (Verify before submittal if this will be required).
- Zoning application for SUP (Special Use Permit) or PUD/PRD (Planned Unit/Residential Development) has been submitted.
- Title block on each sheet showing name, address and phone of design professional who prepared them.

Other:

Design Professionals' Seals

- DPRC (Design Professional in Responsible Charge) is noted on application.
- Civil Engineer's seal, original signature and 2 dates are shown (license expiration date and current date).
- Architect of Record's seal, original signature and 2 dates are shown (license expiration date and current date).
- Mechanical Engineer's seal, original signature and 2 dates are shown (license expiration date and current date).
- Plumbing Engineer's seal, original signature and 2 dates are shown (license expiration date and current date).
- IL Plumber's license number and original signature are shown (If drawing was created by plumber)
- IL Design Firm Registration Number for firms and design/build entities unless a sole practitioner.

Other:

Basic Drawing Requirements

- Each civil plan indicates north and a standard engineering scale.
- Each architectural/MEP plan indicates north and a standard architectural scale.
- Location map of new building.
- Facility location map for additions.

Other:

Site Plan Submittal

- Location address, project name and vicinity map to including all adjacent street names and intersections is shown on the site documents.
- Building placement relative to property lines, streets & alleys with their dimensioned width, other buildings on the same lot as well as established and proposed grades are shown on the site plan.

All Fire lanes (20' wide, 13'-6" vertical clearance, required or provided) are marked.

- Existing and proposed contour lines or spot elevations; compliant topography of the grade/slopes that form any accessible route on-site and any part of the accessible route up to the building entrance and required exits.
- Curb ramp locations and construction details noting slopes/detectable warning to be provided.

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| Exterior ramps/stairs with elevations/sections indicating rise/run and handrails/guardrails. |
| All existing/proposed utilities (location, size, service sizes, fire service sizes) and dimensioned easements (utility, sewer, water, ingress/egress, etc) noted on site plans and architectural documents to correspond to mechanical, plumbing, fire suppression and electrical documents. |
| Accessory structures and their location relative to lot lines and other buildings on site, general construction type and use. |
| Show all proposed and existing driveways/curb cuts on both sides of all streets. "Existing", "proposed", or "to be removed" is clearly labeled on each. |

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| <u>Architectural</u> |
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| Floor plans indicating fire wall and/or fire resistive rated assembly locations. All tested assembly numbers must be shown for all rated assemblies noting the final rating to be achieved. Include tested joint assemblies and fire stopping systems to be used for each type penetrations. |
| Door sizes, fire ratings & specific hardware sets with specifications |
| Room finish schedule for floors, walls and ceilings in all spaces, exit access and exit stairs & passageways. Schedule to indicate class of finish required. |
| Ramps and stairs with elevations/sections indicating rise/run and handrails/guardrails. |
| Sufficient detail to indicate location, construction, size and character of all portions of means of egress. Each room or space shown to note the total number of occupants to be accommodated within each. Provide total occupant load for each floor and label at each exit the number of occupants served by that exit. Travel distances and route to be indicated on the plan. |
| Assembly occupancies and provisions for signage to be posted as required for Fire Department. |
| Building elevations & sections noting materials and structure heights. |
| Vertical circulation/egress details to note type of construction for rated enclosures at elevators, stairs and ramps noting occupants served. Areas of rescue assistance to be noted. |
| Reflected ceiling plans noting rated ceilings, mechanical/electrical/fire protection device locations or other ceiling conditions as coordinated by the architect or DPRC. |
| Wall sections including details of fire walls/fire barriers/rated partitions and roof connections. |
| Specifications of materials, products and installations. |
| Fire resistance ratings and details of structural elements and other rated assemblies indicating tested assembly number or determination by analytical means using accepted methods. |
| Specifications, installation instructions and compliant mounting heights of all items pertaining to accessibility per the IL Accessibility Code |
| Details of roofing materials, flashing, copings, drainage and ventilation, including venting calculations. Include secondary drainage system details and ventilation calculations, if required. |
| Details of fire place and chimney construction as well as cut-sheets and manufacturer's installation instructions for pre-engineered firebox/fireplace equipment to be installed. Documentation and tested assembly numbers of any ratings required must also be shown. |

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| <u>Structural</u> |
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| Design loads must be shown on the drawings as well as listed in the design calculations. (Floor live, Roof live, Roof snow, Wind, Seismic Acceleration of 0.2 second spectral & Seismic Acceleration of 1.0 second spectral response, Flood and Special). Rockford has amended Ground Snow Load to 30 psf!!! |
| Provisions for rain loads in coordination with secondary drainage. |
| Location of posted live load signs in commercial and industrial buildings at each floor where designed floor live load exceeds 50 psf. |
| List of special inspections required and the inspectors responsible for each. |
| Foundation plan & details with dimensioned details. |
| Structural concrete information including specifications noting all code requirements and tolerances. |
| Soils report properly sealed by a design professional licensed in Illinois OR the following. |
| Allowed Inspection and required inspector designated for soils with assumed 1500 psf soils. |
| Specification (size, grade, type, location) of reinforcement, anchors and wall ties, including specifications noting all code requirements and tolerances. |
| Floor framing plans & details. |
| Specifications of materials, products and installations. |
| Roof framing plans & details. |

Mechanical

Plan(s) showing arrangement of equipment and distribution systems; size & type of flues, stacks or chimneys; intake vents; piping; duct work and type/quantity of ventilation.

Sealed computations and specifications.

Design criteria, exterior envelope component materials, U-factors of envelope systems, U-factors of fenestration products, R-values of insulating materials, size and type of apparatus and equipment and equipment and systems controls listed in a tabular form within the construction drawings.

Smoke control/fan shut down controls/systems.

Equipment schedules including maximum CFM & BTUH input.

Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.

Equipment locations with required clearances / means of access marked and dimensioned. If structural system is required to be modified to support equipment, submit sealed STRUCTURAL documents and calculations listed above

Details and Specifications of special equipment; including hoods, crematories, fire places, etc.

Plumbing

Plan(s) indicating layout of fixtures, drains and connections to utilities or on-site waste disposal systems and water wells..

Submit tabulation on the plan(s) indicating occupant load per IL Plumbing code (include means of determining occupant load), type and quantity of fixtures required and actual quantity of fixtures provided.

Engineering calculations (D.F.U.'s, water supply demand, etc.).

Specifications of materials, products and installations.

Fixture schedule insure compliance with Illinois Accessibility Code & Illinois Plumbing Code.

Potable water protection by isolation and containment.

Hot water system including expansion tank(s).

Riser diagrams (both D.W.V. and water distribution).

Limited area fire suppression systems (including potable water protection).

Pipe schedules/materials.

Contaminated waste water containment, neutralization or dilution.

Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.

Fire Suppression

Occupancy, contents and hazard classification.

System design criteria; pressure at base of riser, density, etc.

Design method; pipe schedule, hydraulic, special, in-rack sprinklers.

Complete plans indicating type of system(s) including specifications noting all code requirements and tolerances for the specific type of system and agents used meeting all requirements of the prescribed NFPA system.

Interior audible/visible alarm(s) and method of supervision.

Location of fire department connection and control valves with signage noted.

Hydraulic calculations; dates of hydrant static & residual pressure tests required.

Fire pumps (power supply shall comply with Article 701 of NFPA 70).

Service riser diagram indicating backflow preventer, fire department connection, control valve, drain, etc.

Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.

Hazardous material data; i.e. quantities, MSDS, special fire suppression system, containment and drainage, etc.

Electrical

Plans showing all interior and exterior electrically controlled devices, including fire alarms and lighting systems with associated wiring and circuiting; panel schedules, locations, clearances (dimensioned, if required), distribution, service size and connection to utility; riser diagrams; grounding; panel and fixture schedules.

Means of egress lighting and device specifications demonstrating code compliance.

Illuminated exit sign locations and device specifications.

Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.

Fire alarm and detection systems, code required or voluntary, submitted for required permit.

HVAC system controls (shut down & smoke control) when not included in HVAC documents.

Wiring of marquees, signs and radio/television towers.

Artificial Illumination 30" above floor equivalent to 10 footcandles.

Emergency power systems (in accordance with Article 700 of NFPA 70).

Standby power systems (in accordance with Article 701 of NFPA 70).

Elevators/LULAS/Lifts

Plans showing location of proposed elevator/lift and machine room within overall building plan (keyplan) that documents all items of code compliance; clearances around machine; hoistway plans and sections, method of ventilation of machine room and hoistway.

Specifications that show all relevant installation, ADA and required code data that is not evident in graphic form.

Location of all vertical and horizontal penetrations noting required associated structural work or rating/firestopping assembly data, whether referenced to architectural/structural drawings or included in mechanical drawings.

Other: