



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068
TEL: 847/ 318-5291
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URL:<http://www.parkridge.us>

DEPARTMENT OF COMMUNITY
PRESERVATION AND DEVELOPMENT
BUILDING SAFETY DIVISION

Guideline for Commercial -Basic Build-Out

All construction shall meet:
International Building Code 2015
International Energy Conservation Code 2015
International Property Maintenance Code 2015
City of Park Ridge Code Amendments
National Electric Code 2014
International Mechanical Code 2015
International Fuel Gas Code 2015
State of Illinois Plumbing Code
International Fire Code 2015
2015 NFPA 101

NOTE:

- IF APPLICABLE, separate applications must be submitted for a:
- Fire Alarm System
- Fire Sprinkler System
- New signage
- Liquor sales
- Business licenses/registration.

PLAN SUBMITTAL REQUIREMENTS:

- Stamped drawings by Architect/Design Professional
- Use and Occupancy Classification
- Type of Construction
- Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official.
- Demolition Plan shall provide a plan demonstrating all demolition and new construct.
- Must include Index of Drawings on Cover Sheet.
- Must include a letter of intent/scope of work describing the exact details of what is proposed to be demolished, constructed and/or installed.
- A plan of the sectional view with all the details and dimensions of all structural interior and exterior if applicable.
- Property owner letter of approval(letterhead).

GUIDELINES:

- Contain all debris in containers.
- Keep public ways open and clear
- Keep all sidewalks clear
- Post address numbers on all exterior doors.
- Approved Fire Extinguishers are required for all altered spaces.
- Exit signage and emergency lights are required for all altered spaces.
- All drywall is to be 5/8th, Per City Ordinance.
- All walls separating units, and hallways shall be two hour rated per City Ordinance required for all altered spaces.
- A minimum of 36” of aisle width is required for all altered spaces.
- Doors shall be a minimum of 32” and open outward if occupancy is greater than 50 are required for all altered spaces.

Contact the City of Park Ridge upon completion for all rough and final inspections at 847-318-5291.

Review the City Ordinances at www.parkridge.us

To purchase code books, contact ICC at: 800-214-4321 / www.intlcode.org

Construction Documents (approved SITE copies) shall be available at all times at the job site. Any alterations to the approved SITE copies must be submitted to the City of Park Ridge in triplicate for review and approval.

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