



City of Moline
Building Division
619 16 Street
Moline, IL 61265
309-797-0470

PLAN REVIEW POLICY

Minimum Requirements

In an effort to reduce the amount of time required to obtain a building permit, the Building Division has established the following plan review requirements. The following requirements shall serve as a tool customers can utilize to submit complete construction plan submittals, thereby reducing the need for multiple plan submittals and avoiding lengthy time delays. Please note that these requirements should be followed if the scope of work is applicable.

City staff attempts to complete the plan review process within or before the minimum of fifteen (15) business days, however, the process depends on the scope of the project and the accuracy of submittals. Incomplete plan submittals will not be reviewed and will be returned with a notice to submit complete plans. ***Plan review begins only after ALL required documents are submitted satisfactorily.***

In accordance with the Illinois Architectural Practice Act, interior design services for a building that ***involves life safety or structural changes*** require that the documents be prepared by an Illinois licensed design professional. All commercial projects that involve life safety or structural changes shall submit stamped plans. Please visit the State of Illinois Department of Professional Regulation and/or Illinois Architecture Practice Act websites for additional information.

Projects that require stamped architectural plans **may** also require stamped mechanical and electrical drawings at the code manager's discretion for more complex projects involving ***"interior space planning."*** Quite often ***"interior space planning"*** involves ***mechanical/electrical*** systems and other areas requiring expertise beyond the capabilities of an unlicensed individual. Those systems requiring the application of engineering principles and data must be designed and the documents *stamped* by an Illinois Licensed Professional Engineer, Structural Engineer or Architect. Buildings previously exempted may require an Illinois licensed Designed Professional if there is a change of use or occupancy type.

In accordance with the Illinois Plumbing License Law, ***plumbing*** for ***"interior space planning"*** may be designed by a licensed Illinois plumber.

Construction projects involving privately funded commercial facilities and for which a municipality or county requires a building permit must comply with the Illinois Energy Conservation Code (IECC) if the project involves new construction.

Please refer to the City's Plan Review Checklist Guide on the back of this page for your next project plan review submittal.

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City's Plan Review Checklist Guide

- Permit Application:** All relative information must be supplied and the application permit must be signed.
- Plan Review Fees:** Plan review fees shall be paid at the time plans are submitted for review.
- Plans:** Plans issued for review are required to be ready for construction. No preliminary plans. Plans shall be **24" X 36"** in size and indicate wall, floor, foundation, elevations, sections and details on them. **Two identical** sets are required and they shall be bound. **Stamped architectural drawings are required for any project that involves life safety and/or structural changes.**
- Code Analysis:** title block, type of work being done, type of construction, use group, installed fire protection, design options
- Site Plan:** pre-construction and post-construction contours, cut and fill quantities addressed, lot dimensions, streets, parking, structures with dimensions, and setback distances. Larger projects may also require additional site plans such as lighting, landscaping, etc...
- Health Plans:** restaurant layout, kitchen equipment, copy of menu, etc. are required for all projects involving food and drink preparation/activities and /or food establishments
- COM Checks:** if applicable, **Illinois Energy Conservation Code compliance certificate**
- Utility Plan:** location of sanitary sewer, fire hydrants, outside lighting
- Grading Plan:** benchmark information and drainage
- Mechanical Plans:** duct design, catalog cuts, vent schedule, etc.
- Electrical Plans:** fixtures, outlets, panels, conduit, schedules, etc.
- Plumbing Plans:** riser diagrams, fixture count, type of piping, etc.
- Sprinkler Plans:** number and location of fixtures, occupancy, etc.
- Handicap Accessibility Requirements:** required elements for accessibility, specific facility type requirements, exterior and interior requirements
- Sub-Contractors Declared:** If your sub-contractors have been awarded, the responsible parties must be listed on the building permit application.
- Contractor Forms:** up-to-date certificate of insurance, registration, license and bond
- Erosion Control:** Class 1 or Class 2 Drainage checklist and Pervious/Impervious calculations

Contact Information:

Building	309-797-0476	Electrical	309-797-0472
Plumbing	309-797-0473	Mechanical	309-797-0473
Health	309-797-0477	Zoning	309-797-0475
Engineering	309-797-0700	Environmental	309-797-0718
Utilities	309-736-5797	Fire	309-736-5685
Permit Fees	309-797-0470	Code Manager	309-797-0471

