



BUILDING AND ZONING DEPARTMENT  
CITY OF SPRINGFIELD, ILLINOIS

## Requirements for Phased Applications

The City of Springfield Building & Zoning Department may allow for the application of commercial building permits for projects to be completed in phases in accordance with the [2012 IBC section 107.3.3](#). This may include Grading, Excavation and Shoring, Demolition, Foundation, Interior Non-Structural Demolition, Shell, and Tenant-Finish permits. The phasing of building projects is optional. ***Any applicant who applies for any type of phased permit does so at their own risk and there is no guarantee that subsequent phases will be approved or future permits issued. In some cases previously approved phases may require revisions based on changes to subsequent phases.*** No phased permits will be issued if a non-phased permit has been issued that includes the same scope of work. If a non-phased permit has been applied for but not issued then it must be voided before a phased application will be accepted and reviewed.

The following are requirements for phased applications:

1. Submit a [BUILDING PERMIT APPLICATION](#) with applicant, owner, contractor(s), and design professional(s) contact information (as required). Note the improvement type and project valuation. The building permit and review fees for commercial projects are based on [City Ordinance section 170.10.25](#) and will be separated for each phase.
2. Submit a detailed [SCOPE OF WORK](#) and indicate the total number and basic scope of phases, which phase is being applied for, and identify and describe the specific work to be covered by the permit for which the application is made. It may help to make note of work that is explicitly NOT part of the permit being applied for as well. If there is a change of use, please indicate the existing use group with an "E" and the proposed with a "P". If there is no change of use then mark the proposed use group(s) with an "X".
3. Submit a copy of the proposed construction schedule showing sufficient time to allow for the city review and permit approval of the next phase of the work; ideally 8 weeks.
4. Submit all supporting documentation for the work to be done under the phased permit including specifications, demolition plan, structural calculations, geotechnical report, soils report, special inspection, storm, sanitary and water calculations, and life safety information. Supporting documentation should have professional seals where required.
5. 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 comply with the provisions of all applicable codes. At each phase the construction drawings shall be complete for the proposed work. Two (2) to four (4) sets of construction documents shall be submitted with each application.



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Construction documents must be designed, signed, and sealed by a design professional in compliance with applicable federal, state, and local requirements. "Design professional" means an architect, professional land surveyor, professional engineer, or structural engineer licensed in conformance with the respective IL Acts. Design professionals may practice only within the scope of their practice. See the [IDFPR Design Code Manual](#) for more information.

The following drawings are required per the noted phase application:

- a. For Demolition applications:
  - i. See our [Demolition Notice](#) for procedures/requirements.
- b. For Foundation-Only applications:
  - i. Complete Civil Plans and Site Plan per [IBC Section 107.2.5](#) showing new and existing structures, property and easement lines, dimensioned setbacks, parking, traffic flow, storm water management, grades, required Fire Safety elements, and other necessary information.
  - ii. Complete structural drawings for the entire building including plans, details, and loads for the foundation, slab, and superstructure.
  - iii. Code summary with basic details regarding the proposed structure including height, stories, use and occupancy by floor/room/space, construction type, and sprinklering.
  - iv. Geotechnical and soil reports as needed
  - v. Drawings for all utilities to be located in or under the foundation level
  - vi. Sufficient building plans and elevations to properly determine exit discharge for egress purposes.
- c. For Shell applications:
  - i. Complete Civil Plans and Site Plan per [IBC Section 107.2.5](#) showing new and existing structures, property and easement lines, dimensioned setbacks, parking, traffic flow, storm water management, grades, required fire safety elements, and other necessary information.
  - ii. Complete structural drawings for the entire building including plans, details, and loads for the foundation, slab, and superstructure.
  - iii. Code summary with basic details regarding the proposed structure including height, stories, use and occupancy by floor/room/space, construction type, and sprinklering.
  - iv. Sufficient building plans and elevations to properly determine code compliance for structural strength, egress, light and ventilation, and life



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and property safety. This would include but is not limited to floor/ceiling/roof plans, elevations, sections, exterior wall envelope details, door and window schedules, and life safety plans.

- d. For Tenant Finish applications:
  - i. Complete set of plans showing compliance with all applicable codes.
  - ii. Information pertaining solely to an issued shell permit may be omitted but a note should be added referencing the issued permit number.
  - iii. Code summary with basic details regarding the proposed structure including height, stories, use and occupancy by floor/room/space, construction type, sprinklering, and general shape.
6. An [Erosion Control](#) permit may be required per [City Ordinance Chapter 154](#).
7. Separate [Mechanical](#), [Electrical](#), and [Plumbing](#) permits may be required based on the scope of the phase being applied for. Separate permits are required for each phase.
8. Fire protection and detection systems (Sprinklers, alarms, extinguishers, etc.) may be required at any phase. Consult with the Fire Safety Division and [City Ordinance Chapter 94](#) for additional information.
9. No subsequent phased permits will be reviewed until the previous phased permit is issued.
10. No Certificate of Occupancy will be issued until the final phase has been completed or full code compliance has been achieved.
11. Per City Ordinance Section 170.10.21, every permit issued by the department shall expire one year from the date of issuance. Every permit issued by the department shall become void if the work authorized by the permit is not commenced within six months from the date of the permit, or if the work authorized by the permit is suspended or abandoned for a period of six months.
12. Additional documents & plans may be required based on the nature of project and scope of work.

**The undersigned contractor, property owner, or applicant acknowledges the above requirements:**

Signed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

*Rev. 1.2 – Aug 2021*