

Building Permits

Process & Forms

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: Design professional 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 3)

36-11: PLAN REVIEW STATEMENTS (Page 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 design professional 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 5) When determined to be necessary, design professionals may apply to Regional Superintendent for a variance pursuant to 180.70 on behalf of the school district.

36-35: CONFIRMATION OF PLAN REVIEW RECORDS (Page 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.

PLAN REVIEW RECORDS – to be completed and maintained by individuals qualified in accordance with 180.100 for the 2015 International Building Code (including appendix K – International Electrical Code), the 2015 International Energy Conservation Code, the 2015 International Fire Code, the 2015 International Mechanical Code and the 2015 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 7)

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

APPLICATION FOR BUILDING PERMIT

Date Received by Regional Office of Education _____

Regional Office of Education Assigned Application Number _____

DISTRICT NAME	COUNTY
FACILITY NAME	FACILITY LOCATION

- Property is owned by the district
 Property **not** owned by district (Attach Authorization by owner)

PROJECT SCOPE

COST AND FINANCING

- Less Than \$50,000 but involves like activity
- More than \$50,000
- Less than 15% of replacement cost
- More than 15% of replacement cost but less than 50% of replacement cost
- More than 50% of replacement cost
- Fire Prevention and Safety Financing involved

PROJECT NUMBER: _____

TOTAL ESTIMATED COST: \$ _____

ESTIMATED COMPLETION DATE: _____

SOURCE OF ALL FUNDS: _____

TOTAL SQUARE FOOTAGE: _____

AREA AFFECTED:

- New area more than 7200 square feet (Sprinklers req.)
- New standalone building with 50+ Group E occupants (Storm Shelter req.)
- Addition increasing existing square footage by 50% or more (Storm Shelter req.)
- Less than 50% of existing area
- More than 50% of existing area (Sprinklers req.)

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE:

Amendment number: # _____
Item(s): # _____

CATEGORIES OF WORK INVOLVED

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> New building construction <input type="checkbox"/> School building addition <input type="checkbox"/> Asbestos abatement <input type="checkbox"/> Accessibility (ADA) <input type="checkbox"/> Electrical work | <ul style="list-style-type: none"> <input type="checkbox"/> Energy conservation <input type="checkbox"/> Mechanical (HVAC) work <input type="checkbox"/> Paving <input type="checkbox"/> Plumbing work <input type="checkbox"/> Security system | <ul style="list-style-type: none"> <input type="checkbox"/> Site work <input type="checkbox"/> Sprinkler system installation <input type="checkbox"/> Structural work <input type="checkbox"/> Telephone systems (E-911) <input type="checkbox"/> Other: _____ |
|--|--|---|

PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED	DATE SUBMITTED
<i>Drawings</i>	
<i>Specifications</i>	
<i>Plan Review Statements</i>	
<i>Confirmation of Plan Review Records</i>	

ARCHITECT

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code, Sprinkler Code 5/22-23, local zoning code and any other applicable Illinois or Federal laws or regulations. We understand that a permit for construction of an elevator must be sought separately through the Office of the State Fire Marshal.

(Seal)

License Number _____ Expiration Date _____

Name and Signature of Architect/Engineer

Name of Firm Phone Number _____

SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit. The Board of Education is aware that local county and/or municipality zoning requirements may apply.

Date Signature of President, Board of Education

Date Signature of District Superintendent

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the **final inspection** are required for the Certificate of Occupancy, and **must be scheduled prior to occupancy of building.**

Date Signature of Regional Superintendent

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. **Radon Resistant Construction Techniques in accordance with** [105 ILCS 5/10-20.48] were certified as being used for this project.
- G. **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

2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective January 1, 2013

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

2014 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 24, 2014

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

2015 International Building Code Plan Review Records

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

2015 International Electrical Code (Appendix K) Plan Review Records

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

2015 International Energy Conservation Code Plan Review Records

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

2015 International Fire Code Plan Review Records

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

2015 International Mechanical and Fuel Gas Code Plan Review Records

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

Occupancy

Process & Forms

Overview of the Certificate of Occupancy 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 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. INSPECTION STATEMENTS and the 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.

*When work covered by a BUILDING PERMIT for an existing facility that has not affected an existing CERTIFICATE OF OCCUPANCY is complete, INSPECTION STATEMENTS and the 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. Completion for work (not affecting the existing Certificate of Occupancy) is certified by the district and the design professional upon submittal of the STATEMENT OF COMPLETION to the Regional Superintendent.

- 3) 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 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 of its occupants.
- CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY is issued for one year only **3)** 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 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 2015 International Building Codes (including appendix K – International Electrical Code), the 2015 International Energy Conservation Code, the 2015 International Fire Code, the 2015 International Mechanical Code and the 2015 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.

CALLED INSPECTION RECORDS – 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.

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.:

36-15: APPLICATION FOR OCCUPANCY (Page I-11) and attachments when applicable:

36-36: INSPECTION STATEMENTS (Page I-12) – three statements submitted by the design professional to confirm that any required inspections have been conducted in accordance with 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.

36-26: 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 is received by the Regional Superintendent or designee, he or she reviews the application, if applicable the INSPECTION STATEMENTS, 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 then conducts a final inspection. When satisfied that all requirements are met, the Regional Superintendent (or designee) signs the APPLICATION FOR OCCUPANCY and issues one of the following certificates depending on the type of application being submitted:

36-16: GENERAL CERTIFICATE OF OCCUPANCY (Page I-14)

36-17: CERTIFICATE OF PARTIAL OCCUPANCY (Page I-15)

36-28: CERTIFICATE OF OCCUPANCY FOR A VEHICULAR FACILITY (Page I-16)

36-30: CERTIFICATE OF OCCUPANCY FOR A TEMPORARY FACILITY (Page I-20)

APPLICATION FOR OCCUPANCY

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
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 - Bldg Permit # _____ <input type="checkbox"/> New Construction - Project # _____ Bldg Permit # _____ <input type="checkbox"/> Addition - Project # _____ Bldg Permit # _____ <input type="checkbox"/> Renovation/Repair - Project # _____ Bldg Permit # _____

III. ARCHITECT/ENGINEER'S CERTIFICATION

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. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the 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. The INSPECTION STATEMENTS and the CONFIRMATION OF CALLED INSPECTION RECORDS have been submitted to, and the 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 we are seeking in order to occupy the above named facility for the primary purpose of: _____

Date	<i>President of the Board of Education</i>	Date	<i>District Superintendent</i>
------	--	------	--------------------------------

FOR REGIONAL SUPERINTENDENT'S USE

INSPECTION RECORDS: Date Reviewed: ___/___/___

INSPECTION STATEMENT: Date Received: ___/___/___

CONFIRMATION OF CALLED INSPECTION RECORDS: Date Received: ___/___/___

An inspection was made or caused to be made upon the completion of the work and before issuance of a CERTIFICATE OF OCCUPANCY for the above named facility on ___/___/___ . Any violations of the approved construction documents and building permits were noted, and the holder of the permit was notified of the discrepancies. No certificate of occupancy was issued until the discrepancies were remedied.

Date	<i>Regional Superintendent</i>
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INSPECTION STATEMENTS

Illinois Elevator Safety Inspection Statement

2015 OSFM Illinois Elevator Safety Rules (71 Ill. Adm. Code 400) Effective February 19, 2015

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2015 OSFM Illinois Elevator Safety Rules, Ill. Adm. Code 1000, February 19, 2015.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IBPVS Inspection Statement

2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Admin. Code 120) Effective January 1, 2013

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2013 OSFM Boiler and Pressure Vessel Safety Rules (41 Ill. Adm. Code 120), Effective January 1, 2013.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

IPC Inspection Statement

2014 Illinois Plumbing Code (77 Ill. Admin. Code 890) Effective April 24, 2014

Based upon my survey of the project at or within the _____ (facility name), I find and hereby certify that the project has been inspected as required by the 2014 Illinois Plumbing Code (77 Admin. Code 890) effective April 24, 2014.

Design Professional Name

Firm

Design Professional Signature

Date

(Seal)

(8/16) Form 36-36 (for use in confirming inspections have been conducted for other Illinois Agency codes)

CONFIRMATION OF CALLED INSPECTION RECORDS

2015 International Building Code Called Inspection Records

	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			

2015 International Electrical Code (Appendix K) Called Inspection Records

	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			

2015 International Energy Conservation Code Called Inspection Records

	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			

2015 International Fire Code Called Inspection Records

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

2015 International Mechanical and Fuel Gas Code Called Inspection Records

	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			

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?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

Certificate of Completion

For work not affecting the
existing occupancy certificate

**BUILDING PERMIT COMPLETION STATEMENT
FOR WORK NOT AFFECTING THE EXISTING CERTIFICATE OF OCCUPANCY**

The Board of Education for _____, in
District Name and Number

_____ County, hereby proclaims the work outlined in Building Permit # _____ for the
_____ facility at _____, Illinois, as required under,
Address of School

Section 2-3.12 of the School Code of Illinois, approved by the Regional Superintendent on _____, has now
been completed.

WHEREAS, The Board of Education of School District No. _____, in _____ County, has
caused to be effectuated such work described in the application for building permit ;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____ in _____ County, Illinois and _____, the responsible architect or
engineer, state that the work describe in the application for building permit is now completed in compliance with 23 IL ADM
Code, Part 180.

Date Signature of President of the School Board

(Seal)

Date Signature of District Superintendent

Date Signature of Architect/Engineer

The applicable inspection records for this project of District # _____ have been reviewed. These records and the
inspection statements of the district Architect and/or Engineer provide assurance that all requirements of 23 IL ADM Code
180 have been met, regarding work at the _____.
(Building Name)

Date

Signature of Regional Superintendent

County

ROE

Forms

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 _____ in _____

(Name and number of school district)

_____ 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.

_____ COUNTY
REGIONAL OFFICE OF EDUCATION

_____, ILLINOIS _____

() _____
Telephone

CERTIFICATE OF OCCUPANCY

Name and Number of School District
SATAPLE

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

_____, ILLINOIS _____

()
Telephone _____

CERTIFICATE OF PARTIAL OCCUPANCY

RESTRICTIONS: _____

SAMPLE
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

REGIONAL OFFICE OF EDUCATION

_____, ILLINOIS _____
() _____ - _____

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 180.230. Authorization is given to occupy such premises.

Approved _____
Signature of Regional Superintendent

THIS OCCUPANCY CERTIFICATE WILL EXPIRE ON _____

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.

<p style="text-align: center;">REGIONAL SUPERINTENDENT'S APPROVAL IN WRITING</p> <p style="text-align: center;">This certifies that these constructions documents submitted pursuant to Application No. _____, and plan review records and/or plan review statements submitted in accordance with the 180.200 d) have been reviewed and approved on this _____ day of _____.</p> <p style="text-align: center;">SAMPLE</p> <p style="text-align: center;">_____ Regional Superintendent or Designee Signature</p> <p style="text-align: center;">_____ County</p>
--

Amendment
Process
&
Sample Forms
IWAS

Overview of the Health Life Safety Amendment Process

Any local school board that wishes to use Fire Prevention and Safety Funds to finance the repairs or alterations to any school building is required to file a "Request for Authorization" (i.e. an "amendment") to respond to findings of:

- a district-initiated inspection (180.40),
- an annual inspection conducted by the regional superintendent (180.300),
- a decennial inspection (180.310),
- a lawful order of any agency, other than a school board, having authority to enforce any school building code applicable to any facility that houses students, or any law or regulation for the protection and safety of the environment, pursuant to the Environmental Protection Act,
- a citation by a local fire department or fire protection district (105 ILCS 5/2-3.12), or
- errors and/or omissions found in a previously approved amendment.

Local School Board

The local school board, guided by The Local Government Professional Services Selection Act Section 50 ILCS 510/0.01, is required to hire a licensed design professional to assist the district in correcting the violations using the school building code known as "Health/Life Safety Code for Public Schools," Part 180.

1. submits to the county clerk the following documents: Certificate of Tax Levy, State Certificate of Approval, Order to Effect, and the Regional Superintendent's Certificate of Approval to levy the tax, **if Operations and Maintenance funds or existing Fire Prevention and Safety Funds are insufficient.**
2. applies for a building permit at the Regional Office of Education, **if required.**
3. authorizes the architect/engineer to proceed with all the necessary documents for bidding purposes, if subject to the bidding requirements of Section 10-20.21 of the School Code.
4. ensures that the proposed work is scheduled and completed.
5. obtains an occupancy permit from the regional superintendent, **(if a building permit was required).**

Licensed Design Professional (Architect/Engineer)

6. inspects buildings for violations, repairs or alterations.
7. prepares a report of the inspections.
8. certifies that to the best of his/her knowledge, the recommendations and estimated cost to abate the violations are true and accurate and submits an original certificate of approval with their wet seal and signature to the Regional Superintendent and to the State Superintendent.
9. oversees the project until completion.
10. certifies that the work was completed as approved.

Regional Superintendent

3. checks the reasonableness of estimated costs and timelines in regards to completing the proposed work.
4. inspects the facility, if necessary, to verify the information provided by the licensed design professional.
5. submits the amendment through the IWAS HLS system to ISBE.
6. issues an order to effect recommendations of the licensed design professional.
7. issues the Regional Superintendent's Certificate of Approval
8. ensures that "required" work is scheduled and completed within 5 years,
9. ensures that "urgent" work is completed as soon as possible, and no later than in 1 year.
10. issues Building Permits & Certificates of Occupancy as needed.

State Superintendent on the Approval/Disapproval of Health/Life Safety Amendment:

6. checks the accuracy and completeness of the amendment as well as the reasonableness of estimated costs
7. determines if the items qualify under the provisions of the Illinois School Code Section 17-2.11.
8. approves or denies all or part of the recommendations itemized in the amendment.
9. issues Certificate of Approval for the proposed work that is signed by State Superintendent and available through IWAS to view and print by the licensed design professional, school district, ROE or ISBE.

VIOLATION AND RECOMMENDATION SCHEDULE

(23 IL Adm. Code 180, Sections 180.320)

1. COUNTY CODE 090, Tazewell			2. DISTRICT CODE/NAME ██████████		3. FACILITY CODE/NAME ██████████	
4. Item ID	5. Location(s) (Room No)	6. Priority Code	7. Rule Violated	8. Description of the violation	9. Recommendation to correct violation	
1	Ag Shop & Kitchen	a.	PM 601.2	Natural gas leak in the piping from the gas meter into the Ag Shop building. Natural gas leak in the kitchen on the dishwasher gas line.	Disassemble the gas line from the meter to the first possible union, inspect the pipe and fittings for damage, replace damaged piping, connections and gas shut off valves.	

Form 35-84 (7/07) (Prescribed by ISBE for local board use)

SCHEDULE OF RECOMMENDED WORK ITEMS AND ESTIMATED COSTS

1. COUNTY CODE 090, Tazewell			2. DISTRICT CODE/NAME ██████████			3. FACILITY CODE/NAME ██████████					
4. Item I.D.	5. Action I.D.	6. Priority Code	7. Specification(s)	8. Units Of Measure	9. Quantity	10. Labor Code	11. Estimated Cost (Architect / Engineer)	12. ROE Adjustment	13. ISBE Adjustment	14. Estimated Completion Date	15. Funding Type
1	c	a.	Disassemble the gas line from the meter to the first possible union, inspect the pipe and fittings for damage, replace damaged piping, connections and gas shut off valves.	LS	1	2	\$5,160.00			4/28/2015	F

	Original Subtotal	\$5,160.00	Adjusted Subtotal	\$5,160.00
	Original 0.00% Contingency	\$0.00	Adjusted 0.00% Contingency	\$0.00
	Original 0.00% A/E Fees	\$0.00	Adjusted 0.00% A/E Fees	\$0.00
	Original Grand Total	\$5,160.00	Adjusted Grand Total	\$5,160.00

Items with a Funding Type of 'O' are not included in the cost calculation.
35-48 (7/07) (Prescribed by ISBE for Local Board Use)

REQUEST FOR AUTHORIZATION To use Fire Prevention and Safety Funds

Amendment Number 26

PART I. CERTIFICATION OF ESTIMATED COSTS

This is to certify that:

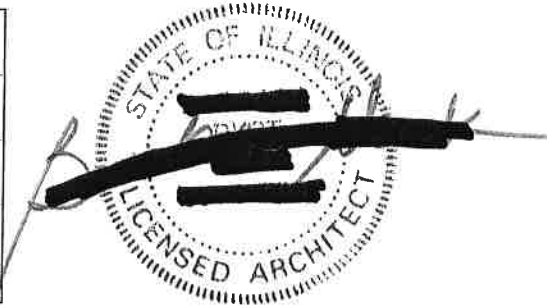
The [redacted] school, located at [redacted], Illinois, and under the management and control of the Board of Education of School District # [redacted], Tazewell County, was surveyed by me on 4/24/2015.

All of the urgent or necessary work as indicated on the attached Form 35-48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines. No violations of applicable code requirements other than those cited in previously approved safety survey reports or amendments and those noted in this survey or amendment were noted.

All other work recommended in the attached Form 35-48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes provided in Section 17 2.11 of the School Code.

The certified estimated cost figures were prepared by me and to the best of my knowledge are true and accurate estimates of the costs to execute the work as specified. The total estimated costs to finance the work involved is \$ 5,160.00.

Name of Architect/Engineer [redacted]	Name of Firm [redacted]
Phone Number [redacted]	Fax Number [redacted]
License Number [redacted]	Expiration Date 11/30/2016
Email Address [redacted]	
[Seal and Signature]	



PART II. CERTIFICATION OF NEED (Provided by district through IWAS)

The local Board of Education hereby certifies and assures the State Board of Education:

- a. Based upon the report of the architect referred to above, the district faces total estimated costs of \$ to finance the work involved.
- b. The district has \$ available in its operations and maintenance fund, fire prevention and safety fund, school facility occupation tax fund and/or other fund to finance the work.
- c. The district needs to raise \$ in additional revenue through the levy of the Fire Prevention and Safety Tax or issuance of Bonds to finance the recommended work.
- d. Plans and specifications for the work will be submitted to the Regional Superintendent for review and approval.
- e. The work to be financed with Fire Prevention and Safety funds will not commence until the Certificate of Approval of the State Superintendent is received, the detailed plans and specifications have been approved by the regional superintendent and the regional superintendent (or other lawful agency) has issued an appropriate Order to Effect Compliance with the Health/Life Safety Code for public schools (or other lawful order requiring the work to be done).
- f. All work authorized by the District will be executed in conformity with all applicable codes.

CERTIFICATE OF APPROVAL FOR THE EXPENDITURE OF FIRE PREVENTION AND SAFETY FUNDS

(Section 17-2.11 of the School Code)


[REDACTED] HIGH SCHOOL	Tazewell
School Building	County
[REDACTED]	
District Name and Number	
Amendment Number 26	

Total Previously Approved	\$2,636,284.00
Approved to raise with this Amendment	\$0.00
Total Approved to Date	\$2,636,284.00
Existing District Funds Approved	\$5,160.00

I, Tony Smith, Ph.D., State Superintendent of Education, acknowledge receipt of the estimate of cost certified by the architect/engineer required:

1.	<input checked="" type="checkbox"/>	to bring this school building into compliance with the safety standards set forth in 23 Ill. Adm. Code Part 175, 23 Ill. Adm. Code Part 180, and or 23 Ill. Adm. Code Part 185 as promulgated by the State Board of Education.
2.	<input type="checkbox"/>	to bring the school building into compliance with the Asbestos Abatement Act 105 ILCS 105/1 et.seq, and the federal Asbestos Hazard Emergency Response Act of 1986 as amended (AHERA).
3.	<input type="checkbox"/>	to provide funds for energy conservation; disabled accessibility; school security; repair of school sidewalks, playgrounds, parking lots, or school bus turnarounds; and other repair purposes pursuant to Section 17-2.11 of the School Code with funds not necessary for the completion of items under No. 1 or No. 2 above.

I Further certify that the estimate of total approval to date, in the amount of \$2,636,284.00 has been examined and determined to be reasonable and is hereby approved.

6/26/2015	
Date	Signature of State Superintendent of Education

EXPLANATORY NOTES:

1.	<input checked="" type="checkbox"/>	No items in this amendment were disapproved nor were any of the estimated costs adjusted.
2.	<input type="checkbox"/>	One or more items in this amendment were disapproved and the estimated costs adjusted accordingly. The amount shown above as the total amount approved for this amendment reflects an aggregate cost adjustment of + / - \$0.00. Comments regarding this amendment and a list of the items disapproved and cost adjustments applied are attached to this certificate.

COMMENTS:

ADJUSTED ITEMS:

ORDER TO EFFECT COMPLIANCE WITH THE HEALTH/LIFE SAFETY CODE FOR PUBLIC SCHOOLS

(Section 2-3.12 of the School Code of Illinois)

████████████████████	Tazewell
District Name and Number	County
████████████████████	██████████
Facility Name	Facility Location

There has been submitted:

- Ten Year Survey by ██████████ **Board President**, filed on 5/20/2015 with this office; describing conditions of noncompliance with applicable codes, with respect to this facility; or
- An Amendment Number 26; in the amount of \$0.00

As it is my duty to enforce the Health/Life Safety Code for Public Schools (23 Illinois Administrative Code Part 180) pursuant to the Provisions of Sections 2-3.12 and 3-14.2 and 3-14.21 of the School Code of Illinois;

Therefore, the Board of Education in Tazewell County, District # ██████ is hereby ordered to make such repairs or alterations as necessary to effect full compliance with the applicable provisions of the Health/Life Safety Code for Public Schools, or complete the work itemized in Amendment Number 26 as approved. Urgent items must be completed within one year, while all other items should be completed within the timelines specified on Form 35-48.

Signed this ----- day of -----, -----.

Name of Regional Superintendent

Signature of Regional Superintendent

(Form 36-22) (3/04) (Prescribed by the Regional Superintendent for the Use of the Regional Superintendent)

STATEMENT OF COMPLETION FOR HEALTH/LIFE SAFETY AMENDMENT

The Board of Education for _____, in _____
District Name and Number

_____ County, upon resolution adopted at a duly convened meeting, hereby proclaims the

work outlined in the Health and Safety Survey/Amendment # _____ report for the _____

building at _____, Illinois, as required under Section 2-3.12 of,
Address of School

the School Code of Illinois, approved by the State Superintendent on _____ in the Amount of \$

_____ and with an Actual Expense of \$ _____, has now been completed.

WHEREAS, The Safety Survey Report/Amendment described certain conditions of the building that did not comply with health and safety requirements as set out in **Building Specifications for Health and Safety in Public Schools**, 23 IL ADM Code 185, **Efficient and Adequate Standards for the Construction of Schools**, 23 IL ADM Code 175, and/or **Health/Life Safety for Public Schools**, 23 IL ADM Code Part 180;

WHEREAS, The Board of Education of School District No. _____, in _____ County, has caused to be effectuated such recommendations contained within the Safety Survey Report as necessary to cause compliance with Part 185, 175 and/or 180;

NOW, therefore, we _____, President of the Board of Education of School District

No. _____ in _____ County, Illinois and _____, the responsible architect or engineer, state that the above named Safety Survey Report or Amendment is now in compliance with Part 185, 175 and/or 180.

Date Signature of President of the School Board

(Seal)

Date Signature of District Superintendent

Date Signature of Architect/Engineer

The report of District # _____ has been reviewed. The statements of the Architect and/or Engineer and District Officials provide assurance that all requirements of 23 IL ADM Code, Parts 175, 185 & 180, have been met, regarding work at the _____.

(Building Name)

Date

Signature of Regional Superintendent

County

Form 36-24 (08/16) (Prescribed by the Regional Superintendent for local board use)

REGIONAL SUPERINTENDENT'S CERTIFICATE OF APPROVAL TO RAISE OR USE FIRE PREVENTION AND SAFETY FUNDS

DISTRICT NAME AND NUMBER	COUNTY
FACILITY NAME	AMENDMENT NUMBER

A Certification of Need for Fire Prevention and Safety Funds was received from said district on _____, *Date*

The aggregate amount of \$ _____ has been previously approved.

The proposed work and estimate(s) of costs certified by _____, *Architect's Name and Firm*

as necessary to effect the repairs or alterations recommended in his/her safety survey report or amendment submitted to the local board of education and accepted and adopted by them in the amount of \$ _____ appear to be within the scope of Section 17-2.11 of the School Code.

Therefore:

Pursuant to the provision of Section 17-2.11 of the School Code of Illinois,

I approve the increase in the aggregate amount of funds to be raised or used for Fire Prevention and Safety purpose to \$ _____.

I approve the use of existing district funds in the amount of \$ _____ with no increase in the aggregate amount of funds to be raised.

An appropriate Order to Effect Compliance with the Health Life Safety Code of Public Schools will be issued by this office upon receipt of the Certificate of Approval of this amendment from the State Superintendent of Education.

This Certificate of Approval is computed on the basis of Amendment Number _____, submitted by the district on _____ and supersedes any and all prior Certificates issued with regard to this facility.

Signed this _____ day of _____.

Signature of Regional Superintendent *Phone Number* *Fax Number*

Emergency

Amendment

Procedures for Health/Life Safety
Emergency Funding Authorization

1. REQUEST FOR PRELIMINARY AUTHORIZATION TO PROCEED

INSTRUCTIONS:

- School District notifies Regional Superintendent of emergency – Form 35-95
- Regional Superintendent reviews request and forwards approval to ISBE
- ISBE reviews and sends authorization approval back to Regional Superintendent
- Regional Superintendent notifies School District of approval

2. REQUEST FOR AUTHORIZATION FOR EMERGENCY PROCEDURES*

INSTRUCTIONS:

- School District adopts emergency resolution - Form 36-20 (School District submits copies of board's resolution to Regional Superintendent, and Regional Superintendent to ISBE)
- ISBE reviews and issues a Certificate of Authorization for Emergency Procedures to Regional Superintendent - Form 35-96 (Page 4-9)
- Regional Superintendent sends copy of certificate to School District

3. HEALTH/LIFE SAFETY AMENDMENT

INSTRUCTIONS:

- District proceeds with the Health/Life Safety amendment process for the emergency project.

Amendment should be received by ISBE in a timely manner.

(23 Ill. Admin.Code 180.530-4(a))

** The Certificate of Authorization for Emergency Procedures shall authorize the district to initiate work to be financed with fire prevention and safety funds (HLS funds) prior to the formal approval of such work through the normal process providing all criteria are met.*

School District - Regional Office of Education

EMERGENCY HEALTH/LIFE SAFETY FUNDING REQUEST FOR PRELIMINARY AUTHORIZATION

School Name and Address	District
	County

In accordance with the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180 - Section 180.530 Emergency) an emergency situation exists that: *(Please check the appropriate statement(s)).*

CONDITION(S):

- presents an imminent and continuing threat to the health and safety of students or other occupants
- requires complete or partial evacuation of the building
- consumes one or more of the 5 emergency days or cause school to fall short of the minimum school calendar requirements.

Brief description of the nature of the emergency, how it correlates to the above conditions and the interim measures to sustain operations: *(Use additional sheets or attachments as necessary.)*

FUNDING:

- Fire Prevention and Safety Financing will be required to address the emergency.

_____ <i>Signature of District Superintendent</i>	_____ <i>Fax Number</i>	_____ <i>Date</i>
_____ <i>Signature of Regional Superintendent</i>	_____ <i>Fax Number</i>	_____ <i>Date</i>

ISBE USE ONLY	_____ <i>ISBE Designee</i>	_____ <i>Date</i>	<input type="checkbox"/> Approved
			<input type="checkbox"/> Disapproved

HEALTH/LIFE SAFETY CERTIFICATE OF AUTHORIZATION FOR EMERGENCY PROCEDURES

The Illinois State Board of Education has received and reviewed the required documentation and hereby concurs that the condition described in the Health/Life Safety Preliminary Emergency Authorization Request constitutes an emergency classification for:

SCHOOL NAME AND ADDRESS	DISTRICT
	COUNTY

The school district is authorized to initiate work to be financed with fire prevention and safety funds or funds loaned to the Fire Prevention and Safety Fund prior to the formal approval of such work through the normal process provided that:

Proper application for use of fire prevention and safety funds will be initiated in a timely manner by the district (forms enclosed).

The work undertaken shall, in all respects conform to the requirements of the Health/Life Safety Code for Public Schools (23 Ill. Adm. Code 180).

Final approval of the use of fire prevention and safety funds will be predicated on the verification of the findings in the board resolution.

Illinois State Board of Education Signature

Date

HEALTH/LIFE SAFETY EMERGENCY BOARD RESOLUTION

School Name and Address	District
	County

INSTRUCTIONS: Requires two signed and dated copies submitted to Regional Superintendent and State Board of Education.

EMERGENCY SITUATION:

FUNDING:

Fire Prevention and Safety Financing will be required to address the emergency.

HLS Funds Available

OR

HLS Funds need to be raised

BIDDING:

Work will be bid

OR

Bidding requirements will be exempt

INTERIM MEASURES TO CONTINUE OPERATIONS:

RESOLUTION MOTION:

Date of Board Meeting _____

Number of Board Members..... _____

Vote:

 Number Against _____

 Number in Favor _____

SIGNATURES:

_____ _____ _____ _____
Date Board President Date District Superintendent

_____ _____ _____ _____
Date Secretary of the Board Date Regional Superintendent

10-Year

Safety Survey

Overview of the Ten Year Safety Survey Process

Every 10 years, each local board is required to **survey** its school buildings* and **effectuate** any recommendations in accordance with 2-3.12, the Health Life Safety Code, and with the guidance of this Chapter. * “School Building” or “School” means a building occupied in whole or in part by public school students or intended for occupancy by such students.

Local School Board

1. **Hires** a design professional (Architect or Engineer licensed in the State of Illinois) to survey and report on the safety of its school buildings every ten years.
2. **Reviews** the Safety Survey Report submitted by the design professional, identifying the violations (or those future violations if not remedied within the next 12 months) of the Health Life Safety Code for Public Schools, Part 180 and approves the recommendations for corrective action.
3. **Prioritizes** the time assigned to each item to complete any urgent, required or recommended work contained in the Safety Survey Report.
4. **Authorizes** the design professional to access the IWAS HLS Processing System through the district superintendent.
5. **Receives** IWAS “**architect approved**” Ten Year Safety Survey Report (and HLS amendment, if submitted simultaneously).
6. **Approves** and **submits** the Ten Year safety Survey Report (and HLS amendment, if submitted simultaneously) to the Regional Superintendent through the IWAS HLS processing system.
7. **Requests** the design professional to prepare and proceed with all the necessary documents for bidding purposes, if subject to bidding requirements of Section 10-20.21 of the School Code.
8. **Reports** to the Regional Superintendent annually, the progress towards the completion of any recommendation to effectuate compliance with the Health/Life Safety and Building Codes.

Design Professional (Architect or Engineer licensed in the state of Illinois)

1. **Surveys** buildings to identify violations of the Health Life Safety Code for Public Schools, Part 180.
2. **Enters** the Ten Year Safety Survey Report in the IWAS HLS processing system. In addition, **sends** the safety reference plans with the description of existing building and site conditions to the Regional Superintendent and ISBE. Note: These documents and all other required or requested documents may be sent by mail or by email (in PDF format).
3. **Requests** “architect” authority access to IWAS from the district superintendent.
4. **Creates** IWAS login name that is unique to the district.
5. **Submits** an Application for Approval of a Ten Year Survey, and **certifies** by seal and signature on the application form that states that, “to the best of his/her knowledge, the recommendations and estimated costs to abate the violations are true and accurate,” and that funding type is not included in the calculation. (If determined by the district that fire prevention and safety funds will be needed to complete the work, an original Certification of Need with wet signature and seal is mailed to the District, the Regional Superintendent and to the State Superintendent.)

Regional Superintendent

1. **Checks** the accuracy and completeness of the Safety Survey Report submitted, including the safety reference plans with description of existing building conditions.
2. **Approves** and **submits** the Ten Year Safety Survey (combined with a Health/life Safety amendment, when the use of Fire Prevention and Safety Funds is requested) to the State Superintendent of Education.

State Superintendent on the Approval/Disapproval of the Ten Year Safety Survey Report:

1. **Checks** the completeness of the Safety Survey Report submitted, the violation and recommendation schedule(s), including the safety reference plans with description of existing conditions.
2. **Checks** the accuracy of the referenced code sections, as well as the priority and estimated timelines for completing the work.
3. **Determines** authorization of fire prevention and safety funds to be used for each work item listed on the Schedule of Violations (if report is submitted with an amendment).
4. **Approves** or **denies** all or part of the report.
5. **Issues** a Certificate of Approval for the ten year survey (and if combined with an amendment, authorizes the approval of fire prevention and safety funds to be used).

Note: When the Certificate of Approval is signed by the State Superintendent, the certificate will be available through IWAS to be viewed and printed by the design professional, school district, ROE or ISBE.