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Champaign Fire Department  
Building Safety

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307 S. Randolph St., Champaign, Illinois 61820    Ph: 217.403.6100    Fax: 217.403.6114

## COMMERCIAL & MULTI-FAMILY PERMIT AND INSPECTION INFORMATION

### Code References

2009 International Building Code	2008 National Electrical Code
2009 International Mechanical Code	2004 Illinois Plumbing Code
2009 International Fuel Gas Code	1997 Illinois Accessibility Code
2009 International Fire Code	2012 Illinois Energy Conservation Code

Code amendments are available online or at this office. The Code books may be purchased at our office or are available for viewing at the Library.

### Application

Submit application with four (4) sets of plans and specifications (including all mechanical systems) and four (4) site plans. If alteration and there is no change to exterior dimensions of building, submit three (3) sets. All permit applications are available online or at this office.

### Estimated Plan Review Time

Ten (10) business days from receipt of all material.  
Plan review time is subject to application and plans being complete and in compliance with all codes and ordinances.

### Permit Fees (Minimum building permit fee is \$45.00)

**New Buildings and Additions:** Building permit fee is based on the Permit Fee Schedule. Plan review is based on building volume. Current Fee Schedules are available at this office.

**Alterations:** Building permit is \$6 per \$1,000 of construction costs.  
Plan review fee is .005 x construction costs for alterations over \$20,000.

**Fees are not due until the building permit is ready to be issued.** The building permit fee does not include Plumbing, Electrical, HVAC, Sprinkler & Fireplace permit fees. No fee is required with submittal of the building permit application; however, payment is required when any other permit applications are submitted.

### Inspections

Required inspections are noted on the permit.  
We request 24 hours notice to schedule inspections.

## COMMERCIAL AND MULTI-FAMILY

### CODE CHECKLIST

Following are the most common omissions/errors made by design professionals on plan submittals accompanying permit applications. Failure to provide the listed information creates plan review delays that may result in added cost to all concerned. Please help to expedite your plan review by providing the following information:

- 1) **SEAL**: Signature and seal of architect or structural engineer licensed in the State of Illinois is required if proposed project is a new structure, addition, or involves structural changes or is remodeling which involves life safety or accessibility changes.
- 2) **CONSTRUCTION TYPE**: Should be identified on plans. Identify materials of which structural members are made. Combustible members cannot be used in non-combustible buildings except for limited use of pressure treated fire retardant treated wood.
- 3) **USE**: Provide the use group and label all rooms. If there are mixed uses in the building, list them and show the mixed use option chosen. Indicate all fire separation assemblies between uses.
- 4) **VOLUME, AREA, HEIGHT AND AREA LIMITATIONS**: Plan review fees are based on building volume; building permit fees are based on cumulative square foot area (please give both). The Building Code limits the height and “foot print” area of buildings. There are some increases that may be claimed for open perimeter and/or sprinkler protection.
- 5) **EXITS**: Check number of and remoteness of exits, exit travel distance and capacity of egress components. Show door and hardware schedules. Indicate emergency egress windows. Show exit signs and emergency lighting.
- 6) **ACCESSIBILITY**: Check building, facilities and parking design for minimum accessibility requirements. Provide details/dimensions of all accessible components.
- 7) **OCCUPANCY**: Provide occupant load and seating plan where applicable.
- 8) **FIRE RATINGS**: Check minimum fire resistance ratings required for all structural elements and fire separation assemblies. Indicate test design numbers for all assemblies required to be fire rated (UL, FM, USG, other).
- 9) **OPENING PROTECTIVES**: Openings in required fire rated assemblies must be protected. The opening protective includes door, frame assembly, closer and latching hardware; or in the case of a window, the entire assembly including the frame. Provide exterior wall allowable opening analysis.

- 10) **STRUCTURAL:** Show foundations, all structural members, size and method of attachment. Indicate all design loads including live, dead, concentrated, roof, snow, wind loads, seismic design category, and soil bearing values. Ground snow-20 psf, Wind-90 mph (3-second gust), Frost depth-32”.
- 11) **FIRE SUPPRESSION/PROTECTION SYSTEMS:** Indicate type of suppression and/or protection system and supervision method to be used. Show FA device locations. Check specific occupancy areas for suppression and/or separation requirements. Indicate all single station smoke and CO detectors.
- 12) **ELECTRICAL:** Show load calculations and one line diagram on service and feeders. Show panel schedules with wire size, overcurrent protection size and volt amperes per circuit. Provide complete circuited drawings showing fixtures, etc.
- 13) **HVAC:** Indicate type of heating and cooling, location, material, and insulation of ducts (if forced air) and piping (if water or steam). Indicate location and rating of all duct dampers (UL number), source and amount of ventilation and combustion air.
- 14) **PLUMBING:** Provide riser diagram. Indicate sizing of drains, waste piping, vents, water lines, size of building drain and water service. Indicate location of cleanouts, vacuum-breakers, backflow preventers. Indicate all plumbing materials (size and grade).
- 15) **ENERGY CONSERVATION:** Design to Illinois Energy Conservation Code (IECC) and indicate compliance. Seal and compliance statement, ASHRAE 90.1 or ComCheck forms.
- 16) **INTERIOR DEMOLITION PRIOR TO RENOVATION/REMODELING:** Indicate all partitions to be removed and if they are load-bearing walls. Show how stability of structure will be maintained if/while bearing walls are removed.
- 17) **SITE PLAN:** Provide a site plan drawn to scale and indicating distances from proposed structure to all adjacent lot lines and to other buildings on the lot. Provide landscaping plan, grading plan including drainage calculations. Indicate all parking, driveways, and walkways. Provide a locator key if a multiple tenant building. Check for compliance with all floodplain regulations. Provide erosion control plan.

The items listed above do not comprise an exhaustive list. The presence of the information listed above (when applicable) will expedite plan review and issuance of permits.

Thank you for your cooperation. If there are any questions, or if we can be of assistance, please feel free to contact us.