

Permitting & AHJ's

(Authorities Having Jurisdiction)

BUILDING PERMIT

This card must be kept posted in a conspicuous place on site of

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ANNUAL
CONFERENCE

CELEBRATING
75
YEARS

PURSuing YOUR PURPOSE *with passion*

Introductions

Dan Sullivan (Moderator)
- *Project Executive, Riley Construction Co.*



Dan Mortensen (Speaker)
- *Director of Facilities,
Lake Forest School District 67&115*



Rick Young, AIA, LEED AP (Speaker)
- *Associate Principal, Perkins&Will*



Perkins&Will

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Objectives

- **Provide an overview of typical construction permitting process**
- **Discuss various permitting and other agencies involved in construction projects**
- **Highlight timelines for permit reviews affecting project schedules**

APPLICATION FOR BUILDING PERMIT Date Received by Regional Office of Education _____

Regional Office of Education Assigned Application Number _____

DISTRICT NAME _____ COUNTY _____

FACILITY NAME _____ FACILITY LOCATION _____

☐ Property is owned by the district ☐ Property **not** owned by district (Attach Authorization by owner)

PROJECT SCOPE

COST AND FINANCING

☐ Less Than \$50,000 but involves like activity **PROJECT NUMBER:** _____

☐ More than \$50,000 **TOTAL ESTIMATED COST:** \$ _____

☐ Less than 15% of replacement cost **ESTIMATED COMPLETION DATE:** _____

☐ More than 15% of replacement cost but less than 50% of replacement cost **SOURCE OF ALL FUNDS:** _____

☐ More than 50% of replacement cost **TOTAL SQUARE FOOTAGE:** _____

☐ Fire Prevention and Safety Financing involved

AREA AFFECTED:

☐ New area more than 7200 square feet (Sprinklers req.) **FOR HEALTH/LIFE SAFETY FUNDING (5% LEVY OR BONDS) INDICATE:** _____

☐ New standalone building with 50+ Group E occupants (Storm Shelter req.) **Amendment number: #** _____

☐ Addition increasing existing square footage by 50% or more (Storm Shelter req.) **Item(s): #** _____

☐ Less than 50% of existing area

☐ More than 50% of existing area (Sprinklers req.)

CATEGORIES OF WORK INVOLVED

☐ New building construction ☐ Energy conservation ☐ Site work

☐ School building addition ☐ Mechanical (HVAC) work ☐ Sprinkler system installation

☐ Asbestos abatement ☐ Paving ☐ Structural work

☐ Accessibility (ADA) ☐ Plumbing work ☐ Telephone systems (E-911)

☐ Electrical work ☐ Security system ☐ Other: _____

PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED _____ DATE SUBMITTED _____

Drawings _____

Specifications _____

Plan Review Statements _____

Confirmation of Plan Review Records _____

ARCHITECT

(8/16) Steps and Forms in the Building Permit Process 180.200

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code, Sprinkler Code 5/22-23, local zoning code and any other applicable Illinois or Federal laws or regulations. We understand that a permit for construction of an elevator must be sought separately through the Office of the State Fire Marshal.

(Seal) _____

License Number _____ Expiration Date _____

Name and Signature of Architect/Engineer _____ Name of Firm _____ Phone Number _____

SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit. The Board of Education is aware that local county and/or municipality zoning requirements may apply.

Date _____ Signature of President, Board of Education _____ Date _____ Signature of District Superintendent _____

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the final inspection are required for the Certificate of Occupancy, and must be scheduled prior to occupancy of building.

Date _____ Signature of Regional Superintendent _____

(1/11) Form 36-10 (Prescribed by Regional Superintendent for local board use) 180.200a)

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Typical Permit Process - ROE

1. Building Permit

36-10: Application for Building Permit

36-11: Plan Review Statement

36-35: Confirmation of Plan Review Records

Drawings

Specifications

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APPLICATION FOR OCCUPANCY	
DISTRICT NAME AND NUMBER	<input type="checkbox"/> GENERAL CERTIFICATE OF OCCUPANCY <input type="checkbox"/> CERTIFICATE OF PARTIAL OCCUPANCY <input type="checkbox"/> CERTIFICATE FOR A VEHICULAR FACILITY <input type="checkbox"/> CERTIFICATE OF TEMPORARY OCCUPANCY
FACILITY NAME	
FACILITY LOCATION	
<input type="checkbox"/> Property is owned by the district. <input type="checkbox"/> Property is not owned by district (Attach Owner Authorization)	<input type="checkbox"/> New Use - Bldg Permit # _____ <input type="checkbox"/> New Construction - Project # _____ Bldg Permit # _____ <input type="checkbox"/> Addition - Project # _____ Bldg Permit # _____ <input type="checkbox"/> Renovation/Repair - Project # _____ Bldg Permit # _____
III. ARCHITECT/ENGINEER'S CERTIFICATION	
To the best of my knowledge and belief (check and complete applicable statement):	
<input type="checkbox"/> 1. Based upon my survey of the above named facility on ____/____/____ I find and hereby certify that the facility is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.	
<input type="checkbox"/> 2. I find that the facility fails to comply fully with the requirements of Part 180. However, based upon my survey of the above named facility on ____/____/____ and the attached TEMPORARY FACILITY REPORT (includes the Temporary Facility Elimination Plan and the Temporary Facility Checklist), I hereby certify that such noncompliance does not jeopardize the general health and safety of the student and others who occupy the facility.	
<input type="checkbox"/> 3. Based upon my survey of the work within the above named facility on ____/____/____ I find and hereby certify that the work is in full compliance with Part 180. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.	
This statement, as selected above, is valid as of the day of the survey indicated. Changes to the facility or conditions affecting it after that date may render this statement invalid.	
Date _____	Architect/Engineer Name _____ Firm Name _____ (Seal & Signature)
License Number _____	Phone Number _____ Expiration Date _____
SCHOOL DISTRICT CERTIFICATION	
We hereby certify that this application accurately describes the status of the work and the occupancy we are seeking in order to occupy the above named facility for the primary purpose of: _____	
Date _____	President of the Board of Education _____ Date _____ District Superintendent _____
FOR REGIONAL SUPERINTENDENT'S USE	
INSPECTION RECORDS: Date Reviewed: ____/____/____	
INSPECTION STATEMENT: Date Received: ____/____/____	
CONFIRMATION OF CALLED INSPECTION RECORDS: Date Received: ____/____/____	
An inspection was made or caused to be made upon the completion of the work and before issuance of a CERTIFICATE OF OCCUPANCY for the above named facility on ____/____/____. Any violations of the approved construction documents and building permits were noted, and the holder of the permit was notified of the discrepancies. No certificate of occupancy was issued until the discrepancies were remedied.	
Date _____	Regional Superintendent _____
(1/11) Form 36-15 (Prescribed by Regional Superintendent for local board use) 180.225 and 180.230 a)	
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Typical Permit Process - ROE

2. Certificate for Occupancy

36-15: Application for Occupancy

36-36: Inspection Statements

36-37: Confirmation of Called Inspection Records

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TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for _____
District Name and Number

in _____ County, IL, upon resolution adopted at a duly convened meeting, hereby
 requests an approval for usage of temporary facility to be used in connection with the

_____ located at _____
Name of School Building Address of School Building

until June 30, _____.

This temporary facility will be used for:

☐ Classrooms
☐ Storage
☐ Library
☐ Gymnasium
☐ Auditorium
☐ Other _____

This temporary facility will be:

☐ Relocatables
☐ Temporary rooms in: _____
Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: _____

Number of pupils to be housed in temporary housing: _____

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?

This plan will be accomplished by _____
Date

_____ Date Signature of Board President _____ Date Signature of Board Secretary

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

_____ Date Signature of Regional Superintendent

(3/09) Form 36-26 (Prescribed by the Regional Superintendent for local board use) 180.230 c)

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Typical Permit Process - ROE

2. Certificate for Occupancy

36-15: Application for Occupancy

36-36: Inspection Statements

36-37: Confirmation of Called Inspection Records

Temporary Occupancy

36-26: Temporary Facility Report Part I & II

**BUILDING PERMIT COMPLETION STATEMENT
FOR WORK NOT AFFECTING THE EXISTING CERTIFICATE OF OCCUPANCY**

The Board of Education for _____, in
District Name and Number
_____, County, hereby proclaims the work outlined in Building Permit # _____ for the
_____, facility at _____, Illinois, as required under,
Address of School

Section 2-3.12 of the School Code of Illinois, approved by the Regional Superintendent on _____, has now
been completed.

WHEREAS, The Board of Education of School District No. _____, in _____ County, has
caused to be effectuated such work described in the application for building permit ;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____ in _____ County, Illinois and _____, the responsible architect or
engineer, state that the work describe in the application for building permit is now completed in compliance with 23 IL ADM
Code, Part 180.

Date Signature of President of the School Board

(Seal) _____
Date Signature of District Superintendent

Date Signature of Architect/Engineer

The applicable inspection records for this project of District # _____ have been reviewed. These records and the
inspection statements of the district Architect and/or Engineer provide assurance that all requirements of 23 IL ADM Code
180 have been met, regarding work at the _____.
(Building Name)

Date Signature of Regional Superintendent

County

(1/11) Form 36-38 (Prescribed by the Regional Superintendent for local board use)

180.200

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Typical Permit Process - ROE

2. Certificate for Occupancy

36-15: Application for Occupancy

36-36: Inspection Statements

36-37: Confirmation of Called Inspection Records

Temporary Occupancy

36-26: Temporary Facility Report Part I & II

3. Building Permit Completion Statement

For work not affecting the existing
certificate of occupancy



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Permits



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Inspections



Other Permitting Agencies

1. Local Municipality

- Zoning
- Sanitary Service
- Water Service
- Stormwater Management (certified communities)

2. County

- Same as above if unincorporated
- Department of Public Health
- Stormwater Management

3. State

- IEPA
- IDPH
- Illinois Historic Preservation Agency

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Permits



&

Inspections



Other Permitting Agencies

4. Utility Companies

- Electric – ComED
- Gas – Nicor
- Water – Varies
- Sanitary – Varies

5. Non-Permitting Agencies

- Fire Department
- Police Department

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Local Municipality

1. Zoning

- Landscaping
- Site Lighting
- Setbacks
- FAR (floor area ratio)
- Parking

Design Review

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Local Municipality

1. Zoning

- Landscaping
- Site Lighting
- Setbacks
- FAR (floor area ratio)
- Parking

2. Sanitary / Water Services

- New service connections
- Private management companies
- IEPA

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Local Municipality

1. Zoning

- Landscaping
- Site Lighting
- Setbacks
- FAR (floor area ratio)
- Parking

2. Sanitary / Water Services

- New service connections
- Private management companies
- IEPA

3. Stormwater Management

- Certified Communities
- Wetlands / Floodplain → County
- IEPA – NPDES permit



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County

1. Zoning & Sanitary / Water Services

- Unincorporated
- Landscaping
- Site Lighting
- Setbacks
- FAR (floor area ratio)
- Parking
- New service connections

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County

1. Zoning & Sanitary / Water Services

- Unincorporated

2. Stormwater Management

- Unincorporated or Non-Certified Communities
- Wetlands / Floodplain
- IEPA – NPDES permit

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County

1. Zoning & Sanitary / Water Services

- Unincorporated

2. Stormwater Management

- Unincorporated or Non-Certified Communities
- Wetlands / Floodplain
- IEPA – NPDES permit

3. Department of Public Health

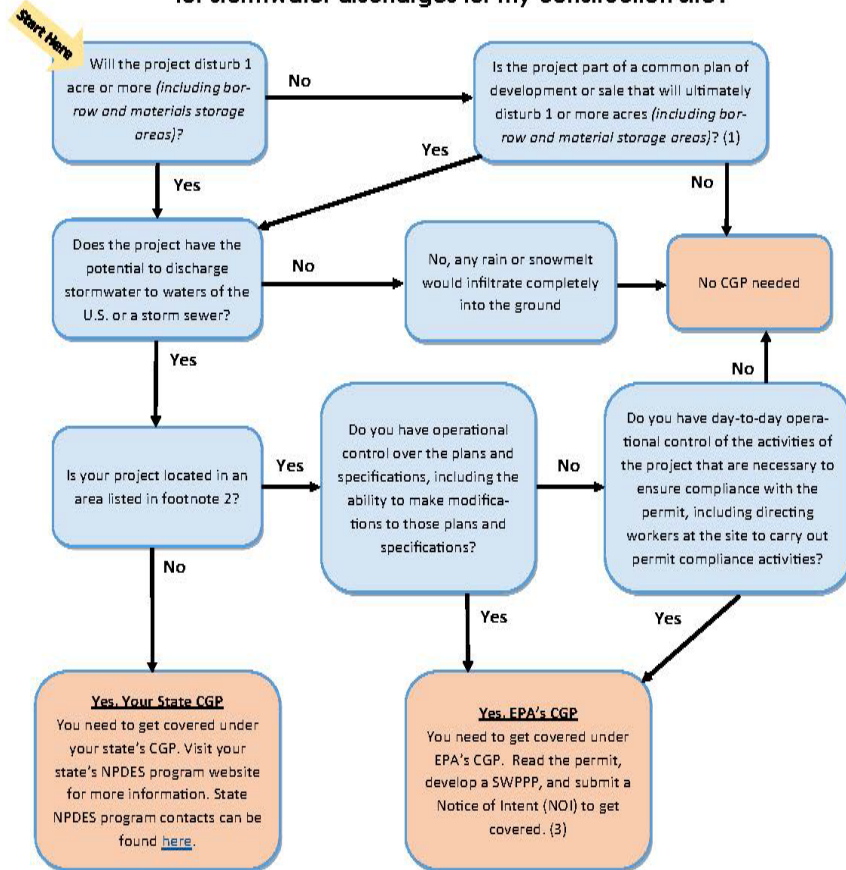
- Food Service

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Do I need to get covered under an NPDES Construction General Permit (CGP) for stormwater discharges for my construction site?



Need assistance? Contact Us - We're your partners in protecting clean water!

EPA Headquarters: [Emily Halter](mailto:halter.emily@epa.gov) (halter.emily@epa.gov) (202) 564-3324

[EPA Regional Offices contacts](#)

[State NPDES program contacts](#)

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State

1. IEPA

- NPDES (National Pollutant Discharge Elimination System)
 - For exterior construction activities
 - <https://www2.illinois.gov/epa/topics/forms/water-permits/storm-water/Pages/construction.aspx>
- New Sanitary or Water Service Connections
- Removal of underground fuel storage



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State

1. IEPA

- NPDES (National Pollutant Discharge Elimination System)
 - For exterior construction activities
- New Sanitary or Water Service Connections

2. IDPH

- Plumbing work (coordinated by Plumbing Contractor)
- Swimming Facility

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State

1. IEPA

- NPDES (National Pollutant Discharge Elimination System)
 - For exterior construction activities
- New Sanitary or Water Service Connections

2. IDPH

- Plumbing work (coordinated by Plumber)
- Swimming Facility

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State

1. IEPA

- NPDES (National Pollutant Discharge Elimination System)
 - For exterior construction activities
- New Sanitary or Water Service Connections

2. IDPH

- Plumbing work (coordinated by Plumber)
- Pools

3. Illinois Historic Preservation Agency

- Registered Buildings

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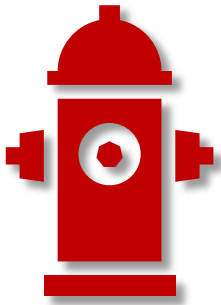
Utility Companies

1. Electric – ComED
2. Natural Gas – Nicor
3. Sanitary & Water – Varies

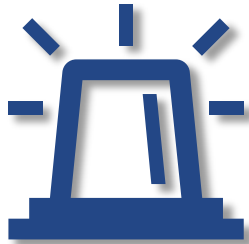
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Non-Permitting Agencies

1. Fire Department

- Site Access
- Building Access
- Fire Alarm Panel Location
- Fire Pump Room Access
- Know Box Locations
- Hydrant Locations

2. Police Department

- Emergency Response Coordination
- Security Discussions (*security consultant*)

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Questions and Answers

We thank you for your time!

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Presenters:

MODERATOR INFO:

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PANELISTS INFO:

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