

District/School:	Project description: Tentative Completion Date:	Architect/Firm:
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Building Permit Process – No Amendment

Date Complete	Description	ISBE Action/Form	Comments
	School Board works with/contracts architect to prepare project.		
	Architect develops and submits to the district the construction documents per the BOE's requests and gets BOE approval.		
	Architect files the Application for the Building Permit (if needed), Plan Review Statements, Confirmation of the Plan Review Records and building plans with the District Supt. – obtains proper signatures (Board President and District Supt.).	36-10 36-11 36-35	
	District Supt. or architect files the Application for the Building Permit (if needed), the Plan Review Statements (36-11), and Confirmation of Plan Review Records (36-35) (signatures required) to the ROE. Building construction plans come with this packet.	36-10 36-11 36-35	
	ROE completes the needed Building Permit (36-14) and Regional Superintendent's Approval in Writing (36-13). Gets signed copies to school and architect.	36-14 36-13	
	Work gets completed.		
	Architect inspects the work as it's being completed. Various inspections may take place multiple times. Completes all called inspection records or progress monitoring if project is large.		
	Application for Occupancy or Statement of Completion is submitted by architect for signatures with BOE and then to the ROE when the project is complete.	36-15, 36-36, and 36-37	
	Certificate of Occupancy/Completion gets completed after inspections if required by ROE.		