



UTICA COMMUNITY FIRE PROTECTION DISTRICT
 Fire Prevention Bureau • 2945 North Route 178 • Utica, IL 61373 • (815) 667-4113
 Website: www.uticafire.org • Email: fireprevention@uticafire.org
Fire & Life Safety Code – Plan Review Application

FOR DISTRICT USE ONLY

RECEIVED _____
 APPROVED _____

Permit No. _____
 COMPLETE _____

IMPORTANT NOTES (per Fire Prevention Code Ordinance and Fee Schedule Ordinance):

- One- and two-family dwellings are exempt from Fire & Life Safety Code Review and permitting except for Solar Photovoltaic (PV) Systems.
- Townhouses and multi-family residential buildings are regulated and require review where applicable.
- All plan reviews are performed by a qualified third-party reviewer. Fees = actual third-party cost + 10% administrative & oversight fee.
- An initial deposit/estimate is required before review begins. Final accounting provided; all fees paid in full before permit issuance or final acceptance test.
- Construction documents must comply with IFC Section 106 (as amended by the District).
- **For complete requirements, refer to the Utica Community Fire Protection District Fire Prevention Code Ordinance and the Schedule of Plan Review and Inspection Fees Ordinance.**

1. RESPONSIBLE PARTY / OWNER INFORMATION

Business Name (Company / LLC / DBA if applicable):	
Name (Owner/Responsible Party/Contact Person):	
Project Address:	APT/SUITE (if applicable):
City:	State: Zip:
Phone:	Email:
Field Contact Name:	Phone:
Is this a Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Units (if applicable):

2. CONTRACTOR INFORMATION (if applicable)

Company Name:	
Address:	
City/Village:	State: Zip:
Phone:	Email:
Field Contact Name:	Phone:

Approximate Construction Cost (including labor): \$ _____



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3. PROJECT INFORMATION (Check ALL that apply)

Project Type (per Fire Prevention Code Ordinance):

- New Construction
- Addition (increases building square footage)
- Alteration / Renovation / Modification (upgrades or reconfiguration of space)
- Repair (restoration work)
- Reconstruction (affects exit or means of egress)
- Change of Use / Occupancy (change in type of occupancy or use of building)
- Addendum to Existing Permit Application
- Other: _____ (Solar, EV Charging Stations, etc.)

Occupancy Classification (check all that apply – to be confirmed by licensed design professional if required):

- A – Assembly B – Business E – Educational F – Factory/Industrial
- H – High Hazard I – Institutional M – Mercantile
- R – Residential (specify: Multi-Family / Townhouse / R-1 / R-2 / R-4 / Other _____)
- S – Storage U – Utility/Miscellaneous Other: _____

Building / Project Details: Note (If applicable) : Enter gross floor area (measured to the inside face of exterior walls) for each level. Include basements, crawlspaces, and any outdoor seating/storage areas that are part of the project. Grand total should equal the sum of all areas.

Existing Building Square Footage (if applicable): _____ sq ft

1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____ Additional Floors: _____
Basement: _____ Crawlspaces: _____ Outdoor Seating/Storage: _____
Other: _____

Grand Total: _____ sq ft

Multi-Family / Townhouse Only (if applicable):

No. of Units: _____ Senior Housing? Yes No

New Commercial/Industrial Only:

No. of Tenant Spaces: _____



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4. PERMIT(S) / REVIEW(S) APPLIED FOR (Check ALL that apply)

- Fire & Life Safety Code Review (new construction, additions, alterations, remodels, changes of use – all occupancies other than 1- & 2-family dwellings)
- Fire Alarm and Signaling System Plan Review
- Sprinkler / Standpipe System (NFPA 13, 13D, 13R) Plan Review
- Alternative Automatic Fire-Extinguishing System (CO₂, Halon, Dry Chemical, Foam, etc.)
- Commercial Cooking Suppression System (Hood & Duct)
- Solar Photovoltaic (PV) System
- Residential Roof-Mounted (on 1- & 2-family dwellings)
- Commercial Roof-Mounted
- Commercial Ground-Mounted
- Site Plan Review (fire apparatus access, hydrants, water supply, fire lanes – when required)
- Electric Vehicle (EV) Charging Stations
- Other (specify): _____

Work Description (detailed narrative of proposed work, including any fire protection systems or life safety features):





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5. REQUIRED SUBMITTALS (check when included)

Note: Applicants must also complete the appropriate **FSCI Plan Review Submittal Checklist** for each permit type selected in Section 4 and submit **all** required documents listed on the checklist(s) together with this application as a complete package.

Note: Complete submittal requirements are detailed in Section 106 of the Fire Prevention Code Ordinance. All documents must be provided in the format and quantity required by the District and the third-party reviewer.

- One (1) printed set + one complete searchable PDF of construction documents (preferred size 24" x 36")
- Site plan (when required) showing fire apparatus access, hydrants, FDCs, Knox box locations, etc.
- Fire protection system shop drawings (stamped by qualified NICET III/IV or licensed PE where required)
- Architectural/engineering stamp/seal where required by Illinois law
- As-built/record drawings (if required) prior to final acceptance test
- Knox Box / Rapid Entry System information (if applicable)

6. CERTIFICATION

I certify that the above statements are correct and that all work performed under this permit will be in accordance with the **Utica Community Fire Protection District Fire Prevention Code Ordinance** (adopted April 27, 2026 – 2024 IFC + 2024 NFPA 101 with District amendments), the Fee Schedule Ordinance, and all applicable Federal, State, and local laws. I understand that fees are non-refundable except for overpayments and that no permit or final approval will be issued until all fees are paid in full.

Applicant's Signature: _____ Date: _____

Printed Name: _____ Title: _____

FOR DISTRICT USE ONLY

Permit Approved By: _____ Date: _____

Third-Party Review Deposit / Estimate: \$ _____ Check No.: _____

Final Accounting / Balance Due: \$ _____ Paid: Yes No

Final Acceptance Test Scheduled: _____ Inspector: _____

Notes / Conditions:

