

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
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Permit by Appointment Process Description

This summary is written for **Building Owners, Design Professionals and Construction Industry Professionals** to describe the procedure for permit by appointment 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 Permit by Appointment is provided to aid in the preparation of the submittal. Building permit applications are available from the Construction and Development Services Division and will be the same as for the Standard Review Process. A schedule of review fees for Permit by Appointment will also be available through the Construction and Development Services.
2. Pre-Application Meeting may be required to collect information for the preparation of documents.
3. Plans should be submitted as soon as possible to allow all staff to review and initiate comments on the review process and better determine the time and extent of corrections needed at the meeting.
4. Permit by Appointment is NOT a guarantee for a building permit, only for a completed review.

ELIGIBLE PROJECTS

1. Interior renovations and remodeling of interior commercial buildings are acceptable projects for Permit by Appointment. Additions or new construction projects would not qualify for a Permit by Appointment, but rather would go through the Express Review process.
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 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 signed and sealed construction documents and the review fee are submitted to the plans examiner to start the process. City staff will log the plans in, assign a review number. The plans will then be tagged and distributed to all parties for review. Comments are typically generated in one to three days from the date of receipt.
2. The Plans Examiner will review the comments and determine if comments can be addressed at a Permit by Appointment meeting. If comments are too extensive, a meeting can still be held with the DPRC to review such comments and provide dialogue to move the project forward. If the comments can be easily corrected by hand by the DPRC, he or she may make the necessary corrections to both sets of plans at the meeting, and write a response to the plan review letter at the meeting if required.
3. 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.
4. The DPRC submits the corrections to the plans and response letter addressing all comments to the Plans Examiner, who will then review for compliance with presently adopted codes. If all comments have been addressed, the Plans Examiner will then pass all necessary reviews and proceed to permit issuance.

5. Permit issuance typically will take one additional day to turn around after completion of the comments and review, however in some instances can be done shortly after the meeting.
6. The Permit by Appointment includes comments from Building, Planning, Plumbing, Mechanical, Gas piping, and Electrical for review

PERMIT BY APPOINTMENT FEES

Permit by Appointment Reviews can cut the initial review comment time from 14 days down to 3 days. To expedite the review, and coordinate all the trades for these reviews, there is an added cost of \$275 in addition to the normal plan review fees. Please check the City of Rockford Fee Schedule to determine the normal review costs for your plan review.

To get started on a permit by appointment, please contact the Plans Examiner at 779-348-7445 or call our front desk at 779-348-7158 and ask to speak to the Plans Examiner regarding your upcoming project.