

Alterations Non-Residential

Need to submit

1. Alterations
 - a. Alterations include items that don't fall into one category, don't have an exact fit in existing permits and/ or are numerous minor projects built into one permit.
2. Procedure steps
 - a. Fill out application for permit.
 - b. Submit two sets of stamped drawings on what is being planned.
 - c. Approval will be given/ denied from the building department and applicant will be informed of decision.
 - d. A permit fee of \$150.00 (building alterations) must be paid.
 - e. Inspections needed. Applicant MUST make calls to set up all necessary inspections.

All alterations shall comply with the following standards and regulations.

1. All applicable codes
2. If adding new plumbing fixtures, you may be required to upgrade your water service line. Depending on number of fixtures already present and intended fixtures to be added, calculations may/ will need to be made to determine compliance with the State Plumbing Code.
3. All plumbing is required to be completed by a licensed plumber from a licensed company. License numbers must be submitted with application.
4. Fire and Life safety requirements must be addressed and made compliant.

Minimum requirements for drawings: if necessary

Floor plan

Indicate all existing and proposed walls;
Indicate intended room usage and floor coverings to be used;
Show furnace and hot water heater locations;
Show egress window with dimensions;
Electrical panel location size of service and any proposed upgrades;
Electrical plan including receptacles, lighting, switches, smoke alarms and any other electrical appliances;
Existing and proposed plumbing fixtures (include sump and sanitary ejector pits);
Supply and return vents (HVAC);

Handrail and stair specifications (risers, treads and headroom details) comply with IBC 2006 code;
Any other pertinent information, (fireplace, exit door, location of radon piping etc.)

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich II 60548
815-786-8802

Wall/ Cross Section

The size, materials and number of the top and bottom plates;
The size and spacing of wall studs;
Fire stop/ blocking materials and technique;
Wall and ceiling covering (drywall, drop ceiling, etc.)
The R-value, type and location of the required insulation;
The proposed ceiling height.

Plumbing Plan

Indicate the supply and waste vent diagram. Indicate materials to be used and size of the piping to be installed.