

City of Rockford, Illinois

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Permit by Appointment Description

This summary is written for **Building Owners, Design Professionals and Construction Industry Professionals** to describe the new procedure for permits by appointment that will allow building permits to be issued in a shorter period of time than the Standard Review Process.

DOCUMENTS AND SERVICE PROVIDED BY THE CITY OF ROCKFORD

1. Building permit applications for this process are available from the Building Department and will be the same as for the Standard Review Process. A schedule of review fees for Permit by Appointment will also be available through the Building Department.
2. Documents for review submittal must meet all requirements of the standard checklist used for the Standard Review Process submittals. This checklist is available through the Building Department.
3. In some cases, a permit may not be able to be issued if code compliance cannot be determined during the review appointment.

ELIGIBLE PROJECTS

1. Eligible projects are simple tenant build-outs or interior remodeling projects that normally require a plan review but which are not unusually complex in the type of work being proposed.
2. This process will not be available for projects which require a Public Works clearance or projects requiring any special zoning process (i.e. S.U.P., variance.)
3. Staff shall have the authority to determine if projects are too large or too complex to be eligible for this process. Contact a plans examiner in the Building Department for clarification of acceptance for a specific project.

PROCESS

1. Construction documents, completed permit application and review fees are brought to the Building Department and reviewed by plans examiner and determined to be in compliance with submittal requirements for the Permit by Appointment process.
2. Appointment is made for review. The appointment will occur within 3 business days of the submittal.
3. At the scheduled in-person conference, the specific design professional who sealed the drawings may need to supply written corrections to meet code requirements.
4. A permit is issued after the documents have been corrected by the design professional who sealed them and all code compliance issues have been corrected.
5. If significant corrections are required (more than could occur by note or correction directly on documents), a permit will not be issued until all items are corrected, resubmitted and reviewed by City staff.
6. Permit by Appointment includes comments from Building and Planning only and address zoning, architectural, structural and accessibility issues only. Mechanical, Gas, Plumbing, Electrical and Elevator/Lift/Escalator reviews and permits will be done and issued separately (same as current process.) Permit checklist issued with building permit will note other permits/document submittals that are required.

FEES

A base fee of \$250.00 will be required for the Permit by Appointment Process in addition to the standard building review fee of \$.04 per square foot, \$50 minimum. All review fees are due at the time of review. Review fees and permit fees must be paid before a building permit is valid.