



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

APPLICATION INFORMATION: TENANT BUILD-OUT (COMMERCIAL ALTERATIONS) PERMIT

A Tenant Build-out or Commercial Alterations permit is issued for businesses that wish to modify the interior or exterior of their building. The permit may be issued for modifications associated with a new business, a change in tenant, or for an existing tenant or property owner that wants to do some remodeling. Minor updates like painting and new carpeting do not require a permit.

APPLICATION REQUIREMENTS

The following items must be submitted when applying for a Tenant Build-out permit:

- A. A completed and signed application form.
- B. A Letter of Intent for occupancy of an existing tenant space
- C. Naperville Police and Fire Emergency Contact Information Form
- D. Addendum to Application: IAC Fees, if applicable.
- E. Architectural plans for all of the proposed improvements. The cover sheet must be signed and sealed by an architect or structural engineer licensed by the State of Illinois. The plans must conform with the City's electronic submission instructions available on the website. Architectural plans should include the following:
 - Electrical - service diagram and reflected ceiling plans
 - Plumbing- riser and underground
 - Structural- wall section, detailed floor plans and elevations
 - Mechanical – HVAC (Including Ventilation Schedule with Outside Air Identified)
 - Site plan and location
 - Fire alarm and/or fire sprinkler plans (existing)
 - Clearly label all existing electrical, plumbing, mechanical/HVAC and structural elements as “existing”
- F. Architectural plans for the overall building showing the location of the tenant space. Any existing electrical, plumbing or mechanical/HVAC services, as well as existing structural elements, must be indicated on the drawings and labeled as “existing.” All others must be labeled as “proposed.”

- G. If the project includes any new lighting, submit a Lighting Compliance Certificate such as Comcheck. A certificate can be obtained at www.energycodes.gov by inputting the lighting design information.
- H. Tenant Roster. Please include a tenant roster with your submittal. If there are other tenants located within the same building or development, the planning team must verify that there is enough parking for your intended use. The tenant roster is a matrix that you should be able to obtain from your landlord that contains the following information: the name of each business/tenant within the development, the type of business (i.e. retail, medical office, etc.), the square footage of each business, and the total number of parking spaces on the site.
- I. Contractor information. Add the contact information for all your contractors on the application and include following information as applicable.
- Electrician: Electrical sub-contractors must be licensed and registered in the City of Naperville when electrical work is being performed. Any questions regarding registration should be directed to the City Clerk at 630-305-5300.
 - Plumber: All Plumbing Contractors must complete and submit a Letter of Intent and provide a copy of the State of Illinois Contractor's Plumbing License (055#) with each application when plumbing work is being performed.
 - Roofing: All roofing contractors must provide a copy of their State of Illinois roofing license with each application when roofing work is being performed.
 - Concrete: Concrete sub-contractors must also be City-licensed, bonded, and registered if they are working in the Right-of-Way.

If you are unsure of the subcontractors you will be employing at the time you apply for permit, you may still submit your application. The City will not issue a building permit however, until everyone working on your project has been identified. If, for any reason, you must change a subcontractor, you are responsible for notifying the City **in writing**, being sure to include the project name, address and permit number as well as the names of the former and current subcontractors.

- J. Anyone selling any tobacco products or hookahs must have a cigarette/tobacco/hookah license. Visit the [Community Services Department](#) for more information and [apply online](#).
- K. New liquor businesses, changes to an existing business, ownership changes and special events involving liquor must be reviewed by the Liquor Concept Committee. Schedule a meeting with the Mayor's Office, at (630) 548-2983. Review all prerequisites and required forms [online](#).

APPLICATION REVIEW AND APPROVAL

All documents must be legible and complete. The items listed in “Application Requirements” must be included as part of your application. Omission of any of these items will delay the approval of your application for permit. The applicant will be notified when the permit has been approved.

Every building permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance. The permit is to be displayed in the window nearest to the main entrance of the business for the duration of the construction and inspection process. After the construction is complete, please remove the building permit from the window and retain it for your records.

ADDITIONAL PERMITS

In addition to the Tenant Build-out permit, additional permits may be required.

- **Naperville Fire Department** requires permits for fire alarms or fire suppression systems.
- **The County Health Departments** require permits for many businesses including restaurants, food preparation, childcare, senior care, and tanning salons. Contact the DuPage County Health Department at 630-682-7400 or the Will County Health Department at 815-727-8480 for additional information. Proof of application or correspondence with the Health Department will be required prior to issuance of the building permit.

"New"

INSPECTIONS

Inspections are an important part of the overall permit process. Required inspections for your project will be indicated on a checklist that will accompany your permit at time of issue. **It is the applicant’s responsibility to request inspections at the appropriate time.** All inspections are billed to the applicant unless otherwise stipulated on the reverse side of the application form.

1. **Naperville Inspection Dispatch** will need to perform all required building inspections as listed on the permit. Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 (Option 1) Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed 1-2 pm daily) A minimum of 72 hour notice is requested. If you find you must cancel an inspection please notify inspections in advance to ensure that you will not incur additional fees. You may reschedule the re-inspection at the time of cancellation.
2. **Naperville Fire Department** provides inspections for fire alarms or fire suppression systems. Please schedule your inspections a minimum of 72 hours in advance by calling 630/420-6100 (Option 1) Monday through Friday from 8:00 a.m. to 4:00 p.m. (closed 1-2 pm daily)
3. **The County Health Departments** require inspections for many businesses including restaurants, food preparation, childcare, senior care, and tanning salons. Contact the DuPage County Health Department at 630-682-7400 or the Will County Health Department at 815-727-8480 for additional information.

Throughout construction approved plans must be kept on site at all times. Field modifications or changes are not permitted without prior approval and may require revised plans.

CERTIFICATE OF OCCUPANCY

A Final Occupancy Certificate must be obtained prior to opening for business. The applicant will be eligible for occupancy when the following conditions have been met:

- All conditions and agreements with the City of Naperville for the project are completed in accordance with City requirements, inspected by the required departments, and given final approval.
- All fees due to the City of Naperville are paid in full.
- Health Department inspections and approvals have been granted, if applicable.

If at any time there are questions regarding the status of occupancy permits, please discuss them with city staff. The City of Naperville understands that tenants are anxious to receive their Final Certificates of Occupancy (full COs) and will do everything in our power to get you to this goal.

Please note the following: Do not schedule “Grand Openings” and other similar events prematurely. The City strictly enforces its policies with regard to Occupancy Permits. Schedule your events only after the Occupancy Approval Notice has been issued.

LOCAL TAXES

All businesses that are required to pay Food & Beverage, Hotel/Motel and/or Local Gas taxes must complete an online registration form. The form is located on the city’s Help Center which can be accessed at: https://napervilleil.mycusthelp.com/webapp/_rs/supporthome.aspx. Select “Submit a Request” and fill out the “Local Tax Registration Form”. If you have any questions related to Naperville’s local business taxes, please contact the Finance Department at 630-420-6059.

FEES

See Building Permit Fee Schedule.

CONTACT INFORMATION

Inspection Dispatch

Monday-Friday, 8 am to 4 pm (**Closed daily 1 pm-2 pm**)
630/420-6100 Option 1

Development Services Counter

Monday-Friday, 8 am to 5 pm (**Closed daily 1 pm-2 pm**)
630/420-6100 Option 2



CITY OF NAPERVILLE
TRANSPORTATION, ENGINEERING, & DEVELOPMENT (T.E.D.) BUSINESS GROUP

TENANT BUILD-OUT PERMIT APPLICATION
BUSINESS OCCUPANCY PERMIT APPLICATION
COMMERCIAL MISCELLANEOUS APPLICATION

This application form is used for occupancy or alterations to an existing commercial building or tenant space. Tenant build-out projects require complete plans, with specifications, stamped and approved by an Illinois-licensed architect or structural engineer in accordance with the Illinois Professional Architects Act.

COMMERCIAL PROJECT/BUSINESS NAME: _____

PREVIOUS BUSINESS NAME: _____

ADDRESS _____ SUITE # _____

CITY _____ ST _____ ZIP _____

DESCRIBE THE PROPOSED CONSTRUCTION:

ESTIMATED COST OF WORK \$ _____

DIMENSIONS OF TENANT SPACE: _____

NUMBER OF STORIES _____

NUMBER OF UNITS _____

SQ. FT. OF TENANT SPACE _____

PROPERTY OWNER _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

APPLICANT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

PROJECT CONTACT PERSON

NAME _____

PHONE _____

EMAIL _____

ARCHITECT _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

GENERAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____

EMAIL _____

ELECTRICAL CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ NAP REG # _____

EMAIL _____

PLUMBING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

SEWER/WATER CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

ROOFING CONTR. _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PHONE _____ IL LIC # _____

EMAIL _____

INSPECTION BILLING INFORMATION:

Name _____
Address _____
City _____ St _____ Zip _____
Phone _____ Email _____

KEYHOLDER CALL LIST

(Required by Police and Fire Emergency Services)

1. Name _____ Phone # _____
2. Name _____ Phone # _____
3. Name _____ Phone # _____

UNDER THE PENALTIES OF PERJURY AS PROVIDED BY LAW, THE UNDERSIGNED CERTIFIES THAT THE STATEMENTS SET FORTH IN THIS APPLICATION, PLANS, SPECIFICATIONS AND PLAT ARE TRUE AND CORRECT AND ARE IN ACCORDANCE WITH THE PROVISIONS AND REGULATIONS OF THE BUILDING CODE AND ALL OTHER CODES AND ORDINANCES OF NAPERVILLE APPLICABLE THERETO AND IN FORCE WHEN CONSTRUCTION IS COMMENCED. IF THE APPLICANT KNOWINGLY FALSIFIES ANY INFORMATION IN THIS APPLICATION, APPLICANT SHALL BE CONSIDERED IN VIOLATION OF SECTION 1-12-4 OF THE NAPERVILLE MUNICIPAL CODE AND SHALL BE FINED NOT LESS THAN FIFTY DOLLARS (\$50) NOR MORE THAN FIVE HUNDRED DOLLARS (\$500).

I HAVE READ AND UNDERSTAND THE CONSTRUCTION SITE SAFETY REQUIREMENTS OF THE CITY OF NAPERVILLE. (Please initial here.) _____

I UNDERSTAND THAT THIS PROJECT MAY BE SUBJECT TO CITY OF NAPERVILLE ROAD IMPACT FEES AND/OR ROAD IMPACT FEES FOR DU PAGE COUNTY OR WILL COUNTY IN ILLINOIS. I FURTHER UNDERSTAND THAT THE DU PAGE COUNTY FEE (if applicable) MUST BE PAID AND THE RECEIPT FOR SAME SUBMITTED PRIOR TO THE ISSUANCE OF A FULL BUILDING PERMIT. ALL OTHER IMPACT FEES MUST BE PAID PRIOR TO THE ISSUANCE OF ANY TYPE OF OCCUPANCY PERMIT. (Please initial here.) _____

SIGNATURE OF APPLICANT *(Always Required)* _____ DATE _____

SIGNATURE OF OWNER/AGENT *(Always Required)* _____ DATE _____

The parties agree that this document may be electronically signed. The parties agree that the electronic signatures appearing on this document are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.



CITY OF NAPERVILLE

OWNER'S DISCLOSURE OF BENEFICIARIES FOR BUILDING PERMIT

In compliance with Title 1, Chapter 12 of the Naperville Municipal Code, the following disclosures are required for all building permit applications for improvements valued at \$50,000 or more. This disclosure shall be completed by the property owner, business owner/tenant or other entity that derives the primary benefit of the permitted improvements. If the owner fails to provide full and complete disclosure, the City may revoke the permit at any time.

1. Owner: _____
Address: _____

2. Proposed Improvement: _____

3. Nature of Ownership (select one):

Individual

Partnership

Corporation

Joint Venture

Land Trust/Trustee

Limited Liability Corporation (LLC)

Trust/Trustee

Sole Proprietorship

4. If the owner is an entity other than described above, briefly state the nature and characteristics of ownership: _____

5. If the answer to Section 3 was anything other than "Individual", please provide the following information in the space provided below (or on a separate sheet):

- **Limited Liability Corporation (LLC):** The name and address of all members and managing members, as applicable. If the LLC was formed in a State other than Illinois, confirm that it is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Corporation:** The name and address of all corporate officers; the name and address of every person who owns five percent (5%) or more of any class of stock in the corporation; the State of incorporation; the address of the corporation's principal place of business. If the State of incorporation is other than Illinois, confirm that the corporation is registered with the Illinois Secretary of State's Office to transact business in the State of Illinois.
- **Trust or Land Trust:** The name, address and interest of all persons, firms, corporations or other entities who are the beneficiaries of such trust.

- **Partnerships:** The type of partnership; the name and address of all general and limited partners, identifying those persons who are limited partners and those who are general partners; the address of the partnership's principal office; and, in the case of a limited partnership, the county where the certificate of limited partnership is filed and the filing number.
- **Joint Ventures:** The name and address of every member of the joint venture and the nature of the legal vehicle used to create the joint venture.
- **Sole Proprietorship:** The name and address of the sole proprietor and any assumed name.
- **Other Entities:** The name and address of every person having a proprietary interest, an interest in profits and losses or the right to control any entity or venture not listed above.

6. Name, address and capacity of person making this disclosure on behalf of the owner:

VERIFICATION

I, _____ (print name), being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the owner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public and seal



CITY OF NAPERVILLE
Transportation, Engineering, & Development (T.E.D.) Business Group

LETTER OF INTENT FOR BUSINESS OCCUPANCIES

This Letter of Intent form must be provided for any business that will occupy a new space, modify their existing space, or change the name or ownership of their existing business. This form provides staff with an overall picture of the scope of proposed changes to ensure that we can provide accurate information to get your business open and operating as quickly as possible.

PROPOSED BUSINESS:

Business Name: _____

Address: _____

Type of Business: _____

Number of Employees: _____ Maximum Number of Occupants: _____

Number of Service Vehicles: _____

EXISTING/PREVIOUS TENANT (FOR NEW OCCUPANCIES):

Business Name: _____

Type of Business: _____

EXISTING BUILDING:

Property Management Company: _____

Phone: _____ Email: _____

Gross floor area of tenant space (sf): _____ Gross floor area of entire building (sf): _____

Total floors in the tenant space: _____ Is there basement in the tenant space? _____

Is there a fire sprinkler system? _____ Is there a fire alarm system? _____

Existing electric panel capacity (Amps): _____

Number of restrooms: Men's: _____ Women's: _____ Non-gender specific: _____

PROPOSED IMPROVEMENTS:

Describe interior improvements or modifications:

Remodeling: _____

Decorating: _____

Electrical: _____

Plumbing: _____

Heating & Air Conditioning: _____

What type of additional equipment will be required?

Describe exterior improvements or modifications:

Signage: _____

Parking: _____

Landscaping: _____

Remodeling: _____

Additional information about proposed building improvements or business operations:

APPLICANT:

Name: _____

Address: _____

Phone: _____ Email: _____

Signature of Applicant

Date



CITY OF NAPERVILLE
Transportation, Engineering & Development (T.E.D.) Business Group

PLUMBERS LETTER OF INTENT

Naperville requires the following Letter of Intent for plumbing contractors. This form is to be completed and submitted to the City along with any building permit applications where plumbing work is being performed.

Letter of Intent

The undersigned certifies that _____,
Name of Contractor/ Subcontractor

Street Address

City

State

Zip

has been retained by _____
Owner or Contractor Name

As the plumbing contractor for _____
Job Location Street Address

**Plumbing Contractor
(Signature)**

Date



CITY OF NAPERVILLE

Transportation, Engineering, & Development (T.E.D.) Business Group

BUILDING DEPARTMENT REQUIREMENTS

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION

- **Door Hardware (no dead bolts ADA)**
- **Thresholds ADA**
- **Emergency signs working (Exit & EM Lights)**
- **Electric Panel ___Directory Updated**
- **Post Addresses (Front and Back Doors)**
- **Post Suite Numbers**
- **Transaction Counters**
- **Exhaust Fans Working**
- **Bathroom Signage**

UNISEX SINGLE USER RESTROOM SIGNAGE

All single-occupancy restrooms shall be outfitted with exterior signage indicating all-gender or gender-neutral as per Illinois Plumbing Code 890 Appendix A Table B & Illinois HB3589.

In accordance with Section 25 of the Equitable Restrooms Act, each single-occupancy restroom shall be outfitted with exterior signage that marks the single-occupancy restroom as a restroom and does not indicate any specific gender.

Therefore, the text on the signage should state either “Restroom” or “All Gender Restroom” and shall not identify by text or symbol any specific gender. The symbol included on the signage should represent a restroom, i.e., a toilet and may include additional symbols identifying the international symbol for access and/or a baby changing station. Some examples of acceptable and unacceptable signage and symbols are shown below.





CITY OF NAPERVILLE

Transportation, Engineering & Development (T.E.D.) Business Group

NAPERVILLE FIRE DEPARTMENT REQUIREMENTS

IN ORDER TO OBTAIN AN OCCUPANCY PERMIT, THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO SCHEDULING THE FINAL INSPECTION:

- **EXIT LIGHTS MUST BE INSTALLED OVER EACH EXIT DOOR AND FUNCTIONING PROPERLY.**
- **EMERGENCY LIGHTS MUST BE INSTALLED AND FUNCTIONING PROPERLY.**
- **FIRE EXTINGUISHERS MUST BE MOUNTED PROPERLY AND SERVICED AND TAGGED WITH THE CURRENT YEAR. BRAND NEW**
- **EXTINGUISHERS REQUIRE SERVICE TAGS.**
- **THE ADDRESS, INCLUDING SUITE NUMBERS MUST BE DISPLAYED ON THE FRONT/REAR DOOR.**
- **THE FIRE ALARM SYSTEM MUST BE UP TO CODE THROUGHOUT THE ENTIRE BUILDING. PLANS SHALL BE SUBMITTED TO THE FIRE DEPT. AND A PERMIT IS REQUIRED PRIOR TO ANY ALTERATIONS OR INSTALLATIONS. A REQUIREMENTS BOOKLET IS AVAILABLE FROM THE FIRE DEPARTMENT.**
- **THE FIRE ALARM SYSTEM SHALL BE MONITORED BY AN APPROVED MEANS AS OUTLINED IN OUR REQUIREMENTS BOOKLET, PRIOR TO THE INSPECTION.**
- **A FIRE ALARM TEST SHALL BE REQUIRED AT THE TIME OF INSPECTION.**
- **THE HOOD/DUCT SYSTEM MUST BE SERVICED AND TAGGED WITH THE CURRENT YEAR. THIS SYSTEM SHALL MEET ALL CURRENT STANDARDS.**
- **NEW KEYS SHALL BE INSTALLED IN A LOCK BOX.**



NAPERVILLE POLICE AND FIRE EMERGENCY CONTACT INFORMATION FORM



You are receiving this form because we have noticed there are no contacts or keyholders listed for your location. The information you provide on this form is vital in the event of an emergency. Each business is required to have an owner or authorized agent and keyholder able to respond if needed with the Police and Fire Department. It is your responsibility to notify us of any change in the type of alarm or names and telephone numbers of keyholders. All information is confidential and is only used in case of an emergency at your business.

NAPERVILLE BUSINESS NAME:

NAPERVILLE BUSINESS ADDRESS:

NAPERVILLE BUSINESS PHONE:

	KEYHOLDER NAME	PHONE	EMAIL
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

LIST CONTACTS IN ORDER OF PREFERENCE

****PLEASE PRINT CLEARLY****

Return form to the Naperville Fire Department, 1380 Aurora Avenue, Naperville, IL 60540 or email at FireInspections@naperville.il.us. Please call 630-420-6756 for inquiries.



CITY OF NAPERVILLE

Transportation, Engineering & Development (T.E.D.) Business Group

**PLEASE READ THIS CAREFULLY.
AN IAC FEE MAY BE ASSESSED WITH YOUR PERMIT.**

**ADDENDUM TO TENANT BUILD-OUT PERMIT APPLICATION CHECKLIST
(Must be submitted with Commercial New Construction Permit Application.)**

The Department of Public Utilities – Electric (630/420-6710) requires the following items along with the completed Electric Worksheet and the completed application:

If electric service entrance equipment is altered:

- _____ Electrical one-line diagram;
- _____ Meter location including distance from service transformer must be shown on the plans;
- _____ Catalog cut of new meter socket and current and/or potential transformer cabinet must be shown on the plans;
- _____ A diagram of the new altered service entrance point of attachment is required on **OVERHEAD SERVICE ONLY.**

The City of Naperville has adopted an Infrastructure Availability Charge (Ordinance 87-44, Section 8-1C-8-5 of the City Code) for all construction occurring in the City. It is assessed as a per kilowatt charge for additional electric demand as indicated in construction plans, and/or if meter readings indicate an increase over the total previous estimate(s). For information contact the Department of Public Utilities at 630/420-6185.

CITY OF NAPERVILLE IAC CODE

8-1C-8: ELECTRIC SYSTEM CONNECTION PERMIT AND INFRASTRUCTURE AVAILABILITY CHARGE:

5. Infrastructure Availability Charge For Service Connections: The charge for each permanent electric service connection or any addition thereto shall be calculated by determining the applicant’s proportional share of the cost to construct the transmission, substation and distribution facilities (hereinafter “backbone facilities”) required to provide available electric service for the proposed development in accordance with the table depicted in Exhibit 1. The table in Exhibit 1 shall be revised and adjusted annually beginning on January 1, 1997, and on January 1 of each successive year, on the basis of the handy Whitman Index of Public Utility Construction Costs, as published in July of each previous year. Three (3) copies of Exhibit 1 shall be kept on file and available for inspection in the office of the City Clerk, and Exhibit 1 is incorporated herein by reference as though fully set forth.

5.2. Nonresidential Infrastructure Availability Charge:

5.2.1. Each nonresidential infrastructure availability charge shall be individually determined on the basis engineering plans and drawing submitted by the applicant.

5.2.2. The infrastructure availability charge shall be calculated by multiplying the estimated maximum noncoincident demand for the customer in kilowatts (kW), as determined from the architectural plans and drawings submitted by the applicant, at a rate per kW established annually by the City of Naperville ordinance and representative of the investment in the system’s backbone facilities expressed in dollars per kilowatt. The calculation shall not be adjusted by the Department after its initial determination unless the applicant submits revised architectural plans before the scheduling of any construction.

5.3. Charges for Pre-Existing Service: Where there is construction of a new building or the alteration of or addition to an existing building located upon a lot, block, tract, or parcel, or an increase in the service to a nonresidential customer, no building permit or electric service connection permit shall be issued without payment of such additional infrastructure availability charges calculated according to Section 8-1C-8.5 of the Chapter.



CITY OF NAPERVILLE
Transportation, Engineering & Development (T.E.D.) Business Group

CONSTRUCTION SITE SAFETY DIRECTIVE
Effective Date: January 3, 2000
Attention: Builders, Contractors, Architects, & Developers

The City of Naperville is concerned about the safety of construction workers, city inspectors, and the general public. The Police and Fire Department frequently respond to calls at construction sites to aid persons injured as the result of an accident. It is everyone's responsibility to insure that construction sites are safe for everyone involved in the construction phase of a project or development. Therefore, in an effort to promote safety at construction sites, effective January 3, 2000, the following requirements must be met in order for the City to conduct an inspection:

1. The building address (not lot number) must be displayed, including suite numbers, if applicable. This includes a sign in front of the structure while foundation work is in progress and numbers on the front of the structure. Numbers must be at least 5 1-2 inches in height and visible from the street.
2. A gravel access path, at least 3 feet wide and clear of debris, water and snow, is required from the street to the structure.
3. Manufactured ladders (minimum type 1) rated for 250 pounds and secured in place must be present on the site. Site-built ladders, constructed in accordance with OSHA/ANSI standards,* are acceptable.
4. Cleated ramps shall be constructed to OSHA/ANSI standards,* elevated to a **maximum** of 3 feet, and secured in place.
5. Railings (36 inches in height) constructed at OSHA/ANSI standards* are required on elevated platforms, stair openings, and lofts.
6. Temporary stairs, constructed in accordance with OSHA/ANSI standards*, must be secured at the top and bottom and have intermediate support rails every 6 feet.
7. The inside of structures must be free of debris, standing water, ice, mud and human waste.
8. Construction debris must be in a dumpster or other four-sided container with a floor.
9. Access to excavations must comply with OSHA/ANSI standards.

***Copies of OSHA and ANSI standards are available for review in T.E.D (Transportation, Engineering & Development Business Group). OSHA can be contacted at 630-896-8700, and ANSI can be contacted at 212-642-4900.**

The above list details the minimum on-site safety requirements that went into effect on January 3, 2000. Upon arrival at a job site, building inspectors will confirm that the minimum requirements have been met before they will conduct an inspection. If all requirements have not been met, the inspector will issue a STOP WORK ORDER that will remain in effect until the construction site is brought into full compliance with the City's safety requirements.