

# **City of Loves Park Plan Review**

## **For New Construction, Remodels, and Change of Use**

The City of Loves Park requires an Architectural Plan Review of all new commercial, industrial and multi-family residential structures to be constructed within the City, and any remodeling or change of use of existing commercial, industrial and multi-family residential structures.

This plan review requires submission of building plans that are signed and sealed by a State of Illinois licensed architect or engineer. These plans should reflect all trades (structural, electrical, mechanical and plumbing) that will be contained within the proposed structure.

These plans shall comply with the applicable building codes and amendments adopted by the City. Current codes adopted by the City of Loves Park are as follows:

- A. 2021 ICC International Building Code with amendments.
- B. 2014 NFPA 70: National Electrical Code with amendments.
- C. 2021 ICC International Energy Conservation Code with amendments.
- D. 2021 ICC International Existing Building Code with amendments.
- E. 2021 ICC International Fire Code, and the National Fire Protection Association's National Fire Code with amendments.
- F. 2021 ICC International Fuel Gas Code with amendments.
- G. 2021 ICC International Mechanical Code with amendments.
- H. 2021 ICC Performance Code for Buildings and Facilities with amendments.
- I. 2014 State of Illinois Plumbing Code with amendments.
- J. 2021 ICC International Property Maintenance Code with amendments.
- K. 2021 ICC International Residential Code for One-and Two- Family Dwellings with amendments.
- L. 2021 ILL International Swimming Pool and Spa Code with amendments.
- M. 2021 ICC International Wildland-Urban Interface Code with amendments.
- N. 2021NFPA 11: Life Safety Code

In addition to the plans for new construction, plans shall be submitted which reflect a site plan of the proposed structure with all setbacks, landscaping and parking as required by the City of Loves Park Zoning Ordinance.

One electronic version of signed and sealed plans of all applicable trades are required for Plan Review. It will be the applicant's responsibility to forward plans to the Winnebago County Health Department where food handling and preparation will take place at said construction.

Zoning approval must be completed prior to the initiation of the Plan Review process. A Zoning Clearance form must be completed at the time of submission of Plan Review paperwork.

One hard copy and one electronic copy of drainage plans and storm water detention calculations must also be separately submitted to the Director of Public Works at the time of submittal of any plans for Plan Review. These drainage plans and storm water calculations must be in accordance with Chapter 90, Article IV Storm Water Detention of the City of Loves Park Code of Ordinances.

No plans will be accepted for Plan Review without all plans and calculation mentioned above.

A \$600.00 application fee is required with submission of any plans submitted for Plan Review. This fee covers the initial five (5) hours of review. Any additional time required to complete the Plan Review will be billed at \$125.00 per hour. These fees are not applied to required permit fees necessary to start construction. Permits for construction will not be issued until the Plan Review is completed.

Please allow a minimum of two weeks for the initial review of submitted plans. Any additional resubmittals will require additional review time for final approval beyond the initial two weeks.

Any changes to plans after the completion of the Plan Review process are required to be resubmitted and approved prior to changes to be made in the construction process. These changes must also be signed and sealed as required in the original submittals.

Attached are applications for Plan Review, pertinent documentation and requirements for the entire construction process.

If you have any further questions regarding the City of Loves Park Plan Review procedure, please feel free to contact the Department of Community Development at (815)654-5033.

### **ATTENTION CONTRACTORS/OWNERS**

The Loves Park Zoning Office will require that the landscaping and/or parking improvements as required through the Plan Review process for multi-family, commercial, and industrial structures, be completed prior to any final inspections for occupancy by the Loves Park Building Department.

If the improvements are not completed at the time of request for final inspections, one of the following may be submitted in accordance with Section 1003.9(F) & (G) of the Loves Park Zoning Code.

A completion bond, a cash deposit, or a certified check to cover the cost of the approved improvement may be submitted to the City Clerk's Office; or a signed valid contract with completion date from the contractor hired to complete the improvement may be submitted to the Zoning Office.

In cases of adverse weather conditions, the Zoning Office may give an extension of not more than six (6) months to complete the approved improvements. Such an extension will be given only in extreme conditions.

No occupancy may be taken in new structures until the above conditions are met. Occupancy prior to completion or submission of the above, will constitute a violation of the Loves Park Code and legal action may be taken.

This notice of requirements is being given to you at this time to allow you plenty of time to provide the information to the Zoning Office, as not to cause any delay in getting the appropriate final inspections for occupancy from the building Department. Failure to provide the appropriate information or complete the aforementioned improvements will do nothing more than delay the final inspections, which are requested.

**CITY OF LOVES PARK**

**REQUIRED PLANS AND SPECIFICATIONS**

SUBMIT ONE ELECTRONIC SET OF PLANS AND SPECIFICATIONS, INCLUDING PLUMBING, HVAC, ELECTRICAL AND FIRE PROTECTION AND A DEPOSIT OF \$600.00 MADE TO THE CITY OF LOVES PARK (HELD WITH THE APPLICATION AND APPLIED TO THE FIRST PLAN REVIEW BILL), FOR THE FOLLOWING BUILDINGS:

ALL RESIDENTIAL BUILDINGS LARGER THAN TWO FAMILY UNITS.

ALL ASSEMBLY, BUSINESS, EDUCATIONAL, FACTORY-INDUSTRIAL, HIGH HAZARD, INSTITUTIONAL, MERCANTILE, AND STORAGE BUILDINGS.

**ALL TYPES OF DEVELOPMENT (RESIDENTIAL, COMMERCIAL, INDUSTRIAL)**

1. ADDRESS OF THE PROPERTY AND A NORTH ARROW.
2. PROPERTY LINES, SETBACKS, EXISTING AND/OR PROPOSED STRUCTURES DRAWN TO SCALE, WITH DIMENSIONS OF THE SAME.
3. HEIGHT AND SQUARE FOOTAGE OF STRUCTURES.
4. LABELING OF ADJACENT STREETS AND ALLEYS.
5. DRIVEWAYS AND PARKING AREAS.

**FOR COMMERCIAL AND INDUSTRIAL DEVELOPMENT**

IN ADDITION TO THE ABOVE ITEMS, THE FOLLOWING SHALL BE INCLUDED:

PARKING AREAS, INDICATING DIMENSIONS OF STALLS, AISLE WIDTHS, HANDICAPPED STALLS, POINTS OF INGRESS/EGRESS, AND DIRECTION OF TRAFFIC FLOW.

LANDSCAPING PLAN, INDICATING SPECIES, LOCATION, SIZE AND NUMBER OF PLANT MATERIALS.

DRAINAGE PLAN (FOR REVIEW BY THE CITY ENGINEER) INDICATING SPOT OF DISCHARGE AND EXISTING DRAINAGE FACILITIES.