



Commercial Permits

Commercial projects, which include multi-family, institutional, commercial and industrial structures, require certain documents be turned in and reviewed before a permit may be issued to the owner or hired general contractor.

This process is established by the City of Galesburg Development Ordinance, which can be found in the Code of Ordinances Title XV Chapter 152.

This guide is provided to list what documents are required by that section of the code. Please refer to the Code for specific items.

What documents are needed before a permit can be issued?

The following items need to be submitted with a building permit application for all commercial projects:

1. **Site Plan:** Site plans must be prepared by an architect, a land planner, an engineer, a surveyor or a consulting firm. Specific requirements can be found in sections 152.130 - 152.138 in the Development Ordinance.
2. **Landscape Plan:** Landscape plans must be prepared by a landscape architect, a certified nursery professional or a master gardener. Specific requirements can be found in sections 152.165 - 152.168 in the Development Ordinance.
3. **Outdoor Lighting:** The City has established requirements for outdoor lighting. These lighting requirements come into play when the commercial structure is adjacent to a residentially zoned or used property. At the property line the lighting levels must be measured at 1 foot candle or less. This requirement may be found in section 152.032 in the Development Ordinances. A lighting plan must be prepared by a lighting professional.
4. **Full Construction Documents:** Commercial projects, both new buildings and structural remodeling, are required to be designed and sealed by a licensed Illinois architect or structural engineer. This is a requirement that has been established by the State of Illinois and local jurisdictions cannot waive this requirement.
5. **Storm Water Drainage Plans:** New commercial buildings and additions have the potential of altering or restricting the flow of water. Storm water plans must be prepared and sealed by a professional engineer of the State of Illinois. Specific requirements can be found in sections 152.350 - 152.361 of the Development Ordinance.
6. **Fire Department Review:** The City of Galesburg Fire Department also reviews plans for fire safety and other related codes. If the building has a fire suppression system, plans detailing the operation of the system will need to be submitted to the Fire Marshall for review. Also the Fire Marshall will review site plans to assure that there is a fire hydrant within the required distance of the structure as required in the International Fire Code.
7. **Water and Sewer Tap Fees:** New buildings and some additions may require a water and/or sewer tap. These items need to be addressed and paid for before a permit may be issued. The City of Galesburg Public Works Department and the Galesburg Sanitary District will need to be contacted.
8. **Submission Requirements:** The City of Galesburg requires that 7 sets of complete building plans for new construction and 4 sets of plans for remodels be submitted. The City also asks for 12 sets of site plans and landscape plans be submitted. This allows a variety of departments and organizations to be able to review the plans simultaneously. The City's Community Development Department, Public Works Department, Engineering Division, Water Division, Fire Department and Police Department all review plans to make sure all specifications are met. Also the Galesburg Sanitary District is given a copy of the plans as well. If available please also submit a digital copy of the plans to the building inspector.

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Review Process

There are several departments that will be involved with the review process:

1. Building plans for new construction are reviewed by the Community Development Department, Fire Department, Water Division and the Galesburg Sanitary District. The goal of the City of Galesburg is to have all plan reviews completed and reports issued to the design professional within two weeks of receiving the plans.
2. Site plans are reviewed by the Development Review Committee, which consists of staff from several departments within the City of Galesburg. Regular meetings of the DRC are scheduled monthly. The DRC can schedule a special meeting to help keep a project moving along.
3. Landscape plans are also reviewed by the Development Review Committee. The timeline is the same as the site plan review and often both the site and landscape plans can be reviewed during the same meeting.
4. The Development Review Committee will provide its comments to the design professional.
5. Once the review process by the City has been completed, any needed additional information, corrections or clarifications will be submitted for approval by the design professional to the City of Galesburg. These items need to be received, reviewed and approved by staff, before the building permit can be issued.
6. At the completion of the review process by the City of Galesburg and the Galesburg Sanitary District, the building permit will be ready to be issued.

Permit Issuance

Permits for construction will only be issued to the Registered General Contractor performing the work. Building owners may apply for permits when they are performing general contractor work to their own building or structure.

All work performed under permits issued by the City of Galesburg must be conducted by employees of the permit holder covered under the required insurance or by contractors registered with the City of Galesburg.

It is the responsibility of the Registered General Contractor to give the City Clerk notice in writing of any changes in the information provided to obtain the registration.

HVAC/Electrical/Plumbing contractors are not affected by this General Contractor Registration. HVAC contractors are required to be registered with the City of Galesburg, Electrical contractors are required to be licensed by the City of Galesburg and Plumbing Contractors are required to be licensed and registered with the Illinois Department of Public Health.

If you have questions, please feel free to call (309) 345-3619, between the hours of 8:00 am and 5:00 pm, Monday through Friday.

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