

# City of St. Charles

## New Commercial or New Industrial Building



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630/377-4406 (Office)  
<http://www.stcharlesil.gov>  
[permits@stcharlesil.gov](mailto:permits@stcharlesil.gov)

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday through Friday (8 AM to 4:30 PM) at (630) 377.4406**

**A building permit is required prior to any construction of a new industrial or commercial building.  
The following are guidelines and requirements for obtaining a building permit.**

- A filing fee of \$375.00 payable by Cash, Check, to the of St. Charles or Credit Card (In our office only) is to be paid at time of submission of application and plans. Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained. Additional fees for utility connections, if required, such as electric, water, sewer connections or water meters are to be paid at the time the permit is approved.
  - A Building Permit Application must be completely filled out and signed.
  - An Electric Service Application form must be completely filled out and signed.
  - Ten (10)** copies of the Plat of Survey is to be sealed by a licensed Illinois surveyor. Each plat is to have the building or addition drawn to scale with all setbacks indicated including dedications/general provision and all easement.
  - Ten (10)** copies of Architectural stamped plans complete with all civil, landscaping, mechanical, plumbing, and electrical plans.
  - One (1)** Electronic PDF document file.
  - Two (2)** Com-Check energy conservation reports.
  - See the attached form for contractor requirements.**
  - A storm water management permit with plans including a brief narrative and all supporting calculations and data is necessary if disturbing more than 5,000 SQFT of land.
  - IEPA Permit (sanitary and/or water) may be required for the project.
  - If the business is food related, provide documentation plans have been approved by the Kane County Health Department. This is required before building permit will be issued.
  - Fire Department requires Fire sprinkler and fire alarm permits, these can be deferred submittals.
- \*Temporary certificate of occupancies. \$170.00 is due prior to issuance of a temporary certificate of occupancy for all industrial, commercial, business and other non-residential final inspections.**

### Transportation Impact Fee:

Kane County collects a Transportation Impact Fee. This fee is not collected by the City of St. Charles and is not included in any permit fees calculated by the City.  
Information regarding the Impact Fee can be found here: <http://kdot.countyofkane.org/>

### Building Codes

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 International Building Code w/amendments

- ❑ 2021 International Mechanical Code w/amendments
- ❑ 2020 National Electrical Code w/amendments
- ❑ 2021 International Fuel and Gas Code w/amendments
- ❑ 2014 IL State Plumbing Code
- ❑ 2021 International Fire Codes w/amendments
- ❑ 2021 International Energy Conservation Code
- ❑ IL Accessibility Codes
- ❑ NFPA Life Safety Code

### **General Comments**

1. Site must have street address posted and visible from a public street at all times.
2. The plan review and stamped copy of the plans are to be on the job site at all times
3. It is the responsibility of the general contractor to provide all sub-contractors with copies of all review comments and the required inspections, which are needed.
4. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the space. Where an external main disconnect is not "readily accessible", an additional main disconnect must be installed inside building.
5. Utility conduit to be no less than five (5") inches per City's specification.
6. One (1)-line riser diagram of electric service to be posted by main switchgear inside building.
7. Conductors entering the transformer shall be below the manufacturers mark line on the inside front panel of transformer. If the manufacturers mark has been removed, the conductors are to be below coils of transformer.
8. Provide a by-pass with locking valve around all water meters larger than one (1") inch. By pass to be same size as domestic water service, but in no case less than one (1") inch.
9. A reduced pressure backflow preventer (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 2014 Edition shall be installed between the potable water supply and the fire sprinkler system.
10. Any lawn sprinkler system connected to the municipal water supply shall be equipped with a RP-BFP listed and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A39 of the Illinois State Plumbing Code 2014 Edition installed on the service side of the water meter serving the lawn sprinkler system.
11. A (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 2014 Edition shall be installed in the potable water supply inside the building as close to the entrance of the potable water service as possible and shall be placed so that it is readily accessible for inspection, testing and maintenance and/or replacement.
12. All mechanical equipment, such as HVAC units, refrigeration units, and pool equipment located on the roof of any structure in any zoning district shall be screened from view from public streets and adjoining residential dwellings by its location on the roof (away from the parapet), by an architectural element of the building (e.g. a parapet), by a screening wall that is compatible with materials of the building, or a combination thereof.
13. An occupancy certificate shall not be issued until all items listed on the Building & Code Enforcement Division, Fire Department, and Development Engineering Division plan review sheets have been addressed and approved by the various departments involved.

**Call (630) 377-4406 to schedule inspections at least 24-48 hours before needed and required inspections will be listed on the permit conditions.**

**Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities.**



## **AS-BUILT SURVEY AND CERTIFICATE OF OCCUPANCY**

At the time of scheduling the final inspection, the developer/builder must submit an As-Built Survey. Two (2) copies of the As-Built Survey must be submitted no less than five (5) working days prior to the final inspection. Development Engineering will review this survey.

If an As-Built Survey has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

**NOTE:** All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer/builder will receive a verbal approval, or a written notice of non-conformance from Development Engineering. This notice will detail items to be corrected prior to approval.

### **Temporary Occupancy**

A conditional or temporary occupancy may be permitted if the following conditions are met:

- The site/building has been inspected and the Inspector or Building Official has determined that the building may be occupied safely without endangering life or public welfare.
- **ROUGH GRADING** must be in place and only minor issues, as determined by the Inspector, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)
- A cash deposit is provided for each lot where grading or other site improvements cannot be completed or verified.
  - Single Family Dwelling Units: \$5,000 or the cost of the remaining grading work or site improvements.
  - Multi-family Dwelling Units and Commercial structures: \$50,000, or as determined by the Building Official or Development Engineer, based upon the cost of remaining grading work or site improvements.

Temporary Occupancies shall have a strict completion date as established by the Building Official at the time of occupancy.

The City shall return the guarantee for the full amount (no interest) after completion of the lot grading or improvements, submittal of a final As-Built Survey, and acceptance by the Development Engineer.

In the event that the final grading and site improvements are not completed prior to the expiration of the Temporary Occupancy, the cash deposit may be utilized to complete the remaining grading and site improvements.



## **AS-BUILT SURVEY CHECKLIST**

An As-Built Survey is a topographical survey of the construction site, as finally graded, prepared, and certified by a professional land surveyor or a registered professional engineer, and shall be submitted to demonstrate compliance with approved plans, and that adequate provisions for drainage have been constructed.

The intent of the as-built grading requirement is to obtain a record document of a site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities:

1. Building numbers and street name. If multi-family please include all addresses to the building unit (multi-family lot inspections will be done as one lot only).
2. Lot lines with dimensions drawn to scale no smaller than 1" = 20'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include all top of foundation elevations on a stepped foundation. Identify the lowest opening elevation.
4. Spot elevations at all property corners, side lot lines (25' min. spacing), break-points, drainage swales and building corners.
5. One-foot contours throughout the property (depict landscape berms or swales).
6. Rim and invert elevations at utility structures.
7. Top-of-curb and centerline pavement elevations along property frontage.
8. Calculated maximum driveway slopes.
9. Clearly defined site benchmark.
10. Topographic features including structures, all window well locations, and permanent water surface levels.
11. Depict drainage patterns and emergency overflow routes with arrows.
12. Signature and seal of an Illinois registered land surveyor

**Deviation from Approved Plans:** If there are deviations from approved plans, the site shall be revised to comply with the approved plans, and the survey shall be updated and resubmitted. Alternately, the Development Engineer may approve revisions to the approved plans, subject to the builder or developer having a Licensed Professional Engineer render an opinion and certify the as-built is in compliance with all applicable code requirements.

**City of St. Charles**  
**Municipal Electric Office**  
 Two East Main Street – St. Charles IL 60174  
 630-377-4407



**Electric Service Application – New Service/Upgrade**  
 (Each individual service will require a complete and separate application)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Original Signature: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Date: \_\_\_\_\_ Requested Service Date: \_\_\_\_\_

Note: This application will be null and void if work is not completed within 6 months from said application date.

Existing Building	Other	New Building	Service Voltage Requested
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
	<input type="checkbox"/> Solar Wind-Generator	<input type="checkbox"/> Other	Proposed Generator kW _____

**Service Panel:**

Present Rating (amps) \_\_\_\_\_ Proposed Rating (amps) \_\_\_\_\_ Proposed Connected KW: \_\_\_\_\_

Present Peak KW (Demand) \_\_\_\_\_ Estimated Peak KW (Demand) \_\_\_\_\_ Proposed Interconnected Kw AC \_\_\_\_\_

**SERVICE ADDRESS**  
 (A complete and accurate service address is required before service may be installed)

**Street Address:** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Real Estate Permanent Tax # \_\_\_\_\_

Legal Description (attach sheet if necessary): \_\_\_\_\_

Record Titleholder of property: \_\_\_\_\_

If property is held in trust, identify beneficial owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

**CUSTOMER BILLING INFORMATION**  
 (This information will be used for utility billing purposes)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized representative or agent: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>BUILDING DIVISION OFFICE USE</b>	
Application Accepted By: _____	Date Application Received: _____
Date Payment Received: _____	Method of Payment: _____
Building Permit No.: _____	

<b>ELECTRIC DEPARTMENT CHARGES</b>			
Charges Calculated by: _____		Date: _____	
<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
<b>Total Amount of Charges:</b>		_____	_____

<b>Electric Project No.:</b> _____
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**Two East Main Street  
St. Charles, IL 60174  
630.377.4400**

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

### **GENERAL CONTRACTORS**

**All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:**

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

### **Work in City Right of Way/Public Property**

- Commercial general liability insurance with limits not less than:
  - \$1,000,000.00 for property damage resulting from any one incident.
  - \$2,000,000.00 general aggregate.
  - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

### **PLUMBING CONTRACTORS**

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

### **ELECTRICAL CONTRACTORS**

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

### **BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS**

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

### **ROOFING CONTRACTORS**

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

**WATER & SEWER CONTRACTORS**

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

**EXCAVATOR**

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

**HVAC**

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors



**CITY OF ST CHARLES**  
**Application for Building Permit for New Commercial or Industrial Building**  
**DEPARTMENT: Building & Code Enforcement Division**  
**Phone: (630)377-4406**



Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ Permit \_\_\_\_\_

**PLEASE PRINT ALL INFORMATION**

I, \_\_\_\_\_, do hereby apply for a permit for the following described work located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot No. \_\_\_\_\_

Square feet of building: \_\_\_\_\_ No & Size of electric meter \_\_\_\_\_ No & Size of water meters: \_\_\_\_\_

Name of business at this location: \_\_\_\_\_

**All items on the Checklist for New Commercial and Industrial Buildings are to be submitted together to be considered a complete submittal. Applications missing submittal items will not be accepted.**

- Is your property located in the Historic Preservation District? (Yes – No) If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- An Electric Service Application form must be completely filled out and signed.
- Ten-10** copies of the Plat of Survey is to be sealed by a licensed Illinois surveyor. Each plat is to have the building or addition drawn to scale with all setbacks indicated including dedications/general provision and all easement.
- Ten-10** copies of Architectural stamped plans complete with all civil, landscaping, mechanical, plumbing, and electrical plans.
- One-1** Electronic PDF document file.
- Two-2** ComCheck energy conservation reports.
- See the attached form for contractor requirements.**
- A storm water management permit with plans including a brief narrative and all supporting calculations and data is necessary if disturbing more than **5,000 SQFT** of land.
- IEPA Permit (sanitary and/or water) may be required for the project.
- If the business is food related, provide documentation plans have been approved by the Kane County Health Department. This is required before building permit will be issued.
- Fire Department requires Fire sprinkler and fire alarm permits, these can be deferred submittals.
- Submittal Fee is **\$375.00**, Submittal fee is due at time of submittal. **PAYABLE BY CASH, CHECK, TO THE CITY OF ST. CHARLES OR CREDIT CARD (IN OUR OFFICE ONLY).**

- **Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

**New Commercial/Industrial Construction  
Application - Page 2**

**Owner of the Property:**

Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**General Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Plumbing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Concrete Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Sewer and Water Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Applicant:**

Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Electrical Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Roofing Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**HVAC Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor: \_\_\_\_\_**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_  
Email: \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

**PRINT NAME:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**Building Division Approval:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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