

**Permit Submittal Requirements for
COMMERCIAL new construction and additions.**

It is strongly recommended that compliance with Zoning, Engineering, Fire Prevention, and Design Guidelines be verified prior to applying for a permit.

Approvals by other governmental agencies (i.e. Illinois Dept. of Transportation, Cook County, MWRD, IEPA, etc.) may also be required prior to permit issuance. Verify these requirements prior to applying for a permit.

- The following are minimum requirements for the initial permit submittal:
 - Apply online for building permits at www.desplainesil.gov/buildingpermits. In the Customer Self Service Portal after registering or signing in, select Apply. Search for **New Construction** and select **New Construction Commercial**.
 - Payment of Plan Review Fee. Reference Title 10, Chapter 13 of the City of Des Plaines Municipal Code for additional information. Code link: [Des Plaines City Code](#)
 - Digital version (PDF format) of all permit documents sealed and signed by a State of Illinois Licensed Design Professional and/or Design Firm. Additionally, Civil Engineering submittals require an Autocad (DWG) or Microstation (DGN) digital version in State Plane coordinates NAVD 88.
 - The following are typical permit documents required with the initial permit submittal, unless noted otherwise:
 - Soils Testing Report ▪ Civil ¹ ▪ Plat of Survey ▪ Site Photometric ▪ Landscape
 - Architectural ▪ Structural ▪ Mechanical³ ▪ Electrical³ ▪ Plumbing
 - Fire Protection² ▪ Fire Alarm² ▪ Specifications ▪ As-built Survey⁴ ▪ Spot Survey⁴
 - Special Inspection Reports⁴
1. May be submitted for review under separate cover, prior to building plans.
2. Deferred submittal.
3. COMcheck Compliance Certificates are required.
4. Required post permit issuance.
- The information above is intended to be general in nature. Additional information may be required to be submitted. For specific information affecting your project, contact the Building Division.