

REQUIRED INFORMATION FOR COMMERCIAL CONSTRUCTION  
PLANS  
Village of Winnetka, Department of Community Development

General Plan Requirements

1. Seven sets of architectural drawings must be submitted (eight for restaurants). The drawings must be prepared under the supervision of a licensed architect or registered professional engineer. All drawing sheets must be stamped with an ink stamp. The cover sheet must be sealed and signed by the design professional. Prior to a building permit being issued, two complete sets of plans must be signed and sealed by the design professional.
2. Each sheet must have the project name and address.
3. Each sheet must have the name and address of the design professional.
4. A minimum of two dimensioned cross sections of the structure identifying all materials and assemblies of building components must be submitted.
5. To scale building elevations showing all vertical dimensions including floors and ridgelines must be provided.
6. All rooms must be identified on each drawing.
7. All drawings shall be prepared in hard-lined by ruler or by a computer aided design software.
8. Engineering site plans prepared by a registered professional engineer must be submitted along with the construction drawings. To scale site plans should show the location of all easements, underground storm and sanitary sewers, water lines, grades on site as well as adjacent property lines existing and proposed structures.
9. The drawings should include the following notes:
  - Include required design loads for floors, balcony, stair railings and roof;
  - Specify design load for snow and wind;
  - Specify the minimum specified compressible strength of the concrete;
  - Specify the extreme fiber stress (Fb) in bending and modulus of elasticity (E) for the lumber;
  - Indicate the minimum soil bearing capacity required;
  - Indicate the Village of Winnetka adopted codes.
10. All work shall comply will the most recent addition of the State of Illinois Accessibility Code.
11. Indicate building use classification, construction classification and maximum occupancy load.
12. Means of egress shall be defined and shown by shading in the plans.
13. Indicate maximum number of people each legal exist serves for emergency exiting.
14. New commercial buildings & additions to existing buildings will require a soil test.

### Section Requirements

1. Top of foundation walls shall be at least six (6) inches above the finished grade.
2. Indicate typical foundation wall section. Specify in detail wall, floor and roof/eave construction system and material detail.
3. Specify R-Value of insulation based Energy analysis to be prepared in compliance with energy conservation code.
4. Indicate required soffit venting.
5. Indicate proper ventilation between insulation and roof deck. Air space baffles shall be full length between all joists in cathedral ceilings.
6. Provide roof vent calculations when continuous ridge and soffit vents are not used.
7. Indicate required soffit vent and flat roof type mushroom vents.
8. Indicate a "B" or higher fire resistive rating for roof assembly.

### Electrical Plan Requirements

1. All plans should be noted as follows: Contractor to comply with article 210-19 FPN no.4.
2. Outlet spacing to comply with 2010 NFPA.
3. Indicate existing service size or show complete details of new service. Show meter pedestal height between 4' and 5' 6" above grade with all conduit, grounding and bonding.
4. Dishwashers and disposals shall have separate disconnecting means under the sink cabinet each wired to a separate twenty-amp circuit.
5. Switches and receptacles in bathrooms shall be located a minimum of thirty inches from the inside edge of a tub or shower measured horizontally at the floor line. Lighting fixtures above, or within two feet of the inside of the tub edge, must have GFCI protection.
6. All storerooms, utility rooms and pantries shall be illuminated.
7. All plans should be noted as follows: All non-conforming electrical installations or materials discovered or revealed during remodeling, renovation, or other alteration projects, shall be corrected in accordance with the applicable section of the Village of Winnetka code.
8. Provide load calculation of structure based on NEC 2008 examples (for remodeling work only).
9. Copper bus shall be used in all switchboards, panel boards and meter socket enclosures containing more than four sockets.
10. Contact the Water and Electric Department at 716-3551 for temporary power or meter pedestal location.
11. Show existing service size and location.
12. Provide luminare and outlets count.

### Plumbing Requirements

1. Show or indicate size of the existing and/or new water service to be installed.
2. Submit isometric drawings identifying all piping and all pipe sizes.
3. Provide a list of all plumbing fixtures to be installed.

### Energy Saving Requirements

1. Provide energy analysis in compliance with 2012 Energy Conservation Code.

### Mechanical

1. Submit detailed set of mechanical drawings. Drawings must be prepared in compliance with the 2009 International Mechanical Code and 2012 Energy Conservation Code.
2. Indicate layout for ducts. Indicate location of all registers. Indicate minimum required CFM at the supply and return registers. Specify controls.
3. Indicate general mechanical notes on plan.
4. Submit equipment sizes and specifications.
5. Indicate manufacturer's installation recommendations shall be available on the job site and available for rough inspections.
6. Indicate that toilet exhausts will be vented outside the structure; venting cannot be terminated in an eave, attic or crawl space.
7. Gas piping penetrating through a foundation wall or basement must be installed in a sleeve.
8. Show locations of all HVAC equipment.

The Village of Winnetka currently operates under the following building codes:

International Building Code, 2009 Edition  
International Residential Code for One- and Two-Family Dwellings, 2009 Edition  
International Mechanical Code, 2009 Edition  
State of Illinois Plumbing Code, 2004 Edition  
National Electrical Code, 2008 Edition  
International Fire Code, 2009 Edition  
Life Safety Code 101, 2009 Edition  
International Energy Conservation Code 2012 Edition  
(see Village of Winnetka Building Code Amendment dated August 16, 2012 at [www.villageofwinnetka.org](http://www.villageofwinnetka.org).)

For additional information, please contact Mr. Darab Shahabi, Plan Examiner at (847) 716-3528