MATTESON

COMMERCIAL/INDUSTRIAL CHECKLIST FOR BUILD OUTS AND CHANGE OF USE

Updated August 2025

When is a Build Out Permit Required?

When a business is moving into an existing space, the new tenant is required to obtain an Occupancy Inspection performed by the Property Maintenance Inspector.

When the space/building is vacant or consists of only walls, basic heating and cooling systems, electrical, plumbing, fire suppression/fire alarms system or less; this space is known as a "vanilla/white box" or "shell". As the space is not constructed for the new use, a build-out permit is required for the construction specific to the tenant occupying the space.

Documents required

1. Site Plan (showing adjoining lots and Parking Details on site)
2. Existing and new floor plans
3. Equipment and furniture layout
4. Complete electrical drawings
5. Complete plumbing drawings
6. Complete HVAC drawings with light and ventilation schedules
7. Fire systems protection systems and alarms
8. A third party evaluation (UL or ETL) to US standards for all manufactured equipment that will be installed with manufacture's spec sheets for all equipment
9. MSDS information if applicable
10. Location of water meter
11. Location and size of restrooms
12. Width of corridors and aisles
13. Door sizes and location with hardware schedule
14. Floor plans drawn to 1/4 architectural scale with each page identified and numbered
15. Furniture and equipment layout
16. Each page shall be numbered with the project name and address
17. 'As Built' Drawings

Title Page

1. The address and suite number of the building to be occupied
2. The owner and name of tenants with contact information
3. Emergency contact information
4. The type of construction for the building
5. The use group
6. Codes used to design the building
7. Number of exits with exit plan
8. Square footage of the space to be occupied
9. Square footage of the entire building where the space is to be located
10. A site plan showing the building and the space to be occupied
11. Fire suppression/fire alarm information
12. Accessible parking
13. Exterior lighting

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All plans shall be submitted with a completed permit application, including all contractor/subcontractors information

1. Letter of intent describing new occupant's business practice.
2. Scope of work for said project.
3. Indicate if a water meter is installed at the location to be improved.
   If there is no water meter installed, OR the building requires a larger unit, the size of the new meter must be indicated.

Approvals required

1. All contractors (general and subs) must be licensed with the Village of Matteson
2. All permit fees must be paid before work begins
3. Zoning approval is required by Community Development Department
4. Fire approval is required by Fire Department
5. Engineering approval is required by the Engineering Department
5. Health approval (if applicable) is required by Cook County Health Department
6. Electrical approval
7. Plumbing approval
8. HVAC approval
9. Engineering approval
10. Landscaping approval
11. Public Works approval is required by the Public Works Department

Once all inspections have been approved, the applicant shall apply for the Sign permit for building

Note: A 'Certificate of Occupancy' is issued after successful completion of all final inspections. Business licenses is issued after the Certificate of Occupancy has been Issued.