



Submission Checklist for New Homes

Before Permit is Issued:

1. Building Permit
2. \$200 deposit for plan review
3. Architectural Plans (4 copies)
4. Zoning Checklist
5. Civil Engineering Plans (4 copies)
6. Tree Removal Permit (if applicable)
7. HVAC Calculations (2 copies each of Manuals J & S)
8. Contractor Registrations
9. Construction Debris Recycling Plan
10. North Shore Water Reclamation District Permit (for sewer connection)

If Permit Includes Demolition of Existing Home

1. Demolition Site Management Plan (can be combined with civil engineering plans, see Section 9-1-18D for requirements)
2. ComEd disconnect letter
3. North Shore Gas disconnect letter
4. Asbestos Inspection Report

After Foundation is Poured

1. Spot Survey

45 Days before Rough Inspections

1. Fire Sprinkler Drawings

Before Occupancy

1. Engineering as-built (grades and locations of sanitary sewer, storm sewer, and water service, see complete list in Section 9-1-26(A)18)
2. Construction Debris Recycling Verification
3. Blower Door Test

Note to architects: Please make sure your plans comply with the wall bracing requirements of the 2015 IRC, Section R602.10