

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)
(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: _____