

School Building Permit Process

(For Construction or Reconstruction)

When school districts decide to construct a building, reconstruct an existing building, or perform certain repairs, this school building process is used.

Amendment Process

- Step 1.....10-Year Survey (Including Description of Existing Conditions and Safety Reference Plans), ROE Annual Inspection, School Building Planning, Emergency Situation, or Other Agency Inspection
- Step 2.....Construction or Reconstruction Needed
- Step 3.....Fire Prevention and Safety Funds Needed?
- Step 4.....Architect/Engineer and Board Prepare HLS Amendment and School Board Approves...Original Architect's Stamp on Certificate of Need submitted to ROE
- Step 5.....HLS Amendment is approved by the ROE and ISBE and Order to Effect Issued

Building Permit Process

After the amendment has been approved, the school's architect will prepare the following, collect necessary signatures, and send to the Regional Office of Education.

- Step 1.....Application for Building Permit (Form #36-10)
Plans & Specifications
IBPVS Plan Review Statement (Form #36-11)
Confirmation of Plan Review Records (Form #36-35)

All of the above in Step 1 of Building Process is completed and turned into the Regional Office of Edu.

- Step 2.....ROE completes and issues the Building Permit (Form #36-14)
(Building cannot commence until the Building Permit is posted at the site.)

Occupancy Permit Process

When project is complete/students to be allowed to re-enter building, the school's architect will complete the following paperwork and send to the Regional Office of Education.

- Step 1.....Application for Occupancy Permit (Form #36-15)
Inspection Statements (Form #36-36)
Confirmation of Called Inspection Records (Form #36-37)
- Step 2.....Inspection of site by the Regional Office of Education Representative
- Step 3.....Occupancy completed and sent to school for posting at site (Form #36-16)

Most of the paperwork listed above originates from the district school board or the school's architect. If you have any questions about these steps, please feel free to contact the ROE at 618/687-7289.