

City of Crystal Lake

Community Development Department

100 W. Woodstock Street
Crystal Lake, IL 60014
www.crystallake.org



Phone (815) 356-3605
Fax (815) 479-1647
building@crystallake.org

COMMERCIAL/ INDUSTRIAL INTERIOR ALTERATION 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.

For Permit Review:

- One **Building Permit Application**.
- One **Occupancy Application** (if change of occupancy).
- Four sets of building plans.** Plans should be drawn at an appropriate scale (i.e. 1/4" = 1'-0") and clearly indicate the scope of the proposed work. Plans to include the following: existing and proposed floor plan, furniture plan, mechanical, electrical, and plumbing plans, all dimensions, walls, fire separation walls, accessible doorways, accessible exits to a public way, emergency lights, electrical panel, lighting fixtures, mechanical and plumbing equipment.
- One copy **COMcheck** - exterior lighting compliance report.
- Written approval of the plans from the McHenry County Health Department approval (if applicable).
- One copy of cut sheets for new HVAC equipment (furnace, water heater, etc.).
- One copy of cut sheets for new kitchen equipment and kitchen exhaust hoods (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**.

Prior to Permit Issuance:

- One **Contractors List** with business name of all contractors working on project.
- One copy of the **Plumbing Contractor's State of Illinois License (058)**: Illinois or City of Chicago Plumbing License, Illinois Plumbing Contractor Registration, Illinois Roofing License.
- One copy of the **Plumbing Contractor's State of Illinois Registration (055)**.
- One **Original Letter of Intent from the Plumbing Contractor**: It must be the *original*, on company letterhead, signed by licensed plumber and with corporate seal or notarized.

Notes:

- 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.