

Chapter I: Building Permit/Certificate of Occupancy Process--Chapter-Page

Overview of the Building Permit Process ----- I-1

Steps and Forms for the Building Permit Process ----- I-2

36-10: APPLICATION FOR BUILDING PERMIT----- I-3

36-11: PLAN REVIEW STATEMENT----- I-4

35-66: APPLICATION FOR VARIANCE ----- I-5

36-35: CONFIRMATION OF PLAN REVIEW RECORDS----- I-6

36-14: BUILDING PERMIT ----- I-7

36-13: REGIONAL SUPERINTENDENT’S APPROVAL IN WRITING----- I-8

Overview of the Certificate of Occupancy/Completion Process ----- I-9

Steps and Forms for the Certificate of Occupancy/Completion Process ----- I-10

36-15: APPLICATION FOR OCCUPANCY/COMPLETION ----- I-11

36-36: INSPECTION STATEMENT ----- I-12

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS----- I-13

36-16: GENERAL CERTIFICATE OF OCCUPANCY----- I-14

36-17: CERTIFICATE OF PARTIAL OCCUPANCY----- I-15

36-38: CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY----- I-16

36-26: TEMPORARY FACILITY REPORT ----- I-17

36-30: CERTIFICATE OF OCCUPANCY FOR TEMPORARY FACILITY ----- I-20

Overview of the Building Permit Process

A BUILDING PERMIT is required for all “like activity” that is performed with respect to any “facility”.

“Like activity” means construction or any work involving or similar to construction that is performed with respect to any “facility” of a school district subject to the requirements of 23 Illinois Administrative Code Part 180. This includes but is not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.

“Facility” means land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporate in any buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to Part 180. This definition excludes facilities owned by a school district but not used for public school purposes, which shall be subject to local building

Repairs that qualify as “Minor repairs” shall not be considered “like activities” and therefore are not subject to the BUILDING PERMIT requirements of Part 180.200.

“Minor repairs” means any work to a facility that is not subject to the bidding requirements of Section 10-20.21 of the School Code, with the following exceptions: cutting away of any wall, partition, or portion thereof; cutting or removal of a structural beam or load-bearing support; removal of or change in a required means of egress; rearrangement of parts affecting exit requirements; addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping; electrical wiring; or mechanical; or other required building system.”

Therefore, if either one of the following applies to your project, **you must complete the APPLICATION FOR BUILDING PERMIT** and submit it to the Regional Office of Education:

- Project is **\$50,000 or more** and includes work involving or similar to construction that is performed with respect any facility including but not limited to reconstruction, substantial alteration, repair, remodeling, renovation, or change in use.
- Project is **less than \$50,000** but involves any of the following: a change or increase in the size, type, or extent of an existing facility; cutting away of any wall, partition, or portion thereof; cutting or removal of a structural beam or load-bearing support; removal of, or change in a required means of egress; rearrangement of parts affecting exit requirements; addition to, alteration of, replacement, or relocation of any standpipe, drain leader, or gas, soil, waste, water supply, sewer drainage, vent or similar piping; electrical wiring; or mechanical; or other required building system.

After examination and approval of the project, including appropriate construction documents, applicable PLAN REVIEW STATEMENTS and CONFIRMATION OF PLAN REVIEW RECORDS, a BUILDING PERMIT will be issued by the Regional Superintendent using the steps and forms on the following page.

Steps and Forms in the Building Permit Process

Step #1: Architect develops construction documents with affixed seal and signature per School Board request. School board gives approval, prepares APPLICATION FOR BUILDING PERMIT and submits it, along with two copies of all signed and sealed plans and specification, PLAN REVIEW STATEMENT and the CONFIRMATION OF PLAN REVIEW RECORDS to the Regional Superintendent.

36-10: APPLICATION FOR BUILDING PERMIT (Page I-3)

36-11: PLAN REVIEW STATEMENTS (Page I-4) - Required for the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Plumbing Code as applicable to the project. Since the Illinois Accessibility Code Section 400.180 specifically allows the seal of the architect/engineer to be submitted in lieu of the “Statement of Compliance”, additional signoff for the Accessibility Code is not required on the form. The form provided also includes checks for other Illinois State Agency requirements.

35-66: APPLICATION FOR VARIANCE (Page I-5) When determined to be necessary, architects or engineers may apply to State Superintendent for a variance pursuant to 180.70 on behalf of the school district.

36-35: CONFIRMATION OF PLAN REVIEW RECORDS (Page I-6) - The Regional Superintendent may use this form to confirm that plan review records have been reviewed by he/she prior to issuing the building permit.

Link to PLAN REVIEW RECORDS Samples – to be completed and maintained by individuals qualified in accordance with 180.100 for the 2006 International Building Code (including appendix K – International Electrical Code), the 2006 International Energy Conservation Code, the 2006 International Fire Code, the 2006 International Mechanical Code and the 2006 International Fuel Gas Code.

Step #2: The Regional Superintendent (or designee) issues a BUILDING PERMIT and returns one set of the plans and specifications, with the REGIONAL SUPERINTENDENT’S APPROVAL IN WRITING affixed. The BUILDING PERMIT, and the approved plans and specifications should be kept at the site of work to serve as a basis for all subsequent inspections.

36-14: BUILDING PERMIT (Page I-7)

36-13: REGIONAL SUPERINTENDENT’S APPROVAL IN WRITING (Page I-8) affixed to the plans and specifications.

PLAN REVIEW STATEMENTS

- A. **Phase I Environmental Study** was conducted on _____ as required (or voluntary Illinois Environmental Protection Act [415 ILCS 5/58.16].
- B. **Permit** was obtained from IDNR for **Floodway Construction** on _____ [615 ILCS 5
- C. Illinois **Historic Preservation** Agency was notified on _____ to allow for the identification of any historical significance related to the project.[20 ILCS 3420/4]
- D. **Asbestos Notification** was submitted to IDPH on _____ [77 Ill. Adm. Code 855.35
- E. **Sprinkler** Installation Requirements [105 ILCS 5/22-23]
- 1. New area **less than 7200 SF** within any period of 30 months (sprinkler installation not required, but shall be protected with fire detection system)
 - 2. New area **more than 7200 SF** within any period of 30 months (sprinkler installation required)
 - 3. "Alteration" to **less than 50% of existing** area within any period of 30 months (sprinkler installation not required, but shall have fire detection system).
 - 4. "Alteration" to **more than 50% of existing** area within any period of 30 months (sprinkler installation required).
- F. Illinois **Accessibility** Code Requirements [71 Ill. Adm. Code 400.510]
- 1. **Less than 15% of the reproduction cost.** The element or space being altered shall comply with applicable requirements for new construction.
 - 2. Alteration costs **more than 15% but less than 50% of reproduction cost and less than \$100,000.** The following shall comply with applicable requirements for new construction: 1) the element or space being altered; and 2) an entrance and means of egress for use by general public.
 - 3. Alterations **more than 15% but less than 50%** of reproduction cost, **and more than \$100,000.** The following shall comply with the applicable requirements for new construction: 1) the element or space being altered; 2) an entrance and means of egress intended for use by the general public; 3) all spaces and elements necessary to provide horizontal and vertical accessible routes between an accessible entrance and means of egress and the element or space being altered. 4) at least one accessible toilet room for each sex or a unisex toilet, when permitted, if toilets are provided or required; 5) accessible parking spaces, where parking is provided; and 6) an accessible route from public sidewalks or from the accessible parking spaces, if provided, to an accessible entrance.
 - 4. Alteration costs **50% or more** of reproduction cost. The entire facility shall comply with applicable requirements for new construction.

IBPVS Plan Review Statement

2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective September 24, 2004

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____ (design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the boiler and pressure vessel code listed above.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IPC Plan Review Statement

2005 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 8, 2005

Construction Documents dated, _____, as they relate to the scope of services agreed upon between _____ (design professional) and _____ (school district) for the _____ (project) were reviewed by me and were found to be in compliance with the relevant requirements of the plumbing code listed above.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

APPLICATION FOR APPROVAL OF A VARIANCE

REFERENCE: Except as limited by subsection (b)(3) of Section 180.70 23 Illinois Administrative Code, when a requirement or standard set forth in any code incorporated in 23 Illinois Administrative Code Part 180 can be satisfied by an alternative means, a school board may apply for a variance as defined in Section 180.30 of this Part.

NAME AND ADDRESS OF BOARD OF EDUCATION	NAME OF CONTACT	PHONE NUMBER
	COUNTY	FAX NUMBER

NAME OF FACILITY WHICH VARIANCE IS BEING SOUGHT:

1. Indicate the specific rule from which a variance is being sought:

2. Describe the variance being sought:

3. Describe proposed alternative:

4. Describe the basis upon which the board of education is seeking the variance:

5. Indicate the date upon which the board of education adopted a resolution to seek the variance:

6. Include by attachment, the Architect/Engineer's certification, documenting in what particular respects the proposed alternative provides performance or protection equal or superior to that provided by the code requirements from which a variance is sought.

AUTHORIZATION:

Date Signature of President, Local Board of Education

Date Signature of Secretary, Local Board of Education

Date Signature of District Superintendent

RECOMMENDATION BY REGIONAL SUPERINTENDENT:

- APPROVE
 DISAPPROVE

Date Signature of Regional Superintendent

CONFIRMATION OF PLAN REVIEW RECORDS

- 2006 International Building Code Plan Review Records (click for samples)

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

- 2006 International Electrical Code (Appendix K) Plan Review Records (click for samples)

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

- 2006 International Energy Conservation Code Plan Review Records (click for samples)

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

- 2006 International Fire Code Plan Review Records (click for samples)

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

- 2006 International Mechanical and Fuel Gas Code Plan Review Records (click for samples)

Plan Reviewer Name	Approval to Proceed Date	A/E or Qualified Plan Reviewer Signature	ISBE ID Number or A/E License Number
Comments:			

BUILDING PERMIT

Regional Office of Education Assigned Application Number _____

Regional Office of Education

Name and Number of School District

Address (Street, City, State, Zip Code)

Name of Facility

Telephone Number (Include Area Code)

Address of Facility (Street, City, State, Zip Code)

Issued this _____ day of _____ to _____
(Name and number of school district)

in _____ County, Illinois, by authority conferred upon me by Sections 3-14.20, 3-14.21, 3-14.22 of The School Code of Illinois. These plans have been certified to be in conformance with the provisions of the Health and Life Safety Code for Illinois, as approved by: _____
Architect's Name/Project Number

Approved _____
Regional Superintendent of Schools

THIS NOTICE MUST BE POSTED AT CONSTRUCTION SITE

Note: A permit becomes invalid if work authorized thereby is not begun within 6 months of the date of issuance.

REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING

The Regional Superintendent or designee approves the Plans and Specifications based on the review of the APPLICATION FOR BUILDING PERMIT, the certification and PLAN REVIEW STATEMENTS by the design professional, and PLAN REVIEW RECORDS signed off by qualified plan reviewers and/or a design professional, and any other evidence that the construction documents comply with all applicable requirements.

REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING

This certifies that these constructions documents submitted pursuant to Application No. 08032010, and plan review records and/or plan review statements submitted in accordance with the 180.200 d) have been reviewed and approved on this 3rd day of Aug, 2010.

Regional Superintendent or Designee Signature

Overview of the Certificate of Occupancy/Completion Process

A CERTIFICATE OF OCCUPANCY is required for all facilities that are occupied by the school district. It is the responsibility of the Local School Board to ensure that no “facility” is occupied before the regional superintendent has issued a CERTIFICATE OF OCCUPANCY. “Facility” is defined as land, buildings, structures and improvements other than buildings, and permanent, fixed equipment attached to or incorporated in any building owned or used for school purposes by a school district subject to this Part. This includes vehicular facilities, playgrounds, parking lots, stadiums, etc.

An APPLICATION FOR OCCUPANCY/COMPLETION must be submitted:

- 1) When a school board wishes to occupy any facility.
- 2) When work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected an existing certificate of occupancy is complete. CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work. An INSPECTION STATEMENT may be submitted to confirm compliance with applicable codes other than the International Building Codes.
- 3) When work covered by a BUILDING PERMIT for an existing facility that has not affected an existing CERTIFICATE OF OCCUPANCY is complete. CONFIRMATION OF CALLED INSPECTION RECORDS must be submitted to, and CALLED INSPECTION RECORDS must be reviewed by the Regional Superintendent during and/or upon completion as applicable to the work. An INSPECTION STATEMENT may be submitted to confirm compliance with applicable codes other than the International Building Codes.
- 4) When a school board wishes to occupy a facility on a temporary basis that does not comply fully with all the requirements of Part 180. Application must include TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist).

In response to an APPLICATION FOR OCCUPANCY/COMPLETION and depending upon the type of Certificate applied for, the Regional Superintendent issues the following types of certificates when satisfied that all requirements have been met.

- GENERAL CERTIFICATE OF OCCUPANCY is issued **1)** when a school board wishes to occupy a facility **2)** when work covered by a BUILDING PERMIT for a newly constructed facility is complete or when work covered by a building permit for an existing facility that has affected an existing CERTIFICATE OF OCCUPANCY is complete.
- CERTIFICATE OF PARTIAL OCCUPANCY is issued when work covered by a BUILDING PERMIT is not entirely complete, provided the regional superintendent’s inspection indicates that the areas requested to be occupied can be occupied safely prior to full completion.
- CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY is issued for a vehicular facility, provided that the facility is licensed and/or titled as required by applicable provisions of the Motor Vehicle Code and rules promulgated by the Secretary of State or the Department of Transportation; and the Regional Superintendent has inspected the vehicular facility and found that it does not pose a serious threat to the life or safety or its occupants.
- COMPLETION IS CERTIFIED by the ROE (or designee) by signing off on the APPLICATION FOR OCCUPANCY/COMPLETION when **3)** work covered by a building permit for an existing facility that has not affected an existing CERTIFICATE OF OCCUPANCY is complete.
- CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY is issued for one year only **4)** when a school board wishes to occupy a facility that does not comply fully with all the requirements, provided that all the requirements on the application and TEMPORARY FACILITY REPORT are acceptable to the Regional Superintendent.

Steps and Forms for the Certificate of Occupancy/Completion Process

Step #1: During and/or upon completion of construction or like activity, the Regional Superintendent (or designee) ensures that called inspections are conducted as required by the 2006 International Building Codes (including appendix K – International Electrical Code), the 2006 International Energy Conservation Code, the 2006 International Fire Code, the 2006 International Mechanical Code and the 2006 International Fuel Gas Code.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

Link to CALLED INSPECTION RECORD Samples – forms used during a called inspection to capture information regarding compliance and noncompliance with approved plans and specifications and relevant codes that is prepared and signed off and maintained by the design professional or a qualified inspector. Links to various sample CALLED INSPECTION RECORDS will be made on the CONFIRMATION OF CALLED INSPECTION RECORDS when available.

Step #2: When a school board wishes to occupy a facility, or continue to occupy a facility after work has been completed, the following must be submitted to the Regional Superintendent.:

36-10- APPLICATION FOR OCCUPANCY/COMPLETION (Page I-11) and attachments when applicable:

36-36: INSPECTION STATEMENTS (Page I-12) - a form that may be submitted for Illinois codes (the Illinois Plumbing Code, the Illinois Boiler and Pressure Vessel Safety Code, and the Illinois Elevator Safety Act) as applicable to the project.

36-37: CONFIRMATION OF CALLED INSPECTION RECORDS (Page I-13) – a form required to be submitted to the Regional Superintendent to confirm completion and review of all CALLED INSPECTION RECORDS applicable to the project.

36-12: TEMPORARY FACILITY REPORT (Page I-17) - (includes Temporary Facility Elimination Plan and Temporary Facility checklist) - must be completed/submitted initially and annually to the Regional Superintendent.

Step #3: When an APPLICATION FOR OCCUPANCY/COMPLETION is received by the Regional Superintendent or designee, he or she reviews the application, if applicable the CONFIRMATION OF CALLED INSPECTION RECORDS and CALLED INSPECTION RECORDS, if applicable the TEMPORARY FACILITY REPORT (includes Temporary Facility Elimination Plan and Temporary Facility Checklist), the safety reference plans and conducts a final inspection. When satisfied that all requirements are met, the Regional Superintendent (or designee) signs the APPLICATION FOR OCCUPANCY/COMPLETION or issues one of the following certificates depending on the type of application being submitted:

36-30: GENERAL CERTIFICATE OF OCCUPANCY (Page I-14)

36-16: CERTIFICATE OF PARTIAL OCCUPANCY (Page I-15)

36-17: CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY (Page I-16)

36-17: CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY (Page I-20)

APPLICATION FOR OCCUPANCY/COMPLETION

DISTRICT NAME AND NUMBER	<input type="checkbox"/> GENERAL CERTIFICATE OF OCCUPANCY <input type="checkbox"/> CERTIFICATE OF PARTIAL OCCUPANCY <input type="checkbox"/> CERTIFICATE FOR A VEHICULAR FACILITY <input type="checkbox"/> CERTIFICATE OF TEMPORARY OCCUPANCY <input type="checkbox"/> COMPLETION
FACILITY NAME	
FACILITY LOCATION	
<input type="checkbox"/> Property is owned by the district. <input type="checkbox"/> Property is not owned by district (Attach Owner Authorization)	<input type="checkbox"/> New Use <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation/Repair

III. ARCHITECT/ENGINEER'S STATEMENT OF COMPLIANCE/COMPLETION

To the best of my knowledge and belief (check and complete applicable statement):

- 1. Based upon my survey of the above named facility on _____ I find and hereby certify that the facility is in full compliance with Part 180. CONFIRMATION OF CALLED INSPECTION RECORDS has been submitted to, and CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.
- 2. I find that the facility fails to comply fully with the requirements of Part 180. However, based upon my survey of the above named facility on _____ and the attached TEMPORARY FACILITY REPORT (includes the Temporary Facility Elimination Plan and the Temporary Facility Checklist), I hereby certify that such noncompliance does not jeopardize the general health and safety of the student and others who occupy the facility.
- 3. Based upon my survey of the work within the above named facility on _____ I find and hereby certify that the work is in full compliance with Part 180. CONFIRMATION OF CALLED INSPECTION RECORDS has been submitted to, and CALLED INSPECTIONS RECORDS have been reviewed by the Regional Superintendent during and/or upon completion as applicable to the work.

This statement, as selected above, is valid as of the day of the survey indicated. Changes to the facility or conditions affecting it after that date may render this statement invalid.

Date	Architect/Engineer Name	Firm Name	(Seal & Signature)
License Number	Phone Number	Expiration Date	

SCHOOL DISTRICT CERTIFICATION

We hereby certify that this application accurately describes the status of the work and the occupancy or certification we are seeking in order to occupy the above named facility for the primary purpose of: _____

Date	President of the Board of Education		Date	District Superintendent
------	-------------------------------------	--	------	-------------------------

REGIONAL SUPERINTENDENT CERTIFICATION

The facility was surveyed by me on _____ and was found to comply with the requirements specified in the Health/Life Safety Code for Public Schools for such a facility.

Date	Regional Superintendent
------	-------------------------

INSPECTION STATEMENTS

Illinois Elevator Safety Inspection Statement **2008 OSFM Illinois Elevator Safety Rules (71 Ill. Adm. Code 400) Effective May 27, 2008**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project is in full compliance with approved plans and specs and with the 2008 OSFM Illinois Elevator Safety Rules, Ill. Adm. Code 1000, May 27, 2008.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IBPVS Inspection Statement **2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective September 24, 2004**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project is in full compliance with approved plans and specs and with the 2004 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Adm. Code 120), Effective September 24, 2004.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IPC Inspection Statement **2005 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 8, 2005**

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project is in full compliance with approved plans and specs and with the 2005 Illinois Plumbing Code (77 Admin. Code 890) effective April 8, 2005.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

(3/09) Form 36-36 (for use in confirming inspections have been conducted for other Illinois Agency codes)

CONFIRMATION OF CALLED INSPECTION RECORDS

2006 International Building Code Called Inspection Records (click for samples)

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Footing			
2.	Foundation			
3.	Concrete Slab / Under-floor			
4.	Lowest Floor Elevation			
5.	Framing			
6.	Lathe and Gypsum Board			
7.	Fire Resistant Penetrations			
8.	Energy Efficiency			
9.	Special Inspection			
10.	Final IBC			

2006 International Electrical Code (Appendix K) Called Inspection Records (click for samples)

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground			
3.	Rough-in			
4.	Final IEC			

2006 International Energy Conservation Code Called Inspection Records (click for samples)

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Foundation (thermal envelope)			
2.	Framing (thermal envelope)			
3.	Insulation (thermal envelope)			
4.	Rough-in "Okay to Cover" (mechanical, service water heating, electrical, lighting)			
5.	Final (mechanical, service water heating, electrical, lighting)			
6.	Final IECC			

2006 International Fire Code Called Inspection Records (click for samples)

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Final IFC			

2006 International Mechanical and Fuel Gas Code Called Inspection Records (click for samples)

	Called Inspection Type	Approval to Proceed Date	A/E or Qualified Inspector Signature	ISBE ID Number or A/E License Number
1.	Prefabricated Assembly Evaluation Report			
2.	Underground Piping			
3.	Rough-in			
4.	Final IMC & IFGC			

_____ COUNTY
REGIONAL OFFICE OF EDUCATION
JACKSON COUNTY COURTHOUSE
MURPHYSBORO, ILLINOIS 62966
618/687-7289

CERTIFICATE OF OCCUPANCY

Name and Number of School District

Name of Facility

Address of Facility

The above named facility has been inspected by this office pursuant to the provisions of Sections 3-14.21 and 2-3.12 of the School Code and has been determined to comply with the requirements of the Health/Life Safety Code for Public Schools (23 IL Adm Code 180). Occupancy of the said facility is hereby approved.

Issued this _____ day of _____

Approved _____

Regional Superintendent

_____ COUNTY
REGIONAL OFFICE OF EDUCATION
JACKSON COUNTY COURTHOUSE
MURPHYSBORO, ILLINOIS 62966
618/687-7289

CERTIFICATE OF PARTIAL OCCUPANCY

Name and Number of School District

Name of Facility

Address of Facility

Issued this _____ day of _____, by authority conferred upon me by 23 IL Adm Code 180 Section 180.230(a). This building has been inspected and found to be suitable for occupancy, subject to the restrictions delineated above.

This Certificate of Partial Occupancy is effective until _____.

Approved _____
Regional Superintendent

_____ COUNTY
REGIONAL OFFICE OF EDUCATION

_____, ILLINOIS _____
() _____
Telephone

CERTIFICATE OF OCCUPANCY FOR VEHICULAR FACILITY

Name and Number of School District

Name of Facility

Address of Facility

The above named facility has been inspected by this office pursuant to the provisions of Sections 3-14.21 and 2-3.12 of the School Code and has been determined to comply with the requirements of the Health/Life Safety Code for Public Schools (23 IL Adm Code 180). Occupancy of the said facility is hereby approved.

Issued this _____ day of _____

Approved _____
Regional Superintendent

TEMPORARY FACILITY REPORT - Part I

Temporary Facility Elimination Plan

The Board of Education for _____
District Name and Number

in _____ County, IL, upon resolution adopted at a duly convened meeting, hereby

requests an approval for usage of temporary facility to be used in connection with the

_____ located at _____
Name of School Building *Address of School Building*

until June 30, _____ .

This temporary facility will be used for:

- Classrooms
- Storage
- Library
- Gymnasium
- Auditorium
- Other _____ .

This temporary facility will be:

- Relocatables
- Temporary rooms in: _____ .
Name of Location (rental of churches, etc)

Number of units, rooms or buildings to be used: _____ .

Number of pupils to be housed in temporary housing: _____ .

The Board of Education has diligently attempted to eliminate the need for this temporary facility by:

What is the plan for elimination of the code deficiencies to bring this facility into compliance with 23 Ill. Adm. Code, Part 180 or to eliminate the need to use this facility?

This plan will be accomplished by _____ .
Date

Date *Signature of Board President* *Date* *Signature of Board Secretary*

I have reviewed the request of School District No. _____, and approve the request for temporary housing as submitted by the Board of Education and certified by their architect/engineer.

Date *Signature of Regional Superintendent*

TEMPORARY FACILITY REPORT - Part II

Temporary Facility Checklist

District Name/Number			Building Name		
Number of Units	Year Originally Constructed	Area Square Feet	Enrollment	Grade Level	Number of years in use

COMPLIANCE

CHECK FOR THE FOLLOWING CONDITIONS

YES	NO	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Was the unit constructed according to 77 IL Adm Code Part 880 and the seal of approval from IDPH posted as required?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Does the district have on file the compliance certificate from IDPH (pink copy)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Architect/Engineer has verified with the IL Dept of Natural Resources/IDOT that the unit(s) is/are not located in a designated floodplain area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is the building securely anchored to the foundation as to withstand the wind load as described in ASCE 7-95?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are there 2 exits on opposite sides of building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Is there an interconnecting door between classrooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Is the building located in accordance with Section 175.120 of 23 IL Administrative Code, Part 175? (30 feet from adjacent building or separated by two-hour fire wall; or BOCA 705.2 20'-0" or fire wall)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Are the foundation walls maintained plumb and free from open cracks and breaks and kept in such condition as to prevent entry of weather, animals and insects?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Is the enclosure between the floor and ground in good condition? (Tight to prevent entrance of weather, animals and insects)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are the steel floor support members in good rust-free condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Is the general exterior appearance of the building in an acceptable, well-maintained condition free of loose strips or battens?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Is the roof and flashing in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Are stair tread and ramps maintained with non-slip finish and platforms in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Are the restrooms clean, adequate and in operable condition and properly ventilated?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are the plumbing fixtures properly installed and maintained in working order, free from leaks and defects?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are the lighting fixtures properly maintained, complete with lenses and louvers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Do the doors lock securely without additional locks, bolts or chains?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Are doors equipped with panic hardware (If occupancy is over 100 occupants)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. When building is occupied, are all the doors free from devices or wedges to prevent normal operation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Are screened or barred windows easily opened from inside without keys or tools?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Is the exit lighting system used and all exit lights operable when the building is occupied? (rooms/corridors with more than 2 doors)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Is the building equipped with an approved operable alarm and detector system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Are utility shut-offs properly and clearly marked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Is all fuel-burning and heating equipment (flues, ducts, pumps, etc.) maintained and in serviceable condition?

- 26. Is automatic fuel-burning and heating equipment serviced annually by a qualified person?
- 27. Have all heat exchanges of forced warm air furnaces and unit heater been examined to determine that they are airtight to prevent carbon monoxide and other combustion gases from getting into occupied space?
- 28. Are all combustible waste materials disposed of daily from classroom and building?
- 29. Is the insulation material non-combustible and interior finishing flamespread 75 or less?
- 30. Are non-flammable cleaning materials used?
- 31. Are storerooms and closets free from waste accumulations and unnecessary materials?
- 32. Are enough fire extinguishers of approved type for intended use installed in the building? (75 feet max. from any point in the facility to a fire extinguisher.)
- 33. Have fire extinguishers been inspected and so tagged within the past year?
- 34. Is the temperature control of the heating and/or cooling system adequate?
- 35. Is the supply of fresh air adequate (classroom, assemblies and toilets) as required?

List all areas of noncompliance:

ARCHITECT

The State of Illinois licensed architect and/or engineer, employed by this district, has certified to this Board of Education that to the best of his/her knowledge and belief, the above mentioned structure will not present a health/life safety hazard to the students housed therein for the school year 20__ - 20__. Further, such architect and/or engineer has listed the area of noncompliance with the Health/Life Safety Code.

(Seal)

License Number

Expiration Date

Name and Signature of Architect/Engineer

Name of Firm

Date of Inspection

SCHOOL DISTRICT

We hereby certify that this application accurately describes the work to be performed, and that, upon approval all work will be completed in accordance with this application and all applicable laws and regulations.

Date Signature of President, Board of Education

Date Signature of District Superintendent

REGIONAL SUPERINTENDENT

The above Annual Inspection Checklist for a temporary facility is hereby accepted as submitted.

Date Signature Regional Superintendent

REGIONAL OFFICE OF EDUCATION
JACKSON COUNTY COURTHOUSE
MURPHYSBORO, ILLINOIS 62966
618/687-7289

CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY

Name and Number of School District

Name of School Building Where Unit Is Located

Address of School Building

Issued this _____ day of _____, _____ in _____ County, Illinois, by authority conferred upon me by The School Code of Illinois, Chapter 105, ILCS, Sections 5/3-14.20, 5/3-14.21, 5/3-14.22 and 23 IL Adm. Code 180, Section 180.80. The temporary unit has been inspected and found to comply with the provisions of the Health/Life Safety Code of the State of Illinois. Authorization is given to occupy such premises.

Approved

Signature of Regional Superintendent

THIS OCCUPANCY CERTIFICATE WILL EXPIRE ON _____