

**VILLAGE OF NEW LENOX**  
**COMMERCIAL/INDUSTRIAL REMODELING PERMIT FORM**  
**PERMIT NO. \_\_\_\_\_**

**SITE INFORMATION**

ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

REAL ESTATE TAX #: \_\_\_\_\_ LOT # \_\_\_\_\_

SECTION: \_\_\_\_\_ BLOCK# \_\_\_\_\_

**BUILDING DATA**

BUILDING USE: \_\_\_\_\_ EST. VALUE: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO CONFORM TO ALL GOVERNING INFORMATION AND REGULATIONS SET FORTH BY THE VILLAGE BOARD OF NEW LENOX.

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_  
(PLEASE PRINT AND SIGN NAME) (BUSINESS NAME IF APPLICABLE)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE # \_\_\_\_\_

**CONTRACTOR LIST (NAME AND REGISTRATION #)**

ARCHITECT: \_\_\_\_\_

GENERAL: \_\_\_\_\_

FOUNDATION: \_\_\_\_\_

EXCAVATOR: \_\_\_\_\_

CARPENTER: \_\_\_\_\_

MASONRY: \_\_\_\_\_

PLUMBING: \_\_\_\_\_

ELECTRICAL: \_\_\_\_\_

ROOFING: \_\_\_\_\_

HVAC: \_\_\_\_\_

DRYWALL: \_\_\_\_\_

SEWER/WATER: \_\_\_\_\_

SIDING/SOFFIT/GUTTERS: \_\_\_\_\_

FLOOR COVERINGS: \_\_\_\_\_

PAINTING: \_\_\_\_\_

INSULATION: \_\_\_\_\_

WATERPROOFERS: \_\_\_\_\_

ACCOUSTICAL: \_\_\_\_\_

GLAZING: \_\_\_\_\_

PAVING: \_\_\_\_\_

LANDSCAPERS: \_\_\_\_\_

SPRINKLER SYSTEM: \_\_\_\_\_

OTHER: \_\_\_\_\_

**BUILDING CHECKLIST – COMMERCIAL – INDUSTRIAL**

**INSTRUCTIONS:** Each applicant is responsible for submitting all of the following applicable items. The applicant shall initial, on the lines of this form, by each applicable item. Drawings shall be of architectural or engineering quality with dimensions appropriately shown. **APPLICATION FOR A BUILDING PERMIT SHALL NOT BE COMPLETE UNTIL ALL DETAILS, ON THE CHECKLIST, HAVE BEEN SATISFIED.**

Applicant should initial each applicable submittal

- |       |  |
|-------|--|
| _____ | 1. Three sets of drawings  |
| _____ | 2. Site plan detail sheet (15 Copies)<br>(See ORD. #1248 for submittal requirements) |
| _____ | 3. Parking plan detail sheet   |
| _____ | 4. Foundation detail sheet   |
| _____ | 5. Floor plans   |
| _____ | 6. Wall construction detail sheet  |
| _____ | 7. Applicable seating capacity sheet   |
| _____ | 8. Floor construction detail sheet   |
| _____ | 9. Roof/ceiling construction detail sheet  |
| _____ | 10. Chimney/fireplace and chase detail   |
| _____ | 11. Mechanical detail sheet  |
| _____ | 12. Plumbing detail sheet  |
| _____ | 13. Electrical detail sheet  |
| _____ | 14. Accessibility detail sheet   |
| _____ | 15. Exterior sign detail sheet   |
| _____ | 16. Use group classification is _____.   |
| _____ | 17. Type of construction classification is _____.                                    |
| _____ | 18. Architectural seal   |
| _____ | 19. Drainage certificate, completed  |
| _____ | 20. Erosion control permit, completed  |
| _____ | 21. Open space fee receipts  |
| _____ | 22. Authorization for third party plan review service                                |
| _____ | 23. Landscape Plan (nonresidential only)   |
| _____ | 24. Permit for Construction trailer (when applicable)                                |
| _____ | 25. Energy Code Calculations   |

VILLAGE OF NEW LENOX - BUILDING DEPARTMENT  
1 VETERANS PARKWAY - NEW LENOX, IL 60451  
(815) 462-6490 Phone - (815) 462-6469 Fax

**COMMERCIAL, INDUSTRIAL & MULTI-FAMILY PROJECTS**

**PLAN REVIEW FEES**

I have submitted Building Plans for review to the Village of New Lenox Building Department. I am aware that as the applicant for the Building Permit that I am responsible for all costs incurred for the review of the building plans in accordance with the fee schedule.

I understand that the review fee shall be due and payable even though the building permit may not be issued for this particular project.

PROJECT NAME: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_