

Illinois State Plumbing Code (current Adoption)
2005 National Electric Code
2006 International Energy Conservation Code
Illinois Accessibility Code

4. Envelope, Lighting, and Mechanical Compliance certificates based on the 2006 International Energy Conservation Code must be submitted.

**DRIVEWAY ACCESS APPROVAL
FROM THE APPROPRIATE HIGHWAY
AUTHORITY WILL BE REQUIRED.**



how much will my permit cost?

Your Lake County Project Manager can provide you with information regarding fees for your project. Applicable permit fees are required at the time of application. Cash, check or credit card payments are accepted.



so now that i've applied- what's next?

Your application will be reviewed by all applicable departments for compliance with Lake County Ordinances. A set of plans will also be submitted to the local fire department for their review. Any required fees associated with the fire department review are the responsibility of the applicant. The project approval and/or review comments for your project will be issued in 15 business days from the date of application submittal.

Your project will require inspections at various stages of construction. Please call 847-377-2600 to schedule all inspections.



**REQUEST AN EARLY
ASSISTANCE MEETING
BY CONTACTING A
PROJECT MANAGER (PM)
AT 847-377-2600**

Early Assistance meetings are provided at no charge, and the meeting will be coordinated by a PM to ensure all applicable Lake County departments are present to address your proposed project.

COMMERCIAL BUILDING

(New, Additions and Alterations)



Central Permit Facility
500 W. Winchester Rd.
Libertyville, Illinois 60048

Phone: 847-377-2600
Fax: 847-984-5854
E-Mail: lcpermits@lakecountyil.gov



COMMERCIAL BUILDING

(New, Additions and Alterations)

Your project to build a new commercial building in unincorporated Lake County will require the involvement of several Lake County agencies. A Lake County assigned Project Manager (PM) will guide you with your project and assist you in seeking the appropriate permits. Your PM will serve as a single point of contact to answer any questions, coordinate the project approval process, resolve issues that affect the project flow, and keep project approval on established time lines. There are several steps you can take to help you in this process:

1. Request an Early Assistance meeting by contacting a PM at 847-377-2600.

An Early Assistance meeting is required prior to filing an application to build, remodel or add to a commercial building. Early Assistance meeting is provided at no charge, and the meeting will be coordinated by a PM to ensure all applicable Lake County departments are present to address your proposed project. The meeting will identify project requirements and design issues before the project begins. The meeting may offer guidance on the best use of a complicated site, and we may help you in locating consultants to assist you with your design. Notes from the meeting will be provided for your use.

At this meeting you may learn that the proposed structure may require additional processes such as an amendment to an existing Conditional Use Permit or a Site Capacity/Site Plan Review prior to submitting an application.

what do i need?

You may apply for your project after any necessary pre-approvals, such as Site Capacity/Site Plan Review, a Variation, a Conditional Use Permit, or an Amendment to an existing Conditional Use Permit, have been received. The application must be submitted in person, by either the property owner or authorized agent at our office. Please call your PM if you have questions about the following submittal materials and to ensure your submittal is complete:

1. Property Index Number (PIN) or address of the property
2. Completed application
<http://www.lakecountyiil.gov/Planning/publications/More%20Publications/Forms/Public%20View.aspx>
3. Submittal Requirements:

Submittal Requirements			
Utility Service	Number of Copies		
	Site Plan	Building Plan	Additional Building Plan*
Sanitary Sewer/ Public Water	7	3	2
Sanitary Sewer/ Private Well	8	3	2
Septic System/ Private Well	11	3	3

* Additional building plan sets must be submitted for structures proposed within the floodplain/flood table/floodway.

- i. Site plans are required. At a minimum, **the site plans must be to-scale**, showing existing structures and proposed improvements. The site plan must show the location (including setbacks) and dimensions of all existing and proposed structures, proposed and existing grading, access and utility locations, and sedimentation and erosion control measures. Septic system and water well locations must be shown, as applicable and septic system design drawings must be prepared by a licensed septic designer. Floodplain and wetland information must be displayed, as applicable. A plat of survey is preferred, but not required.
- ii. The building plans must be prepared by a design professional registered in the State of Illinois, using the following codes:

2006 International Building Code

2006 International Mechanical Code

