



BUILDING DEPARTMENT  
PHONE: (847) 395-1000  
FAX: (847) 395-1920  
Hours: 8:00 a.m. – 4:30 p.m.

**REMODEL/BUILDOUT  
COMMERCIAL**

**USE REQUIREMENTS**

- Contact the Village of Antioch Planning & Zoning Department to verify requested use is allowed.
- Contact the Village of Antioch's Deputy Clerk regarding business licensing requirements and availability.
- Letter from property owner (if applicable) authorizing proposed remodel.
- Must schedule an on site inspection BEFORE any work begins.

**PERMIT REQUIREMENTS**

- Four sets of plans with Illinois architectural seal.
- List of Subcontractors with phone numbers and addresses.
  - Electrician's License.
  - Liability Insurance with a minimum of one million dollar coverage.
    - No copies or facsimiles will be accepted.
  - Excavator must provide a \$10,000 Surety Bond in original form.
    - No copies or facsimiles will be accepted.
  - State Plumbing License and State Plumbing Bond.
  - Irrigation Company's State License.
    - Irrigation Company must provide a \$10,000 Surety Bond in original form.
    - No copies or facsimiles will be accepted.
    - A letter accepting responsibility for any equipment installed in the parkway shall accompany the permit.
    - If RPZ is used for backflow; provide a copy of the CCCDI license.
  - Roofer License.
- Completed Application.
  - **The Use Group and Construction Type must be provided.**
  - Square Footage.
  - Number of Stories.
  - Permanent Property Index Number (PIN).
  - Recent (max. 2 years old) Certified Plat of Survey.

## **REMODEL/BUILDOUT COMMERCIAL**

**NOTE:** If external modifications and/or site expansion is proposed; provide external architectural elevations with material callouts, external lighting fixture details, (height and wattage for pole and wall lights), any fence or signage proposed, any trash enclosures with door and wall material call outs, and the inclusion of any rooftop or wall-mounted electrical/mechanical fixtures that are visible.

In some instances landscaping or tree mitigation is required as part of the development. Provide landscape plan, even if the preliminary plans submitted as part of the preliminary development, PUD, or preliminary plat as a demonstration of compliance with applicable village codes/ordinances.

### **INSPECTIONS REQUIRED**

1. Sewer/Water
2. Backfill
3. Underground Plumbing
4. Slab (Visqueen/reinforcement if necessary).
5. Electrical Service
6. Under Slab Electrical (if applicable – before pour or underground wire).
7. Rough Framing/Mechanicals/Electric/Plumbing
8. Insulation
9. Drywall (Prior to taping).
10. Alarm (if applicable – completed 48 hours prior to final inspection).
11. Sprinkler System
  - a. Pressure Test/Leak Test
  - b. Trip Test with Fire Alarm (Inspectors Test).
  - c. 2” Main Drain Test
  - d. Fire Pump Test
12. Hood & Duct Systems
  - a. Air Simulation Test
  - b. Trip Test with Fire Alarm
13. Final

### **SITE INSPECTIONS**

- ⇒ Landscaping, including tree replacement where required