



Commercial (Non-Residential)

Architectural Drawing Requirements Interior Alteration

*These items should be shown on the architectural drawings submitted for permit.
Additional items may be required based on the specific project circumstances.*

General (as indicated)

- Drawing sheet size - 24" x 36" (preferred maximum size)
- Project address-every sheet
- Drawing date-with revision date on each affected sheet
- North arrow on all plans
- Scale
- Architect's (or Structural Engineer's) name / address / telephone
- Architect's (or Structural Engineer's) State of Illinois seal with signature and date and license expiration date - on cover sheet with index of drawings or on every sheet. Required for all commercial alterations where structural or egress modifications are proposed
- Applicable codes or include a reference to locally adopted codes
- Code data - including: zoning district, zoning setbacks for each side, use group(s), construction type, floor area, whether or not there is a fire protection system, etc.
- Structural design loads & material design values (if applicable)
- Accessibility compliance with Illinois Accessibility Code (IAC) & ANCI 117.1 is required
- Fire rated assembly designations & UL numbers for walls, ceilings, etc. (if applicable)
- On the cover sheet, state the method of energy code compliance (prescriptive or performance type) and submit compliance documents (if performance). Indicate mandatory R-values for ducts, piping, etc.

Site Plan (as applicable and unless information is contained on civil engineer's or surveyor's drawings)

- For zoning compliance review where there is a change of occupancy, parking calculations are required with a site plan
- It will be assumed for interior alterations that there is a compliant accessible way to, and into, the building. It is the applicant's responsibility to include any site and / or building entrance modifications as part of the permit application if the accessible way is not code compliant.
- Indicate any new site equipment locations (if applicable)
- Indicate any new water service, sanitary or storm sewer service sizes & locations

Plans (as required)

- Demolition Plan-as required
- 'Key Plan' for project location
- 'Egress (Life Safety) Plan' (if applicable)
- Floor Plan (including roof if necessary) with:
 - Room names
 - Dimensions
 - Rated wall locations
 - Wall, door & glazing locations
 - Structural information (if altered)
 - Mechanical-indicate locations of:
 - Supply/return ducts
 - Heating units
 - Other equipment
 - Electrical-indicate locations of:
 - Service panel with size
 - Lights & switches (address IECC switching)
 - Receptacles
 - Emergency lights & exit signs
 - Plumbing-indicate locations of:
 - Plumbing fixtures, incl. mop sink & drinking fountains
 - Water heater
 - Accessibility compliance dimensions-include hatched boxes for clearances at all doors, plumbing fixtures, etc.
- Reflected Ceiling Plan (as required)

Elevations (as required)

- Interior elevations
- Exterior elevations (if any exterior work)

Details (as necessary)

- HVAC ventilation schedule with outside air indicated
- Electrical schematic diagram
- Plumbing riser diagrams
- Door and hardware schedule
- Energy code (IECC) compliance documents - prescriptive or performance and indicate mandatory requirements for ducts, piping, etc.
- Construction details/sections/schedules
- Door and hardware schedule