



COMMERCIAL PERMIT PLAN REVIEW FAQ

How many sets of plans are required?

3 sets of plans are required.

Can the architectural seal and signature be electronic or must it be original signature and wet seal?

Electronic signature is accepted; we do not require a wet seal.

Are all sheets required to be stamped / signed / dated, or just the cover sheet?

All applicable sheets including Architectural, Structural & MEP pages must be sealed. The cover page must be sealed and signed. (Signature can be electronic.)

What is the timeframe for review?

It varies based on the queue and complexity of the project. It may range from 3-6 weeks. At this time, we do not offer express reviews. *NOTE* Fire plans are suggested to be submitted with the building plans because unfinished fire reviews will hold up the inspections for the building permit.

What are the permit fees?

The fees are determined by the scope of work. We cannot quote prices prior to plan review. Refer to Village Code Title 5 Chapter 2 for fees.

Are permit fees required up front or after review?

They are paid after review is complete and at the time of permit issuance.

What are the applicable building codes?

Refer to the 'Building Code Editions' Link on the webpage for Commercial Construction Permits.

Is permit review expediting available?

No.

Can the drawing sets be walked-in, mailed-in, or both?

Both.

Is the GC & Subcontractor information required at time of submittal?

No, we will take the plans and applications in and the review will start, however, the permit will not be issued until all contractors are listed, and licensed and bonded with the village. You can modify/update the building permit application once you know who the contractors are. At the very least, along with the building plans, submit the building permit application and zoning permit application.

The steps for getting approval to occupy the space are:

Fill out paperwork and turn in all necessary forms & drawings. [Link to Commercial Construction Permits](#)

Receive permit once plans are approved and all contractors are licensed and bonded with the Village (payment is made at this time, we will also give you a flowchart of required inspections).

Schedule inspections at each required interval once all permitted work has been completed.

Pass all required village and fire inspections.

Receive Certificate of Occupancy (Business owner receives Business License at this time).

Business may open to the public if this was a permit for occupancy.