

# City of Crystal Lake

## Community Development Department

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100 W. Woodstock Street  
Crystal Lake, IL 60014  
[www.crystallake.org](http://www.crystallake.org)



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### COMMERCIAL / INDUSTRIAL CONSTRUCTION NEW OR ADDITION PERMIT SUBMITTAL CHECKLIST

Please provide the following information when applying for a Permit:

Forms and applications available at City Hall or at [www.crystallake.org](http://www.crystallake.org).

#### For Permit Review:

- [Building Permit Application](#).
- [Occupancy Application](#).
- Contractors List with business name of all contractors working on project.
- Six sets of **Plat of Survey**. Must be current, signed and sealed by an Illinois licensed Land Surveyor.
- Six sets of **site plans**. Sets shall include: building setbacks, easements, existing/proposed grades, grading/drainage, soil erosion/sedimentation control, parking, drives, sidewalks, utility locations, landscaping, site lighting photometrics and all site improvements. All plans to be signed and sealed by an Illinois licensed Professional Engineer. City engineering standards and details are available at this [link](#).
- One copy of **stormwater drainage calculations**.
- One copy of [COMcheck](#) - exterior lighting compliance report.
- One copy of **cut sheets for exterior lights**.
- Six sets of **building plans**. All plans to be signed and sealed by an Illinois licensed design professional: Architect, Structural Engineer, or Professional Engineer.
- Six sets of **technical submittal for fire sprinkler system**. This is separate from the shop drawings for the fire sprinkler system permit. It must be signed and sealed by an Illinois licensed Professional Engineer.
- One copy of **structural design calculations**.
- Two copies of **geotechnical report** (soil borings).
- One copy of **project manual**.
- One copy of [COMcheck](#) – envelope, mechanical and interior lighting reports.

- One copy of **heating and cooling load calculations**.
- One copy of **cut sheets for HVAC equipment** (RTU, water heater, etc.).
- Two copies of **cut sheets for kitchen equipment and kitchen exhaust hoods**.
- One copy of **cut sheets for fire-rated wall/ceiling assemblies and firestopping systems** from U.L.
- One copy **tree survey and tree preservation plan**. (if applicable)
- Tree Removal Form**. (if applicable)
- One Wastewater **Discharge Questionnaire**, signed by *business* owner. Industrial or chemical facilities use **Form A**, food services use **Form C**, auto washing facilities use **Form D**.

**For Permit Issuance:**

- One **Contractors List** with business name of all contractors working on project.
- One copy of **State contractor Licenses/Registrations**: Illinois or City of Chicago Plumbing License, Illinois Plumbing Contractor Registration, Illinois Roofing License.
- One plumber's **Letter of Intent**: It must be the *original*, on company letterhead, signed by licensed plumber and with corporate seal or notarized.
- Infrastructure Availability Charges for the water and sewer connection will be charged with the Permit Fees.
- One copy of **approvals from State/County agencies**: McHenry County Health Department, IDOT, EPA (water/sewer/NPDES), etc.

**Note:**

- Additional items, or more detailed information, may be required for a complete code compliance review based on the unique aspects of a specific project.
- **Separate building permit required for:** fire alarm, fire sprinkler, kitchen hood suppression, elevator, all exterior signage (including temporary) and lawn irrigation.
- **Separate building permit and temporary use permit required for:** contractor trailers, sales trailers, hiring trailers, storage trailers and storage containers.

Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or [building@crystallake.org](mailto:building@crystallake.org).