



New Commercial and Multi-Family Construction Check List

Community and Economic Development Department

8820 Brookfield Ave Brookfield, IL 60513 | Office: (708) 485-7344 | Fax (708) 485-8090

Project Address:	Date
Project Description:	
Contact Person:	
Phone:	

Documents for Project Submittal for New Construction, Addition, and Interior Remodel of Commercial and Multi-Family Projects

General	
	Check if Provided
Completed Check List (This form)	
Completed Building Permit Application	
Current Plat (4 Copies)	
Construction Documents (4 set- Reproducible, sealed, & signed on cover sheet by Architect or Structural Engineer)	
Cover Sheet on Drawings with Current Codes (Project address and detailed description of scope of work)	
Civil Engineering Drawings included in sets	
Existing Condition Grading Plan	
Proposed Grading Plan (Stormwater management if applicable)	
Energy Analysis (in conformance with 2021 International Energy Conservation Code)	
Completed zoning analysis form (Only applicable if lot coverage is increased)	
Certificate of Appropriateness for Preservation (Only applicable if Landmark or in Landmark District)	
Interior Remodel Worksheet	
Green Space Ordinance (Measures summary)	
Water Service Size Calculation Worksheet (Only applicable if adding fixtures)	
MWRD Permit (If applicable)	

Drawings for Review	
	Check if Provided
Project Data Information (Governing building codes listed, design loads, type of construction, occupancy group, sq. ft., exiting requirements, etc.)	
Structural Calculations and Soils Report (3 copies)	
Site Plan (North arrow, street names, number of stories, all dimensions, setbacks, location of a/c condensers and utilities, as applicable, paved areas, decks, trees, 6 foot high construction fence, and new construction clearly shown from existing)	
Landscape Plan (For new construction, PD's and Condos conversions)	
Civil Engineering Drawings (Including utility sizing, MWRD application, and Stormwater detention if applicable)	
Travel Distance Diagrams (Showing required exits, paths, and travel distances)	
Floor Plans to scale (Include room/space names, full dimensions, detail references, door and window tags, egress windows labeled, and etc.)	
Roof Plan to Scale (Include full dimensions, detailed references, and etc.)	
Exterior Elevations (Include building height, parapet height, window sill dimensioned from finished floor)	
Building / Wall Sections (Showing floor elevations, foundation, footing depth, roof pitch, window sill heights and details, and materials)	
Architectural Details (Footings, roof eave/ridge, parapet, connections, stair details and plans, etc.)	
Stair Plans & Details (Fully dimensioned width, landing depths, riser, treads, winders, handrails, guardrails, railing spindles, and etc.)	
Light and Vent Schedule (For all projects that alter the location of size of windows show actual and required)	
Door & Window Schedules (For new or modified doors & windows size and location)	
Structural Information & Specifications (Include design loads and materials)	
Structural Framing & Foundation Plans (Show design loads, sizes of all framing, footing and structural members- including spacing, spans, and materials)	
Structural Details (As applicable - include connection details)	
Earth Retention Drawings (If excavation depth exceeds distance to any property line)	

Drawings for Review Continued

	Check if Provided
Plumbing Plans (Include fixture schedules, riser diagrams, ejector basin and sump pump locations, drain tile as applicable, ISO drawings, and etc.)	<input type="checkbox"/>
Mechanical Plans (Include supply , return, exhaust, equipment, location cfm supplied returned or exhausted and etc.)	<input type="checkbox"/>
Electrical Plans (Lighting and power plans, equipment schedules, panel schedules load calculations, panel location, and specifications)	<input type="checkbox"/>

Additional Required Items During Construction

Construction Fence is required around all excavations, demos, and construction sites in order to protect the public. Fences shall be 6 feet high and fully sand bagged or posts driven down 3 feet to prevent wind from blowing the fence and creating a nuisance.

Sidewalk Canopies will be required for all construction work abutting the Village's public walks or driveways in order to ensure protection for pedestrians and Village properties.

Temporary Toilet Facilities will be provided by contractors on site if the structure lack plumbing facilities.

Silt Fence will be required and provided by contractors when excavating.

Building Code Information

Codes Used:

2021 International Building Code	2021 International Fuel Gas Code
2021 International Residential Code	2021 International Swimming Pool/Spa Code
2021 International Fire Code	2021 Internationall Existing Building Code
2021 International Mechanical Code	
2021 International Energy Conservation Code	
State of Illinois Plumbing Code	
2021 National Electrical Code	

Please access the Village Code at www.brookfieldil.gov for all local amendments to the codes. Work done without permit is subject to a triple permit fee. Work Hour Restrictions: Permitted construction work **can only** be done during the hours listed below:

Monday - Friday 7:30am-7:00pm **Saturdays** 8:00am-6:00pm

Sundays and Holidays 9:00am-5:00pm

Contractor Information

All contractors listed on this permit must be registered with the Village. Please see and complete the Contractors Application for required registration documents and information.

(\$750 max) and/or stop work order.