

Non-residential

Review Checklist

City of Sandwich

144 E. Railroad

Sandwich IL 60548

815-786-8802

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These are general guidelines /may not be a complete list

Address _____ Date _____

Submitted by _____

Submit 5 sets of architectural drawings	# submitted	_____
Submit 4 sets of civil drawings	# submitted	_____
Submit 3 sets of storm water report	# submitted	_____
Submit 2 sets of wetland delineation report	# submitted	_____
Submit 2 sets geo technical report	# submitted	_____
Submit 3 sets soil investigation report	# submitted	_____
Submit 4 sets comment response letter	# submitted	_____
Submit 3 sets com checks	# submitted	_____
Other _____	# submitted	_____
Other _____	# submitted	_____

Possible external reviews. Architectural, Civil engineer, Structural engineer, Fire department, State Fire Marshall, Health department. All external review costs are the responsibility of applicant.

Building Plans/ must be stamped by a design professional

- ___ Architectural plans / plumbing, electrical, HVAC, structural, foundation, insulation values, u-values, ventilation schedule, sq. footage, building type
- ___ Fire flow requirements and calculations shall be included on plans in accordance with ISO's "Guide for Determination of Needed Fire Flow." Submit fire flow rate/ International Fire code Appendix B
- ___ Water service use / plumbing fixture information
- ___ Fire alarm systems/ including sprinklers, alarms, and monitored system
- ___ Knox box installation on exterior of building
- ___ Grease interceptor/ sizing and type/ calculations and specifications
- ___ Oil separators/ sizing and type
- ___ Demolition/ separate permit may/will be required/ Ask for information packet
- ___ Suppression systems for stoves and HVAC ductwork
- ___ Fire walls
- ___ Comchecks/ Envelope/ Mechanical (HVAC and Hot water) / Exterior lighting / Interior lighting
- ___ Asbestos report by a licensed contractor

- ___ Stair designs, including railings
- ___ Applicable codes (list is available) Design Criteria, occupant load
- ___ Fencing/ separate permit may/will be required
- ___ Signage/ separate permit may/will be required

Site Plans /must be stamped by a design professional

- ___ Ada parking/ required number / slope 2% or less/required signage
- ___ # of required parking spots and parking plan with striping
- ___ Loading berth (s) striping/ signage
- ___ Sidewalk plans/ ADA requirements/ thickness/ slope/ route/detectable warnings
- ___ Grading plans
- ___ Site elevations
- ___ Storm water drainage
- ___ Erosion control/ Silt fencing/ location and description / SWPPP (IEPA permit required if site is greater than one acre)
- ___ Wetlands delineation/ Storm water analyses
- ___ IDOT permit approval/ Driveway permit
- ___ Construction entrance
- ___ Concrete washout area
- ___ Number of driveways/ under 35'
- ___ 24' wide access roads and turning radiuses for fire department
- ___ Fire department connection (5" Storz with 30-degree Idle hours bowling alley downward fitting)
- ___ Building Elevation/ proposed
- ___ Concrete washout location and description
- ___ Landscape and buffer plan
- ___ Lighting plans/ interior and exterior Photometric analysis
- ___ Irrigation plans (include requirements from health department)
- ___ Compliance to current zoning ordinances
- ___ Hydrant location (s)
- ___ Con Tech information and perpetual maintenance plan
- ___ Existing water supply / pipe size/location/ (reuse or termination?)
- ___ Proposed water supply/ location/ service pipe size/ meter size
- ___ Existing Sewer supply/ pipe size/location/ (reuse or termination?)
- ___ proposed sewer supply/ location/ service pipe size
- ___ (Existing) Sewer and water locations and disconnection information
 - Note on plans: City needs 48 hours for inspection notification.
 - The sanitary sewer and sanitary sewer service are to be sealed watertight to prevent any runoff from entering the sanitary sewer system during construction.
- ___ (New) Sewer and water locations and disconnection information
 - Note on plans: City needs 48 hours for inspection notification.
 - City shall be present to witness the service connections and disconnections to any public sanitary sewer.

- ___ Dirt and debris removal information
 Note on plans: Any dirt or debris which accumulates on the roadway pavement or in the right-of-way shall be removed immediately as directed by the city.
- ___ As built information notes/ see below

As built information/ Include these notes on plans (if applicable)

- ___ As-built record drawings shall indicate all underground piping. (Civil As-builts).
- ___ As-built record drawings shall confirm that the grading and drainage plan has been met
- ___ The drainage of the parking lot shall be verified.
- ___ A certification by the design engineer attesting to the fact the conformance of the as-built improvements to the design plans will be required.
- ___ As-built record drawings shall be submitted prior to the written request for the certificate of occupancy.
- ___ As-built details and elevations for the exterior accessible route from the accessible parking spaces to the accessible entrance shall be provided. The as-built details and elevations for the accessible parking spaces and the exterior accessible route shall indicate compliance with ADAAG/IAC requirements for signage, width, surface slopes, detectable warnings and changes in levels.
- ___ Verification of the design/impervious area to the constructed areas is required.
- ___ Verify actual building and pertinent site elevations
- ___ Final landscaping plan/ on site plan
- ___ Final exterior lighting plan/ on site plan
- ___ Final sign locations (detached from building) / on site plan
- ___ Site pavement marking and signage plan

General information

- ___ Any contractor working within the City’s right-of- way shall be required to submit to a completed excavation permit application along with the \$25 non-refundable fee, a \$1,000.00 refundable cash deposit, and a \$10,000.00 bond.
- ___ Any demolition permit or any disturbance of over three-square feet, (on any commercial building) needs to include a submittal of an asbestos report by a licensed contractor/company. This is an IEPA requirement. No Exceptions.
- ___ The building plans shall include the following note: Any dirt and debris which accumulates on the pavement or otherwise within the public right-of-way shall be removed immediately as directed by the City.”
- ___ The building plans shall include the following note: “As-built record drawings shall indicate all underground piping (water, sanitary, storm). As-built drawings shall confirm that the grading and drainage plan has been met. The site grading requirement of a 5% slope (IBC 2006 – Section 1803.3) around the building shall be verified. A certification by the design engineer attesting to the conformance of the as-built improvements (grading, detention storage, accessibility, etc.) to the design plans will be required. As-built record drawings shall be submitted prior to the

written request for the certificate of occupancy. The City's approval of the as-built record drawings will preclude the issuance of a certificate of occupancy.

___ The building plans shall include the following note: The City of Sandwich shall be notified immediately upon the discovery of a field tile or unmarked buried pipe and provided the opportunity to inspect the field tile or unmarked prior to backfilling.

___ Water system:

- a. The building plans shall include calculations for sizing the water service using the Illinois Plumbing Code. Include a tabular representation for the water supply fixture units and calculations for the minimum constant water service pressure provided on the discharge side of the meter.
- b. The building plans shall include all details for the backflow prevention components.

___ Sanitary System:

- a. The building plans shall include the following note: "The sanitary sewer and sanitary sewer service are to be sealed watertight to prevent and runoff from entering the sanitary sewer system during construction." Information within the building plans shall conform to the intent of this note.

___ Parking lot:

- a. The building plans shall include details for parking lot lighting that are in accordance with the Illuminating Engineering Society of North America's "Lighting for Parking Facilities," RP-20-98 The Table 1 values of RP-20-98 for the parking areas to the building shall clearly be indicated on the lighting plan along with the design criteria. The photometric details shall indicate that light does not spill over onto any adjacent residentially zoned property.
- b. The building plans shall include the following note: "As-built details for the exterior accessible route from the accessible parking space to the door shall be provided. The as-built details for the accessible route shall indicate compliance with ADA/IAC requirements for signage, width, running slopes, cross slopes, detectable warnings, and changes in level."
- c. The building plans shall include details for grounding of the exterior light poles per NEC Article 250.
- d. The building plans shall include all details necessary to comply with Sandwich Zoning Ordinance Section 98-69 (h) Screening and Landscaping. In particular, the required buffers adjacent to residential uses at the lot lines are to be detailed within the submittal.

___ The building plans shall included details showing that the fire department apparatus can access the building through the parking lot.

Below this line/ For office use only

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Other _____	J	# received _____	Date _____	Resubmit date _____
Other _____	K	# received _____	Date _____	Resubmit date _____
Other _____	L	# received _____	Date _____	Resubmit date _____

Fire department: _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

Engineering: _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

Architectural : _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

City Engineer: _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

Building Official: _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

Other: _____

Set# _____ What given (Use letter designations) _____

Date _____ Resubmitted date _____ Date review returned _____

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