



Commercial Construction Checklist

Needed:

Obtained:

- | | | |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Address Assignment
(Contact Public Works for address information) | <input type="checkbox"/> |
| <input type="checkbox"/> | Zoning Certificate
(Contact Planning and Growth Department for zoning information) | <input type="checkbox"/> |
| <input type="checkbox"/> | Building Plans (3 or 4 As required)

1 Paper Set (Sealed & Signed by a Illinois licensed architect)
2 CD's (PDF format)
Submit plans to the Peoria County/City Health Department (As required)
1 Paper Set Energy Conservation Compliance Forms
(2006 ComChek or ASHRAE 90.1 Envelope, Mechanical, Electrical, Plumbing) | <input type="checkbox"/> |
| <input type="checkbox"/> | Specifications and Engineering (As required) | <input type="checkbox"/> |
| <input type="checkbox"/> | Properly completed Building Permit Application | <input type="checkbox"/> |
| <input type="checkbox"/> | Properly completed Certificate of Occupancy Application Form | <input type="checkbox"/> |

To Building Permit Applicant

- 1) Obtain the items listed above prior to submitting any application to Building Inspection Department for plan review.
- 2) Applicant is required to obtain permits prior to starting construction.
- 3) Applicant is responsible to know the current Building Code and to call for all required inspections 24 hours in advance.
- 4) Violation of City of Peoria Building Code subjects applicant to penalties and fines