



BUILDING DEPARTMENT

401 WHITNEY BLVD SUITE 300

BELVIDERE, IL 61008 * 815-547-7177

Submittal Permit

REQUEST FOR COMMERCIAL PLAN REVIEW

PLEASE SUBMIT FIVE (5) STAMPED & SEALED SETS OF CONSTRUCTION DOCUMENTS

\$100 NON-REFUNDABLE FEE REQUIRED AT TIME OF SUBMITTAL.

Submittal Fee will be credited from Building Permit Fee.

Total Submittal Fee: _____
Cash / Check #

SUBMITTAL PERMIT #: _____

DATE: _____

ZONING _____

TYPE OF BLDG. _____

PIN # _____

NAME OF PROJECT: _____

ADDRESS: _____

TYPE OF PROJECT:

- NEW
- ADDITION
- RENOVATION
- OTHER: _____

PROJECT CONTACT / RESPONSIBLE PARTY:

NAME: _____
 ADDRESS: _____
 PHONE: _____ FAX: _____
 EMAIL: _____

PLEASE PERFORM THE FOLLOWING REVIEW(S):

- | | | |
|--------------------------------------|--|--|
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> KITCHEN HOOD & DUCT | |
| <input type="checkbox"/> PLUMBING | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> SITE PLAN |
| <input type="checkbox"/> PARKING | <input type="checkbox"/> SPRINKLER | <input type="checkbox"/> FIRE ALARM |
| <input type="checkbox"/> ENERGY | <input type="checkbox"/> ELEVATOR | <input type="checkbox"/> FIRE DEPARTMENT |
| <input type="checkbox"/> LANDSCAPING | <input type="checkbox"/> USE | <input type="checkbox"/> PLANNING DEPARTMENT |
| <input type="checkbox"/> ZONING | <input type="checkbox"/> PUBLIC WORKS | <input type="checkbox"/> MISC. _____ |

NOTE: Fire Sprinkler & Fire Alarm Plans shall be submitted to the Belvidere Fire Department for review and approval. The PERMIT for the Fire Sprinkler or Fire Alarm will be Issued by the City of Belvidere Building Department.

CHECK IF LOCATED IN THE ENTERPRIZE ZONE

NOTE: Section 105.3.2 of the 2015 International Building Code states a Time Limitation of Application. An application for a permit for any proposed work shall be deemed to have been abandoned **180 days** after the date of filing, unless such application has been pursued in good faith of a permit has been issued; except that the Building Official is authorized to grant one or more extentions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstration.

A FINAL BUILDING PERMIT SHALL BE ISSUED PRIOR TO ANY WORK PERFORMED *PERMITS ISSUED BY APPOINTMENT ONLY*

IMPACT FEE (IF APPLICABLE) SHALL BE PAID BEFORE BUILDING PERMIT IS ISSUED

Approved: _____ Date _____ Owner or Authorized Agent _____

Building or Zoning Officer

Date

Owner or Authorized Agent