

Overview of the Building Permit Process

A BUILDING PERMIT is required for all “like activity” that is performed with respect to any “facility”.

“Like activity” means construction or any work involving or similar to construction that is performed with respect to any “facility” of a school district subject to the requirements of 23 Illinois Administrative Code Part 180. This includes but is not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.

“Facility” means land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporate in any buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to Part 180. This definition excludes facilities owned by a school district but not used for public school purposes, which shall be subject to local building

Repairs that qualify as “Minor repairs” shall not be considered “like activities” and therefore are not subject to the BUILDING PERMIT requirements of Part 180.200.

“Minor repairs” means any work to a facility that is not subject to the bidding requirements of Section 10-20.21 of the School Code, with the following exceptions: ☐ cutting away of any wall, partition, or portion thereof; ☐ cutting or removal of a structural beam or load-bearing support; ☐ removal of or change in a required means of egress; ☐ rearrangement of parts affecting exit requirements; ☐ addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping; ☐ electrical wiring; or ☐ mechanical; or ☐ other required building system.”

Therefore, if either one of the following applies to your project, **you must complete the APPLICATION FOR BUILDING PERMIT** and submit it to the Regional Office of Education:

- ☐ Project is **\$50,000 or more** and includes work involving or similar to construction that is performed with respect any facility including but not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.
- ☐ Project is **less than \$50,000** but involves any of the following: ☐ a change or increase in the size, type, or extent of an existing facility; ☐ cutting away of any wall, partition, or portion thereof; ☐ cutting or removal of a structural beam or load-bearing support; ☐ removal of, or change in a required means of egress; ☐ rearrangement of parts affecting exit requirements; ☐ addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping; ☐ electrical wiring; or ☐ mechanical; or ☐ other required building system.

After examination and approval of the project, including appropriate construction documents, applicable PLAN REVIEW STATEMENTS and CONFIRMATION OF PLAN REVIEW RECORDS, a BUILDING PERMIT will be issued by the Regional Superintendent using the steps and forms on the following page.

Steps and Forms in the Building Permit Process

Step #1: Design professional develops construction documents with affixed seal and signature per School Board request. School board gives approval, prepares APPLICATION FOR BUILDING PERMIT and submits it, along with two copies of all signed and sealed plans and specification, PLAN REVIEW STATEMENT and the CONFIRMATION OF PLAN REVIEW RECORDS to the Regional Superintendent.

36-10: APPLICATION FOR BUILDING PERMIT (Page 3)

36-11: PLAN REVIEW STATEMENTS (Page 4) - Required for the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Plumbing Code as applicable to the project. Since the Illinois Accessibility Code Section 400.180 specifically allows the seal of the design professional to be submitted in lieu of the "Statement of Compliance", additional signoff for the Accessibility Code is not required on the form. The form provided also includes checks for other Illinois State Agency requirements.

35-66: APPLICATION FOR VARIANCE (Page 5) When determined to be necessary, design professionals may apply to Regional Superintendent for a variance pursuant to 180.70 on behalf of the school district.

36-35: CONFIRMATION OF PLAN REVIEW RECORDS (Page 6) - The Regional Superintendent may use this form to confirm that plan review records have been reviewed by he/she prior to issuing the building permit.

PLAN REVIEW RECORDS – to be completed and maintained by individuals qualified in accordance with 180.100 for the 2015 International Building Code (including appendix K – International Electrical Code), the 2015 International Energy Conservation Code, the 2015 International Fire Code, the 2015 International Mechanical Code and the 2015 International Fuel Gas Code.

Step #2: The Regional Superintendent (or designee) issues a BUILDING PERMIT and returns one set of the plans and specifications, with the REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING affixed. The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.

36-14: BUILDING PERMIT (Page 7)

36-13: REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING (Page 8) affixed to the plans and specifications.