

**VILLAGE OF BLOOMINGDALE**  
**PRE-REVIEW CHECK LIST**

RE: \_\_\_\_\_

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

THIS CHECKLIST IS TO INFORM YOU OF:

\_\_\_\_\_ Documentation required for permit application.  
\_\_\_\_\_ Items checked have not been submitted, and we are returning your submittal for completion of these items.

FOR ADDITIONAL INFORMATION, CONTACT VILLAGE SERVICES, BUILDING AND ZONING DIVISION AT (630) 671-5660. WEBSITE: [www.villageofbloomington.org](http://www.villageofbloomington.org)

\_\_\_\_\_  
Building/Zoning Div.

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1. Completed Building Permit Application and Stormwater & Floodplain Management Certification (if applicable).
  2. Single Family Residential: four (4) sets of plans/specifications signed/sealed with statement from an Illinois Licensed Architect. (Include building area per floor and lot area square footage.)
  3. All other work (multi-family, commercial, etc.): eight (8) sets of plans/specifications signed/sealed with statement from an Illinois Licensed Architect. Six (6) sets for tenant build-outs. (Landlord approved plans, where applicable). Plan review fee due at time of submittal (see attached fee schedule)
  4. Provide one (1) copy of the approval from the DuPage County Health Department for restaurants, food service or sales establishments, etc. Please Note: Only Health Dept. approved plans will be reviewed.
  5. Please Note: Building Permit will not be released until life safety/mechanical (if applicable) plans are approved by Bloomington Fire Protection District. Fire alarm and fire sprinkler plan submittals for review and approval are to be submitted to the Bloomington Fire Protection District. (Phone Number: 630-894-9080)
  6. Completed plans include:
    - Footing plans.
    - Foundations plans.
    - Floor plans.
    - Electrical plans and panel schedule with calculated loads.
    - Plumbing plans and riser diagram isometric.
    - Heating and ductwork plans, equipment schedule with flue type/size.
    - Heat loss calculations, actual manual or computer printout.
    - Air conditioning calculations, actual manual or computer printout.
    - Light and ventilation schedule.
    - Heating contractor heating system Affidavit of Compliance.
    - Complete elevation drawings.
    - Section drawings.
    - Detail drawings.
    - Truss drawings/load calculations signed/sealed by an Illinois Licensed Structural Engineer.
- Note: Provide copy of RESCheck (2015 version) or COMCheck (2015 version) documentation ([www.energycodes.gov](http://www.energycodes.gov))

7. Photo copy of Illinois Plumbing Contractors License or Illinois approved Plumbers License and Certification of Insurance. (Provide photo copy of IEPA Certification if backflow prevention devices are being installed and/or tested). A letter of intent (that is notarized or has company seal) shall be included with permit applications for plumbing work per IL Public Act 094-0132.
8. Photo copy of Electricians License and Certificate of Insurance.
9. Photo copy of Illinois Roofers Certification and Certificate of Insurance.
10. Photo copy of HVAC Contractor(s) License and Certificate of Insurance.
11. Provide four (4) copies of the Plot Plan drawn to scale on the Plat of Survey signed and sealed by an Illinois Registered Surveyor showing the following information:
  - A. Required front building line and proposed distance from front property line to the proposed building.
  - B. Distance from each side property line to the proposed building.
  - C. Distance from the rear property line to the proposed building.
  - D. The top of foundation elevation of each existing structure adjacent to and including, the proposed structure or in case of a vacant lot(s), the elevation of the lot(s).
  - E. The elevations, at the center line, of the street(s) fronting the lot.
12. Provide as a separate submittal for approval from the Village Engineer seven (7) copies of the site/landscape plan drawn to scale, showing all landscape material with legend and plant material list and also indicating all parking spaces. (Single family detached structures are exempt from this requirement.)
13. Provide as a separate submittal for approval from the Village Engineer seven (7) sets of Engineering sheets, details and specifications, specifically dedicated to all site engineering including drainage/storm, sanitary, water, lighting photometric plans and light fixture specifications (catalog cut sheet), paving, sidewalks, site geometrics, etc. Said drawings to be sealed by an Illinois Registered Professional Engineer. Single family detached structures may be exempt from this requirement.
14. Provide two (2) copies of the approved septic system plan and/or well for unimproved property from the DuPage County Health Department.
15. Copy of Receipt for Impact Fee Payment or Agreement from DuPage County Division of Transportation (where applicable).
16. Sewer Use Application (\$50.00 fee for commercial/industrial use).
17. Provide a bond in the amount of ten thousand dollars (\$10,000.00) executed by a Surety Company authorized to transact business in the State of Illinois as surety on the bond with the applicant as principal and the Village of Bloomingdale as obligee on the bond and the project address typed on the bond. The bond shall remain in effect for one (1) year after the issuance of Final Certificate of Occupancy.
18. Copie(s) of Receipt(s) for School District(s) and Park District fees. (for residential use) when applicable.

19. If the purchase order and/or use of professional or technical services are required by the Village of Bloomingdale to perform, complete or resolve Permit Processing, Inspections or Plan Review activity, the permit applicant shall reimburse the Village of Bloomingdale for one hundred and ten percent (110%) of the costs of such services.

**Important – Permits are valid for 12 months, if construction has commenced and 6 months, if work has not been started. You may be subject to additional permit fees after expiration date to extend a permit per Ordinance 2009-42. (Copy of ordinance available upon request)**

**CALL JULIE 811 (or 1-800-892-0123) ...48 HOURS BEFORE YOU DIG**

# VILLAGE OF BLOOMINGDALE



Franco A. Coladipietro  
Village President

Jane E. Michelotti  
Village Clerk

## **BUILDING CODES**

**INTERNATIONAL BUILDING CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL RESIDENTIAL CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL MECHANICAL CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**NFPA (NATIONAL FIRE PROTECTION ASSOC) NATIONAL ELECTRIC CODE (2014 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**STATE OF ILLINOIS PLUMBING CODE (2014 EDITION);** as adopted by Village of Bloomingdale Ordinance No. 2014-49.

**STATE OF ILLINOIS ENERGY CONSERVATION CODE (2015 EDITION** of the International Energy Conservation Code as amended and adopted by the State of Illinois Energy Conservation Code 71 Illinois ADM Code 600); as adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL FUEL GAS CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL PROPERTY MAINTENANCE CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL FIRE CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**INTERNATIONAL SWIMMING POOL AND SPA CODE (2015 EDITION);** as amended and adopted by Village of Bloomingdale Ordinance No. 2016-13.

**ILLINOIS ACCESSIBILITY CODE DATED 4/24/97**

**FEDERAL REGULATIONS – ADA (AMERICANS WITH DISABILITIES ACT)**

**BUILDING & ZONING DIVISION PLAN REVIEW &  
INSPECTION PERMIT SCHEDULE OF FEES**

<b>PERMIT/FEE CLASSIFICATION</b>	<b>FEE BASIS</b>	<b>BASE FEE</b>
<u>Plan Review</u>	Residential <u>Base Fee</u> Plus .10 per square foot	\$50.00*
	Multi-Family Residential <u>Base Fee</u> , First unit of each building Each additional unit of each building Plus .10 per square foot per building	\$50.00*
	Commercial <u>Base Fee</u> Plus .004 x construction cost from \$1.00 to \$1,000,000.00. Plus .0005 x construction cost from \$1,000,000.00 and over.	\$150.00*
	Expedited Plan Review Fees	150% of cost of plan review per fee schedule
<u>Building</u>	Residential/ Commercial <u>Base Fee</u> - First \$1,000.00 of construction cost or fraction thereof. Plus \$8.00 for every \$1,000.00 or fraction thereof after the first \$1,000.00 for the first 100,000 sq. ft. of construction, thereafter, \$4.00 per \$1,000.00 or fraction thereof. Includes all miscellaneous residential work	\$50.00*
	<u>Electrical</u>	Electrical
		100 Ampere Service, <u>Three Phase</u> Each add'l 100 amperes in size \$50.00 15.00
		Alteration of existing Service \$50.00
	Circuit Fees	1 - Pole 15A./20A. Circuit 2 - Pole Circuit 3 - Pole Circuit \$3.00 4.00 5.00
	Motor Fees -	Per Horsepower \$1.00
	Transformer Fees -	Per KVA 1.00
	Outdoor Lighting Standard Fee -	Per Fixture 10.00
	All work not covered in the Fee Schedule shall be Per required inspection	\$50.00
<u>Mechanical/HVAC</u>	Residential/ Commercial <u>Base Fee</u> Plus \$10.00 Per 1,000 square feet of floor area or portion thereof	\$50.00*
<u>Fire Protection System</u>	Residential/ Commercial <u>Base Fee</u> Plus \$2.00 Per 1,000 square feet of floor area or portion thereof	\$50.00*

\*SEE ADDITIONAL APPLICABLE FEES

**BUILDING & ZONING DIVISION PLAN REVIEW &  
INSPECTION PERMIT SCHEDULE OF FEES**

<b>PERMIT/FEE CLASSIFICATION</b>	<b>FEE BASIS</b>	<b>BASE FEE</b>	
<b>Plumbing</b>	<u>Plan Review</u> Residential	<u>Base Fee</u> Plus \$10.00 for each fixture or rough opening	\$50.00*
	Commercial	<u>Base Fee</u> Plus \$10.00 for each fixture or rough opening	\$75.00*
	<u>Inspection</u> Residential	<u>Base Fee</u> Plus \$10.00 for each fixture or rough opening	\$50.00*
	Commercial	<u>Base Fee</u> Plus \$10.00 for each fixture or rough opening	\$75.00*
<b>Final Inspection/ Certificate of Occupancy</b>	All work not covered in the Fee Schedule, reinspections or extra inspections shall be charged per required inspection Residential water heater inspections		\$50.00
	Residential	Final Inspection/Occupancy New Construction/Remodeling	\$75.00
	Commercial	Final Inspection/Occupancy	\$75.00
	Residential/ Commercial	Temporary Occupancy - ALL USES	\$75.00
<b>Elevator Escalator Dumbwaiter Manlift/Handicap Lift/Moving Walk Semi-Annual/ Annual Inspections</b>	Residential/ Commercial	Per Unit	\$200.00
	Semi-Annual	Inspection Fee Per Unit for Elevators, Escalators, Manlifts and Moving Walks	\$75.00
	Annual	Inspection Fee Per Unit for Handicap Lifts Reinspection Fees	\$75.00 \$100.00
<b>Flammable Liquid Storage Tanks and Flammable Liquid Dispensing Devices</b>	Storage Tanks	<u>Base Fee</u> Plus \$10.00 for each 2,000 gallons or portion thereof storage capacity	\$50.00*
	Dispensing Devices	<u>Base Fee</u> Plus \$5.00 for each hose	\$50.00*

\* SEE ADDITIONAL APPLICABLE FEES

**BUILDING & ZONING DIVISION PLAN REVIEW &  
INSPECTION PERMIT SCHEDULE OF FEES**

<b>PERMIT/FEE CLASSIFICATION</b>		<b>FEE BASIS</b>	<b>BASE FEE</b>
<u>Miscellaneous</u>	Demolition	<u>Base Fee</u> Plus \$5.00 Per 1,000 square feet	<b>\$100.00*</b>
	Construction Trailer	<u>Base Fee</u>	<b>\$50.00</b>

\*SEE ADDITIONAL APPLICABLE FEES

## SCHEDULE OF FEES - ENGINEERING PROVISIONS

Stormwater Certification Application		\$75
General Certification Application		\$50
Letter of Permission		\$25
Ditch Fill Review	\$25.00	per site
Plan Review for Connection to storm sewer	\$10	per connection
Engineering Plan Review fee		
Single Family	\$350.00	per site
Multi-Family	\$200.00	per unit
commercial	\$350.00	per acre
Stormwater Management Review Site Runoff Conveyance, Storage Floodplain, Wetland or Buffers	\$650 per ac-ft, \$250 min  direct costs + 10%	
Underground Utility Service permit		
Water Connection	\$50.00	ea
Sewer Connection	\$50.00	ea
Soil Erosion and Sediment Control	\$50.00	per site
if part of GC	\$25.00	per site
Best Management Practice for Water Quality	\$250.00	per site
if part of GC	\$25.00	per site
Plan and Specification Review Fee	\$100 + 1%	
Ditch Fill Inspection	\$25.00	per site
Inspection for Connection to storm sewer	\$40.00	per connection
Landscape Inspection	\$100 + 1.5%	
Public Improvement Inspection fee	\$150 + 1.5 %	



**VILLAGE OF BLOOMINGDALE**

APPLICATION NUMBER \_\_\_\_\_

**STORMWATER AND FLOODPLAIN MANAGEMENT ORDINANCE CERTIFICATION**

<b>APPLICANT</b>	APPLICATION DATE _____	
	PROPERTY ADDRESS _____	
	PERMANENT PARCEL NUMBER _____	
	<p><b>OWNER AND APPLICANT STATEMENT</b> – Under penalty of intentional misrepresentation and/or perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the applicable ordinances. I realize that the information that I have affirmed hereon forms a basis for the issuance of the stormwater management permit(s) herein applied for and approval of plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of any applicable ordinance or to excuse the owner or his successors in title from complying therewith. All parts of the permit submittal may be made available for inspection and copying pursuant to applicable sections of the Stormwater and Floodplain Management Ordinance.</p>	
	APPLICANT NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ TELEPHONE _____ E-MAIL _____ SIGNATURE _____	<input type="checkbox"/> CHECK IF OWNER INFORMATION SAME AS APPLICANT OWNER NAME _____ ADDRESS _____ CITY, STATE, ZIP _____ TELEPHONE _____ E-MAIL _____ SIGNATURE _____
DEVELOPMENT NARRATIVE _____ PLANS _____ AREA OF DEVELOPMENT _____ NET NEW IMPERVIOUS AREA _____		

<b>VILLAGE</b>	BY VILLAGE: APPROVAL DATE _____	
	<input type="checkbox"/> STORMWATER CERTIFICATION <input type="checkbox"/> GENERAL CERTIFICATION <input type="checkbox"/> LETTER OF PERMISSION	
	PERFORMANCE SECURITY AND EASEMENTS _____	
	SOIL EROSION AND SEDIMENT CONTROL REQUIREMENTS _____	
	PCBMP _____ VCBMP _____	
	SITE RUNOFF CONVEYANCE, STORAGE AND FIELD TILES _____	
FLOODPLAIN MANAGEMENT _____		
WETLANDS _____ BUFFERS _____ FEE IN LIEU PROGRAMS _____		
REVIEWER _____ CERTIFICATION APPROVAL _____		
DATE _____ DATE _____		
FEES _____ EXPIRATION DATE _____		
AUTHORIZATION TO CONSTRUCT _____ DATE _____		