

VILLAGE OF ELBURN

Submittal Requirements for a Commercial Permit

Submittals Required:

- ✓ Application for Permit
- ✓ Application for Water/Sewer Connection
- ✓ Letter of Intent for Plumbing Inspection
- ✓ Paid Receipt from KDOT for Transportation Impact Fee
- ✓ Copy of the Kane County Stormwater Permit (NPDES Permit)
- ✓ Energy Efficiency Report
- ✓ Occupancy Load Information
- ✓ Establish \$5,000 Escrow
- ✓ Elburn & Countryside Fire District Approval (to be done concurrently with Village Permit Process)
- ✓ Kane/Dupage Soil and Water Conservation District Approval
- ✓ **2** Sets of Sealed Soil Evaluation Reports
- ✓ **6** Sets of Sealed Architectural Drawings
- ✓ **6** Sets of Sealed Civil Drawings
- ✓ **4** Sets of Photometric Drawings
- ✓ **4** Sets of Landscape Drawings
- ✓ **4** Sets of Sprinkler Shop Drawings
- ✓ **4** Sets of Alarm Plans
- ✓ **2** Specification Books (including cut sheets)
- ✓ **2** Sets of Structural Calculations

Contact Information:

Alan Isberg, Elburn & Countryside Fire Protection District, Fire Marshall	630-262-9911
Bob Britz, Village Attorney, OTBK&C, Ltd.	630-365-6441
Bob Edwards, Public Works Department	630-365-5064
Erin Willrett, Community Development Director	630-365-5060
Jim Stran, Building Commissioner	630-365-5061
Joseph Durczak, Kane County Health Department	847-608-2850
Kelsey Musich, Kane-DuPage Soil & Water Conservation District	630-584-7961 x3
Mary Philips, KDOT, Impact Fee Program Admin.	630-845-3799
Pete Iosue, Village Planner, Teska & Associates	815-436-9485
Shelley Weinlein, Elburn Chamber of Commerce	630-365-2295
William Gain, Village Engineer, Rempe-Sharpe	630-232-0827 x11