

	Village of Deerfield Checklist of Submission Requirements for Permit Applications	Effective Date: January 1 st , 2018 Issued by: Clint E. Case
	Commercial Interior Buildout	

ALL Submissions for Commercial Interior Remodel / 'White Box' Permit Applications Require:

- A **completed** Building Permit Application with **ALL** of the following information:
 - Property owner's name, address, phone number
 - ALL contractor's names, addresses and phone numbers
 - Primary contact information
 - Estimated Cost of the Job
 - Complete description of work to be done
 - Signature at bottom of the application from whoever is responsible for the project such as Owner/Owner Agent/Management representative.

- Electrical permit application is to be completed and signed by the electrician and submitted along with a copy of their current electrical license. **NOTE:** This is a **firm requirement** at the time of submittal and job review will not be accepted without this paperwork.

- Plumber's Letter of Intent for the specific property signed by the plumber and containing the following: company letterhead and notarized or corporate sealed. **NOTE:** This is a **firm requirement** at the time of submittal and job review will not be accepted without this paperwork.

- 3 copies of stamped architectural plans to include all mechanical, electrical and plumbing (MEP). Minimum scale 1/8" per foot.

ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →

Permit Processing Time / Fees:

- Commercial interior remodel permits are reviewed with all other building permits in the order received.
- Plan review fee must be submitted with the application.
- Commercial Plan Review Fee

\$1 to \$50,000	\$100.00
\$50,001 to \$100,000	\$200.00
\$100,001 to \$500,000	\$400.00
OVER \$500,001	\$600.00
- An Infrastructure Impact Fee of 0.5% of the cost of the project will be included on all permits.
- The Village can accept payment in cash or check only.
- General commercial construction permitting fees:
Based on estimated cost of construction: \$23.00 per \$1,000 for the first \$10,000 of estimated cost and then \$17.20 per \$1,000 for each \$1,000 of estimated construction cost or fraction thereof after \$10,000.

Please refer to the Inspection Policy handout for complete information regarding Village of Deerfield inspections.

No ground or wall signs are permitted

Please note that this information is meant to be a basic guideline. Dependent on the individual project, there may be further requirements.

Additional information is available on the Village of Deerfield web site at www.deerfield.il.us or by contacting the Community Development Department at (847)719-7484; Monday – Friday 8:00 am– 4:30 pm. Homeowners and Contractors are urged to take the time to familiarize themselves with the legal aspects of the project.

Please keep in mind the Village Construction Hours are as follows: Monday through Friday 7:30 am - 7 pm and Saturday 8:30 am – 5 pm with no work allowed on Sunday or Observed Holidays as listed in the Municipal Code 6-9(c).