



Community Development

16220 Wausau Ave | South Holland, Illinois 60473

(708) 210-2900 x5201 | permits@southholland.org

www.southholland.org

Architectural or Engineering Plan Submission Requirements

1. Provide a completed permit application with the plans. Permits shall be applied for at <https://elementsconnect.southholland.org/Account/Login>
2. Provide one (1) 24" x 36" hard copy of the approved plans to be printed and kept onsite for the duration of the project, and upload a PDF version to the portal with the permit application.
3. An "As-Built" .pdf is required to be uploaded into the above portal at the completion of the project.
4. An existing and proposed site plan when applicable. (Most Exterior Projects & Additions)
5. Plans Submitted must comply with the following adopted codes where applicable:
 - a. 2021 International Building Code
 - b. 2021 International Residential Code
 - c. 2021 International Fire Code
 - d. 2021 International Mechanical Code
 - e. 2021 International Existing Building Code
 - f. 2023 National Electric Code
 - g. 2014 Illinois State Plumbing Code
 - h. Illinois Accessibility Code, Latest Edition
 - i. Village of South Holland Zoning Ordinances
 - j. The Current International Energy Conservation Code
 - k. All Vehicle Repair Facilities must comply with the Village of South Holland's Auto Repair Standards. Information may be obtained by calling or emailing our department
6. All Commercial and Industrial plan submissions shall include the following:
 - a. A site plan identifying all uses (use groups) of the property including:
 - i. Building locations and all dimensions
 - ii. An Emergency Egress Plan
 - iii. Parking lot and parking plan
 - b. A completed and passing Energy Code Com Check (for new structures, additions and remodels where applicable)
7. Plan review shall take anywhere from 5 business days to several weeks based on current work load and project reviews.
8. At the discretion of the Community Development Department, the project may be sent to a third-party reviewer. Applicants are responsible for all review fees.
9. All Fire Protection reviews including alarms, sprinklers, paint booths, hood and suppression systems, etc. to be submitted directly to:

FSCI

2175 Point Blvd., Ste 380

Elgin, IL 60124

Phone: 847.697.1300

Email*: info@firesafetyfsci.com

*for inquiries only, do not submit via email

Visit firesafetyfsci.com for electronic submittal instructions. FSCI charges an additional fee for electronic submittal. FSCI also accepts hard-copy plans by mail or in-person, with the proper Transmittal Sheet completed from their website. Reviews are typically completed within 10 business days.