

GURNEE MILLS BULLETIN

Permitting Tips

(10/22/2018)

This bulletin is to make you aware of any issues that have been identified in discussions with the authorities having jurisdiction. The landlord recommends all tenants, architects, and engineers thoroughly review the following and incorporate changes as they relate to the tenants contract and permit drawings.

Village of Gurnee

325 N. O'Plaine Road

Gurnee, IL 60031

P: (847)599-7550

F; (847)623-9475

Hours of Operation: Mon-Fri 7:30 am-4 pm

Point of Contact for Plan Review Inquiries:

Connie S. Dinsmore

Permit Coordinator

connied@village.gurnee.il.us

Building Department Web Site;

<https://www.gurnee.il.us/government/departments/community-development/building-safety/building-applications>

- Please utilize the web site below to apply for a permit and to submit plans for review:
<https://onestop.gurnee.il.us/>
- All inspections, with the exception of health inspections, are scheduled by the Director of Operations for Gurnee Mills. A pre-inspection will be performed prior to scheduling any inspections. If the space is in acceptable condition then an inspection date and time will be communicated to the general contractor, tenant, and tenant coordinator.
- Gurnee Mills building information: Occupancy Class B Businesses in Covered Mall Building or Class A-2 Assembly, Type II B, fully sprinkled, non-combustible building governed by the 2012 IBC. Please refer to the City's website for applicable codes.
- All sign(s) shall be permitted, installed, inspected and approved separate from the building permit. This inspection should be scheduled concurrently with the final building or C/O inspection.
- Any revisions, alterations, or additions after the issuance of a C/O, may require additional plans and a separate permit application. Please contact your tenant coordinator for further guidance prior to performing any work outside the LL approved plans

Plan approval is required for any food service and shall be obtained from the Lake County Health Department. Final building inspections **will not** be scheduled without final health inspection approval.

Lake County Health Department
500 West Winchester Road
Suite 102
Libertyville, IL 60048
Phone: 847-377-8020
Hours: 8:00 a.m. to 4:00 p.m.
<http://www.lakecountyil.gov/2313/Food-Safety>

The store address shall be: _____ (Store Name)
Gurnee Mills
Suite # _____ (Space)
6170 W. Grand Avenue
Gurnee, IL 60031

