



# Village of Arlington Heights

Building & Life Safety Department  
33 S. Arlington Heights Road  
Arlington Heights, Illinois 60005-1499  
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## Plan Review Application

Valuation of Work: \_\_\_\_\_

Project Address/Unit #: \_\_\_\_\_

Project Description: \_\_\_\_\_

Documents Submitted: \_\_\_ Applications \_\_\_ Proposals \_\_\_ Forms \_\_\_ Plans/Drawings \_\_\_ Plat of Survey  
\_\_\_ Specifications \_\_\_ Other (describe) \_\_\_\_\_

Initial Submittal |  Revision  Addendum Permit Number \_\_\_\_\_

**Initial Submittal**--Check each applicable box below for scope of work on the plans.

**Revision or Addendum**--Only check scopes of work that have been modified from the previous review.

**At least 2 sets of plans must be provided, plus 1 additional for each sub-group in Group 2.**

**GROUP 1- Elements regulated by or involving:**

<b>Building-General</b> <input type="checkbox"/> IBC or IRC or IEBC <input type="checkbox"/> Illinois Accessibility Code <input type="checkbox"/> Illinois Energy Code <input type="checkbox"/> IMC and/or IFGC	<b>Electrical</b> <input type="checkbox"/> NEC	<b>Fire Life Safety</b> <input type="checkbox"/> Commercial or multi-family new construction or interior alterations <input type="checkbox"/> Change of occupancy classification and/or use <input type="checkbox"/> Work requiring a construction permit by the IFC
<b>Plumbing</b> <input type="checkbox"/> Illinois Plumbing Code		

**GROUP 2- Elements regulated by or involving:**

<b>Zoning</b> <span style="float: right;">Add 1 set</span> <input type="checkbox"/> MC Chapter 28 <input type="checkbox"/> MC Chapter 29  <b>Design Commission</b> <input type="checkbox"/> MC Section 28-13	<b>Engineering</b> <span style="float: right;">Add 1 set</span> <input type="checkbox"/> MC Chapter 20 <input type="checkbox"/> MC Chapter 21 <input type="checkbox"/> MC Chapter 22	<b>Public Works</b> <span style="float: right;">Add 1 set</span> <input type="checkbox"/> MC Chapter 20, Articles II, III, IV, V, and/or VI <input type="checkbox"/> MC Chapter 21 <input type="checkbox"/> MC Chapter 22	<b>Health &amp; Human Services</b> <span style="float: right;">Add 1 set</span> <input type="checkbox"/> MC Chapter 11 <input type="checkbox"/> MC Chapter 14, Article VII <input type="checkbox"/> MC Chapter 19, Articles I, IV, and/or VI
<b>Structural</b> <span style="float: right;">Add 1 set</span> <input type="checkbox"/> Structural framing regulated by the IBC			

I, the applicant, certify that I have the authority to make this application and that the information provided is correct and complete to the best of my knowledge.

Applicant Email, Phone \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_

This Plan Review Application is used to assist the Building & Life Safety Department in routing plans to all the appropriate departments and reviewers. Each box lists key indicators to assure plans are routed properly. The applicant should carefully assure all appropriate boxes are checked and that enough plan sets are being submitted. Any new installation or alteration to an existing element, even if that element will be replaced in the same manner and location, needs to be reviewed by the applicable Department/reviewer. If unsure, please call for clarification before submitting.

This application is used for projects that are larger and/or more complex such as new principal structures, major remodels, commercial tenant build-outs, etc. Smaller projects, such as residential kitchen and bathroom remodels, water heater replacements, and reroofing should apply using the appropriate permit application (s). (The following types of work must be submitted independently on the appropriate applications: Fire alarm systems, fire sprinkler systems, elevators, signage regulated by Chapter 30 of the Municipal Code, and fences.)

A minimum of two sets of plans needs to be submitted, plus one additional set for each sub-group in Group 2 where one or more boxes are checked. This allows the Village to perform these plan reviews consecutively which helps speed up the plan review time all while avoiding unnecessary extra sets of plans.

- An Initial Submittal is plans that are being submitted for the very first time. In this case a permit number will not have yet been created and is not expected to be filled in on the form.
- A Revision is plans that have been previously reviewed and rejected and the revised plans are addressing the outstanding issues. In this case a permit number has been created and should be referenced on the form to help assure the plans get routed properly.

Only the elements that are affected by the revisions need to be checked. For example, if the Zoning review was approved on the initial review, and the revised plans did not modify any zoning aspects, then this box does not need to be checked. But if any of these elements were modified in the revised plans, even if it was originally approved by Zoning, the box needs to be checked so the plans get re-reviewed for zoning changes.

- An Addendum is plans that have been previously approved and a permit issued, but changes are being made to the design during the construction phase. As with revisions, all elements that are changing must be checked.

### Acronyms

IBC- International Building Code (Adopted in Chapter 23, Article III of the Municipal Code)

IRC- International Residential Code (Adopted in Chapter 23, Article II of the Municipal Code)

IMC- International Mechanical Code (Adopted in Chapter 23, Article IV of the Municipal Code)

IEBC - International Existing Building Code (Adopted in Chapter 23, Article VII of the Municipal Code)

IFGC- International Fuel Gas Code (Adopted in Chapter 23, Article V of the Municipal Code)

IFC- International Fire Code (Adopted in Chapter 27, Article I of the Municipal Code)

MC- Municipal Code

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### Municipal Code

**Chapter 11** regulates food establishments and food trucks. Food facilities include any operation that stores, prepares, packages, serves, and/or vends food directly to the consumer, or otherwise provides food for human consumption such as restaurants, grocery stores, convenience stores, daycares/schools, snack shops, and/or catering operations.

**Chapter 14, Article VII** regulates day care centers. Section 14-701 references the requirements of the State of Illinois Licensing Standards for Day Care Centers which covers many aspects of running a day care center. While many of these are covered by DCFS, the Village's Health & Human Services Dept. review plans for hand sinks, food preparation, and room finishes.

**Chapter 19** regulates elements most typically reviewed by the Health & Human Services Department. Some common examples include commercial garbage disposal, swimming pools/spas, and/or well/septic system abandonment.

**Chapters 20, 21, and 22** regulates elements that are reviewed by the Engineering Department and Public Works. Some common examples for Engineering include site grading (residential and commercial), parking lot installations or alterations, residential driveway installation and/or replacement, water retention/detention systems, storm water drainage systems, any work or obstructions in the public right-of-way.

Some common examples for Public Works include any right-of-way obstruction, water and/or sewer main taps, public lighting poles, public trees that may be affected such as damage from heavy machinery.

**Chapter 28** regulates zoning elements typically reviewed by the Planning & Community Development Department. Some common examples include setbacks from property lines, lot coverage, building height, district use, landscaping, Planned Unit Developments (PUDs), Sub-divisions, Special Uses, off-street parking and loading, and bike parking.

**Section 28-13** regulates projects that are required to go through the Design Commission process.

**Chapter 29** regulates subdivision of properties and subdivision regulations typically reviewed by the Planning & Community Development Department.