



# **City Of Mendota**

## **Construction Procedures**

**Building Permit Application:** A permit shall be obtained prior to commencing work of any type. Failure to do so may result in doubling the permit fees. At the time of permit request the applicant shall supply this office with the following subcontractors; Electrical (Licensed), Plumbing (Licensed), HVAC, Roofing, and the Excavation Contractor.

**Permit Application:**

A building permit application shall be completed before permit issuance. The application provides the necessary contact information for the applicant and designer, a description of the project, licensed contractors, and provides a cost of the work to be performed to calculate fees.

**Construction Plan Submittal:**

All projects require the submittal of construction drawings as required per our adopted codes. Single family, agriculture construction, and single family - remodeling may require the submittal of two (2) sets of plans for review and permit. For commercial, industrial, and multi-family construction and remodeling, two (2) sets of plans shall be submitted for review and permit. The Building Official may exercise discretion in the level of detail required in the submittal. Per state statute, commercial plans shall be prepared under the seal of the appropriate Design Professional. Mechanical, Electric and Plumbing (MEP) plans shall be submitted for all multiple-family, commercial and industrial construction projects. Again, the Building Official may exercise discretion in the level of detail required in the submittal. Per state statute, MEP drawings shall be prepared under the seal of the appropriate Design Professional. The submittal of plans improperly sealed, or by those not authorized to prepare drawings, may result in rejecting the submittal.

**Plan Review Procedures:**

Submittals shall be made directly to the Building Department, and the plans will be routed to the appropriate City departments for review. Plans should not be submitted to individual departments. Upon receiving satisfactory responses to all plan review comments and the completion of an application, permits may be issued for construction. The review process will attempt to identify any major code deficiencies based on the level of detail provided in the submittal.

Listed below is an itemized list for construction submittals. Please be advised this list is not all-inclusive and further plans or details may be required or requested to complete a review and issue permits. Please be advised the turn around time for a plan review is based on the completeness of the plan submittal, and the seasonal workload. A plan submittal applicant should recognize seasonal or weather demands when considering an expected start date for construction.

**Construction Plan Submittals by Discipline:** Certain plans must be submitted for every construction project involving the expansion of a building or a site. Listed below is information that may need to be included on a submittal, although the list is not all inclusive. Again, for commercial, multifamily, and industrial projects plans shall come under the appropriate Design Professional seal.

**Site Plan Information:**

- Plans shall be of an architectural or engineering scale.
- All lot and building dimensions, all setback dimensions from property lines.
- All existing structures, lot drainage information.
- Floodplain or floodway hazard information.
- Proposed, or existing, accessory structure locations.
- Sanitary and storm sewer, water service size material, and location.
- Water meter location, or meter room.
- All utility and drainage easements.
- Curb cut, driveway and parking space, loading areas.
- Mechanical equipment, refuse storage, freestanding sign locations.

**Building Plans:**

- Plans shall be of an architectural or engineering scale.
- Identify Use Group and Construction Type.
- All necessary building dimensions are to be identified.
- Building design loads shall are to be noted on the plans.
- Foundation, Piers, Caissons, Grade Beams
- Floor plans, Means of Egress paths, and exits.
- Stair geometry, guardrail and handrail details.
- Door, window, wall, floor covering schedules.
- Structural elements (wood, steel, concrete, glazing, etc.)
- Fire resistive assemblies and or ratings, UL Designs
- Shop drawings for prefabricated building elements.
- Building exterior or façade elevations.

**Mechanical Plans:**

- Outdoor air schedule.
- Exhaust fan location with fan size and termination location.
- Combustion air opening size and location.
- Return and supply air duct size, material and sealing means.
- Damper specifications, size, and location.
- Appliance size, location, and ratings.

**Electric Plans Lighting:**

- International Energy Conservation Code 2015 compliance is required in the State of Illinois and all plans submitted shall include supporting documents demonstrating compliance.
- A Comcheck showing watts/square foot for illumination along with the page showing fixture type (please use the same nomenclature on the plans as on the Comcheck), lumens, lamp type, and amp draw.
- Cut sheets for lighting controls (occupancy sensor switches, or in the ceiling). If dual level light switches are being used, please make it clear on the plans.
- Disconnects required per NEC 410.130(G).
- Type of disconnect and location should be specified.
- All plans should specify fixture type, lamp, and amperage draw.

**General:**

The available fault current should be shown for the service location to insure equipment is safe to be used. You may need to contact the utility for this information.

Specifications for all service entrance equipment including the number of meters and the size of related disconnects. The grounding electrode conductors location and size should be specified.

All conduit sizes should be specified, and conductors sized.

On separately derived systems (transformers), the grounding electrode conductor and system bonding jumpers shall be sized and connection points were shown.

All panels should have the supply conductors and raceway specified. The plans should include a panel schedule showing each breakers use and size.

Device locations should be shown with the circuit numbers.

Please call regarding requirements for pools, hazardous locations, residential projects, and remodel proposals.

**Plumbing Plans:**

- Plans stamped and signed by either an Architect, Mechanical Engineer, or a licensed plumber.
- Plans submitted by a licensed plumber shall bear his name, state and city plumbing license number, date of license expiration and signature.
- Floor plans shall depict the location of all of the plumbing fixtures, with room measurements and ADA and IAC information.
- Isometric drawings depicting drain, waste, triple basin, and vent piping installation, including type of pipe, size of all piping and fixture the piping serves.
- Domestic hot and cold water, type of pipe, size and fixture served.
- Backflow device information including type of device, system the device is serving, and detailed drawings of installation.

**Fire Protection Plans:**

- Two sets of plans shall be submitted, one for the Fire Department, and one for the Electrical Inspector. Plans must be stamped by a minimum NICET Level III Certified Technician.
- Fire alarm system plans must be submitted and approved showing all wiring, power, and back-up power supplies, and all initiating and notification, and actuation devices. Permits are required and should be obtained prior to work beginning. Time must be allowed for plan review of sprinkler and fire alarm drawings.
- Sprinkler System plans and hydraulic calculations must be approved, and a permit must be obtained from the Normal Fire Prevention Division.
- Alarm drawings must show the location of all panels, initiating, and notification devices. Cut sheets of device details shall be submitted along with load calculations for each alarm circuit.
- In assembly occupancies, a floor plan must be submitted, drawn to scale showing the arrangement of furnishings or equipment to the authority having jurisdiction, by the building owner, manager, or authorized agent to substantiate conformance with the provisions of Life Safety Code and to determine occupant loads.
- Permits are required and should be obtained prior to work beginning. Time must be allowed for plan review of sprinkler and fire alarm drawings.
- Sprinkler System Permits are issued by the Building Inspector, and Alarm System Permits are issued by the Electrical Inspector.

**Required Inspections:** The applicant is responsible to schedule required inspections and should allow 24 hours notice whenever possible. Inspections are performed by the City of Mendota, Building Department Staff or a licensed professional hired by the City, Contractor or Property Owner at the sole discretion of the City. Inspections will be performed as quickly as possible, but the city does reserve the right of 24-hour notification. Below are the inspections that may be required. A final determination will be made upon plan review and issuance of the building permit.

**Building Inspections:**

- Site Prior to any type of excavation a site.
- Footing Prior to pouring concrete for footings.
- Foundation Performed prior to backfilling of the structure.
- Framing Performed prior to insulation or drywall.
- Grading Confirms compliance with the drainage plan.
- Final Inspection prior to building occupancy.

**Mechanical Inspections:**

- Gas Piping Prior to drywall.
- HVAC Rough-In Prior to insulation or drywall.
- Final Inspection prior to building occupancy.
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**Electrical Inspections:**

- Rough-In Prior to insulation and drywall.
- Service Necessary for permanent power connection
- Above-Ceiling Prior to installation of ceiling finish.
- Grounding-Bonding Prior to being concealed (drywall, concrete, etc.)
- Final Inspection prior to building occupancy.

**Plumbing Inspections:**

- Sewer & Water Service Prior to excavation backfill.
- Underground Prior to being concealed (concrete)
- Rough-In Prior to insulation and drywall.
- Backflow Prevention Prior to building occupancy.
- Final Inspection prior to building occupancy.

**Fire Protection Inspections:**

- Hydro - Pressure Test Prior to backfill or occupancy.
- Alarm Test Prior building occupancy.
- Extinguishment Prior to building occupancy.
- Final Inspection prior to building occupancy.

**Temporary Occupancy:** A Temporary Occupancy is issued where all life safety code requirements are met however the project is not 100% complete. This also includes meeting the minimum requirements for Mechanical, Fire, Water, Engineering, Health Department, State of Illinois, and any other public agency having inspection jurisdiction. A Temporary is valid for a maximum 30 days, and this is considered when issued.

**Final Inspection:** A Final Inspection will be conducted and approved occupancy when all conditions of permits and any other approvals have been satisfied.

**Contractor Requirements:**

Electrical - ICC Licensed contractor or equivalent, and registered with the city annually.

Plumbing - the State of Illinois licensed, registered with the city annually.

**Permanent Electrical Service:**

As a condition of occupancy, each dwelling shall be supplied with a permanent electrical service. An Electric Service Inspection is performed on each property during construction. After Building Department approval it is the Contractor's responsibility to notify the appropriate power company for permanent connection.