

New Construction
Commercial & Industrial Checklist

Required for Application Submittal:

- ___ Permit Application completely filled out
- ___ Complete list of Contractors and all subcontractors
- ___ Estimated cost of the project
- ___ Certification Statement signed by Architect **and** General Contractor
- ___ Site plans with parking, landscaping and lighting details
- ___ 4 complete sets of architectural drawings (structural, mechanical, electrical, plumbing, HVAC, accessibility and fire protection systems) stamped by a Illinois licensed Architect/Engineer
- ___ Energy Code Compliance Reports (ComCheck)
 - 1 set to City of Sterling 212 Third Avenue Sterling IL, 61081
 - 3 sets to Kelly Reynolds 616 Executive Drive Willowbrook, IL 60527-5610

*In addition the complete set must also include for review

1. Site plan
 2. Landscaping plan
 3. Photometric plan
- ___ Verify if site requires Storm Water and Erosion Control Plans
 - ___ Verify correct zoning of parcel
 - ___ **All** signage for site is on separate permit

Required for Permit Approval:

- ___ All plan reviews must be approved
- ___ Site Plan, photometric and landscaping plans must be approved by the Building & Zoning Superintendent
- ___ All contractors (including subcontractors) **must** be register with the City of Sterling
**Please contact the office at 815-632-6624 for questions regarding contractor registration*
- ___ All permit fees must be paid
- ___ A final inspection is required for occupancy – inspection will include Code Enforcement and Fire Departments.

Verification of Compliance/Certification Statement

Project Address: _____

The undersigned is familiar with the applicable Building and Zoning Codes and ordinances of the City of Sterling, IL as they may apply to the design and construction of the above project, including but not limited to the following:

- 2012 International Building Code w/amendments
- 2012 International Residential Code for one and two family dwellings w/amendments
- 2012 International Mechanical Code w/amendments
- 2012 International Fire Code w/amendments
- 2012 International Energy Conservation Code w/State of Illinois amendments
- 2012 International Property Maintenance Code w/amendments
- 2012 Fuel Gas Code w/amendments
- 2011 National Electric Code (NFPA-70) w/amendments
- City of Sterling Municipal Code
- Illinois Accessibility Code
- Illinois State Plumbing Code

I/We understand that the City has passed local ordinances, which are based on, but may deviate from the applicable codes.

I/We understand that approval of plans submitted to the City of Sterling Code Enforcement Department for review is a CONDITIONAL APPROVAL ONLY, and that construction must be in conformance with all provisions of the aforementioned codes and ordinances. It is further understood that, in the event of conflict between the approved plans or constructed work and provisions of the codes and ordinances, the codes and ordinances must be followed.

Architect's Signature	Print Name	Date
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Engineer's Signature	Print Name	Date
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Contractor's Signature	Print Name	Date
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Owner's Signature	Print Name	Date
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City of Sterling
Code Enforcement Department

212 Third Avenue
Sterling, IL
<http://ci.sterling.il.us>

Phone: 815-632-6624
Fax: 815-632-6673