



Submittal Requirements for Commercial Projects

For plan review purposes, please provide the following to:

City of O'Fallon
Community Development Department
255 S. Lincoln Ave.
O'Fallon, IL 62269

or

communitydevelopment@ofallon.org

Building Plans (PDF copy):**

- Building permit application with 9-1-1 approved address
- Water Meter & Tap Sizing form
- Complete set of architect / engineer sealed building plans (each page sealed, please)
- B & F Construction Code Services, Inc. Plan Review Submittal checklist
- Construction manual
- Geotechnical report
- Automatic Fire Sprinkler System Technical Submission Form
- Sealed COMcheck reports

Civil Plans (PDF):

- Sealed civil plans (each page sealed, please)
- Engineering Plan Review Fee Payment Responsibility Form with check payable to "Horner & Shifrin"
- Completed "Final Site Plan Check Sheet"
- Photometric plan for exterior site lighting
- Landscape Plan
- Required Parking Schedule
- Phase 2 Drainage Report
- Drainage Report Checklist

Fire Alarm/Sprinkler/Kitchen Hood Plans (PDF)

- Fire Sprinkler Application, full-size sealed Fire Sprinkler Plan, calculations and cut sheets
- Completed Data Sheet for Proposed Fire Service Installation Including Fire Pump and Related Facilities, and application for Special Connection
- Fire flow calculations
- Fire Alarm Application, sealed Fire Alarm Plans and cut sheets
- Kitchen hood plans (signed and sealed), application for Hood System, cut sheets

The following must be documented in the code data block located on the front page of the construction documents. The Illinois licensed designer must include his or her raised seal on all construction documents.

Present codes and editions in effect:

- 2018 International Building
- 2018 International Fire Code

- 2018 International Existing Building Code
- 2017 National Electric Code and additional regulations and standards as listed.
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2018 International Energy Conservation Code
- Latest Illinois State Plumbing Code
- Latest Illinois Accessibility Code
- Use Group Classifications
- Type of Construction (Building Type)
- Building Floor Area - document square footage per floor individually and as a total
- Allowable and Actual Floor Area
- Building Height
- Number of Exits Required and Number of Exits Provided and Travel Distance
- Occupancy Load
- Automatic Fire Suppression System and Fire Alarm System
- Assumed Municipal Water Flow Provider
- Design Wind Speed and Exposure and Seismic Design Parameters
- Design Snow Load, Roof Live Load, and Floor Live Load

**The City of O'Fallon will submit the plans and forms to B & F Technical Code Services for the initial review. Applicant will submit subsequent revised plans to B & F.

Please call (618) 624-4500 x 4 or email communitydevelopment@ofallon.org with any questions.