



Village of Niles

Plan Review Request

Phone: (847) 588-8040
Fax: (847) 588-8050

Project Name: _____ **Application #** _____

Project Address: _____ **Today's Date:** _____

Use:

_____ Single Family
 _____ Multi-family
 _____ Commercial
 _____ Industrial/Mfg

Type of work:

_____ Addition
 _____ New
 _____ Alter
 _____ Garage
 _____ Other

Number of Plans _____

_____ First Review
 _____ Resubmitted
 _____ Partial submittal

Please return review to the following: Mail E-mail Fax

Name _____

Department _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

_____ Owner _____ Architect _____ Contractor

Send Invoice to: Same as Above

Name _____

Department _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

_____ Owner _____ Architect _____ Contractor

Plan review process - 15 business days

Plan reviews are conducted by the Village of Niles Department of Community Development. Depending on the scope of the project, plans may be sent to an outside consultant for additional review(s). This firm will assess the cost of service and notify the applicant prior to any plan review being conducted, expedited service is also available at an extra charge. The consultants along with their corresponding fees may be found on the Village of Niles web site (www.vniles.com). Should you have any questions concerning their comments you may contact them directly.

We wish to have the plans reviewed by the following method:

_____ Standard service
 _____ Fast track (additional cost)

Schedule of fees available on-line
www.vniles.com

Required for each submittal:

⇒ Survey attached to each plan including resubmittals.

⇒ Written responses to all plan review comments.

Failure to provide these will result in the documents being returned and a delay in the review

2015 International Building Code (IBC)
 2011 National Electrical Code (NEC)
 2015 International Mechanical Code (IMC)
 2015 International Fuel gas Code (IFGC)
 2015 International Fire Code (IFC)
 1997 Illinois Accessibility Code
 2015 International Residential Code (IRC)
 2014 Illinois State Plumbing Code
 2015 International Energy Code (IECC)
 Village of Niles local amendments
 All code language is available on-line
www.vniles.com and search "codes"

Permit Type	Building Plans	Plat of Survey	Site Plan	Zoning Calculations	Land-scape Plan	Grading Plan	Other Requirements
S.F. New	3	3	3	1	2	3	
S.F. Addition	3	3	3	1	2	3	
New Multi-Family	4	4	4	1	3	4	
Single Remodel	2	2	0	0	0	0	
Commercial New or Addition	5	5	5	1	5	5	
Commercial Remodel Interior	4						
Detached Garage	3	3	3			3	Indicate drainage flow on survey with arrows
Porch	2	2					
In-Ground Pool	2	3 Showing pool and fence location					Indicate drainage flow on survey with arrows. Indicate overhead or buried electrical
Fire Sprinkler	3						Cut-sheets/Hydraulic Calculations
Fire Alarm	3						Cut-sheets/Battery Calculations
Hood/Duct	3						Cut-sheets/Drawings
Hood/Suppression System	3						Cut-sheets/Drawings

Please note:

All plan review comments must be addressed in written form, clouded and numbered (the number of which shall correspond to the number on drawings resubmitted).

Failure to follow this guideline will result in a delay in conducting any re-review.