Document Requirements and Submission Standards

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Project Administrator

Architectural Requirements
E-PLAN
Follow E-Plan File Naming Convention

Permit Submission Documents

- Upload the permit application forms and drawing sheets into the correct E-Plan folders.
- Professionals of Record must seal and sign the cover sheet.
- All other sheets shall be sealed by the Illinois licensed design professional responsible for preparing that discipline.
- Floor plans shall be minimum 1/8” scale.
- Avoid using “Not for Construction”, “Alternates” and “Per Specifications” on plans.
Permit Submission Documents

- Upload a DOB stamp approved reference set when submitting a revision to permit
- Do not label building code violations as “existing”. Address the code violation.
- Avoid Alternates and multiple design options.
- When possible, provide key plan, legend and schedules directly on the related drawing.

Stamp All Sheets

- Stamp all sheets
- AOR sheets
- PE, SE sheets
Drawings

- The project address must be listed in the title block of every sheet
- A site plan is required
- A plat of survey is required when scope includes a new building, a building addition or exterior work.
- Include a drawing list on coversheet
- Provide a demolition plan if applicable

Drawings

- Area of proposed work must be graphically distinguished
- Existing construction to remain must be graphically distinguished
- A CDOT House Number Certificate is required for new buildings
- Refer to the Standard Plan Review Project Submittal Checklist for a complete list of requirements
Code Matrix

Existing vs Proposed Work
Demolition Plan

Plan Examination

Location of Building on the Site

1. Fire Rating of Exterior Walls – CCC 2019 Chapter 6
2. Setback of Exterior Walls from interior Lot Line - CCC Chapter 7
3. Natural Light & Ventilation
• Setback Dimensions

2. Verify Building Height and Area Limitations CCC 2019 Sections 503-508. See Definitions in 202, Measurements in 203 as well as 1510 & 1513 for rooftop structures.
3. Verify Occupancy Classification in CCC Chapter 5
5. Verify Minimum Type of Construction for Mixed Occupancy Separated Uses
   a. Mixed Occupancy. CCC 2019 504.2 Requires Fire Resistive Separations. See CCC 2019 Table 508.4
Fire Resistance Rated Construction

1. Verify if building has or needs an Automatic Sprinkler System CCC 2019 Chapter 9.

Drawings
Means of Egress

1. Verify Occupant Load CCC 2019 Chapter 10, Section 1004 - Table 1004.5.

2. Verify Size, Capacity and Fire Resistance Rating of Egress System
   a. Verify Travel Distances to Exits
      Section 1017
   b. Verify Number of Exits
      Section 1006
   c. Verify Width of Exits (capacity)
      Section 1005 – Components, sprinkler increases.

• Egress Diagram
• Access to exits
• Egress diagram
• Travel Distance
• Occupant load
• Egress capacity
• Horizontal exit

• Dimensioned
• Capacity
• Load
• Clear, concise
• Occupant Load
• Furniture Layout

• Name
• Use/Occupancy
• Area
• Area/person
• Actual load
Acceptable Guardrails

In this situation the height of the guardrail is to be measured from the top of the "Stone ledge." The height of the guardrail is to be 42" from the top of the ledge to the top of guardrail.

If the top of the wall is at 32" it should be allowed as long as there is guardrail that will provide a total of 42" from the Deck/Balcony floor to the top of the guardrail. The combination of the wall and the guardrail will meet the building code. Homan has been revised to include a code correction that addresses this change (Homan Code No. 60084).
Acceptable Guardrails

2x2 painted steel railing as shown
- aluminum wall cap over continuous pressure treated wood blocking pitched to inside of balcony 1" wide, fastened to framed balcony wall, overlapped joints in aluminum cap 3" min. and spaced 4" o.c.
- aluminum fascia cap over continuous fascia blocking
- balcony wall construction (inside to outside): "Dryvit" or equal D/F, house "Dryvit" or equal D/F, exterior fire rated gypsum board applied to both sides of 2x4 stud wall
- extend "Dryvit" roof membrane min. 8" up wall under "Dryvit"
- "Trex" or equal composite decking
- pressure treated leveling sleepers @ 16" o.c.
- "Dryvit" roof membrane over pressure treated framing floor over sleepers pitched 1"/12", over 2x8 floor joists @ 16" o.c.; ASTM fire code gyp. bd. ceiling

Drawing Clarity
FOR EXAMPLE

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FOR EXAMPLE

Photos on Sheets