

City of Crystal Lake

Community Development Department

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COMMERCIAL PERMIT DRAWING REQUIREMENTS FOR INTERIOR ALTERATIONS

Submit six sets of plans. Sets shall include, but not be limited to:

Coversheet:

- List all current applicable City adopted [Building Codes](#)
- Construction Type of the existing/original building shell
- Proposed Occupancy Classification group(s)
- Mixed Occupancy Groups: Indicate separated, nonseparated, or unlimited area.
- Fire-Rated Separations including tenant walls, corridor walls, partition walls, etc.
- Indicate Fire protection (Fire sprinkler and / or Fire Alarm)
- Occupant Loads

Key Plan:

- Location of tenant space in relation to building
- Name of businesses (occupancies) of adjacent tenant spaces
- Path of egress accessible to a public way

Existing / Demolition Plan:

- Existing walls and walls/equipment to be removed or relocated
- Location, and rating of, any fire-rated walls/ceiling/floors
- Location of HVAC equipment, plumbing fixtures, water heater, water meter, RPZ, and electrical panels.

Floor plan:

- Wall layout with wall type marker
- Room, window, and doorway dimensions
- All rooms labeled as to use
- Plumbing fixtures and kitchen equipment layout (if applicable)
- Common path of egress travel distance
- Exit travel distance (from the most remote point to an exit)

Reflected Ceiling Plan:

- Location of exit signs
- Location of emergency lights
- Ceiling grid layout and location of ceiling lights
- Light Fixture Schedule: type of fixtures, number of fixtures, number of lamps per fixture, and number of watts per lamp

Schedules / Details:

- Interior sections / details of unique situations
- Interior elevations
- Door schedule
- Room finish schedule
- Wall type legend (description of wall construction)

Furniture / Equipment Plan:

- Shelving layout
- Aisle widths
- Reception desk, counters, tables, chairs, etc.

Mechanical, Electrical, and Plumbing Plans:

- Duct layout, supply / return diffusers and CFM of each, exhaust fans and CFM of each
- Indicate if there is a plenum ceiling
- Fire damper and smoke damper locations
- Fresh air intake and CFM
- Ventilation schedule, including the minimum required outdoor air for each space
- Mechanical equipment schedule (furnaces, exhaust fans, etc.)
- Combustion air (if confined space)
- Required access and working clearances
- Plumbing isometric fixture and vent diagrams
- Plumbing supply and waste plans
- Electrical power plan
- Electrical riser diagram
- Electrical panel schedule

Demonstrate Energy Code Compliance:

- Each cooling system shall include either an air or water economizer complying with the requirements of the International Energy Code.
- Economizers shall be capable of operating at 100 percent outside air and shall be capable of reducing the outdoor air supply to the minimum required by the International Mechanical Code.
- A minimum 7-day programmable thermostat with a maximum 2-hour manual override or occupancy sensor.
- Provide lighting controls that will allow the lighting levels to be reduced by 50 percent in a reasonably uniform pattern. The following are acceptable light reduction controls: dimmer switch, occupancy sensor, dual switching of alternate rows of fixtures, dual switching of alternate lamps in fixtures.

Demonstrate Accessibility Code Compliance:

- Accessible route from parking lot to the building entrance
- All exits required to be accessible to a public way or provide an area of refuge
- Accessible Route throughout all interior spaces and elements being altered
- Vertical access (stairs, ramps, elevators)
- Door maneuvering space (both sides of door)
- Approved door hardware (i.e. lever handle, u-shaped pull, push paddle, panic hardware).
- Hi/Low drinking fountains or bottled water
- Restroom facilities (i.e. grab bars, sinks, mirrors, toilets, equipment controls, 5 foot turning space)
- Accessible male and female signage
- Reception/service counter: minimum 36 inches wide section at maximum 34 inches above the floor
- Breakroom sinks rim height maximum 34 inches, sink maximum 6 inches deep, levered handles
- Accessible entrance and exit of employee work areas

Technical Submittal for Fire Sprinkler System:

The professional Engineering Practice Act (225 ILCS 325/3) requires a technical submission prepared by an Illinois licensed design professional prior to issuance of a building permit. Technical submittal should include the following:

- Identify the scope of work.
- Identify the applicable codes and standards.
- Identify the occupancy type and hazard classification.
- Water based systems should include:
 - Type of system and components.
 - Classification of hazard and commodities.
 - Establish the density/flow and design area.
 - Preliminary system layout and hydraulic calculations.

Note:

- Plans may need to be signed and sealed by an appropriate Illinois licensed design professional: Architect, Structural Engineer, or Professional Engineer. To be determined based on the unique aspects of each project.
- Drawings shall be at an appropriate scale (i.e.: ¼ inch = 1 foot- 0 inches) and of sufficient clarity to indicate the location, nature and extent of the proposed work.
- Unique conditions may require additional plans and detailed information for a code compliance review.

Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or building@crystallake.org.