State of Illinois
Illinois Department of Public Health

Project Submission Form for Hospitals

Project identifying information
All sections of this form must be completed. Altered forms will not be accepted **IDPH Number**_____

Facility name _____

Street address _____

City _____ IL ___ ZIP code _____

Project name _____

IF THIS PROJECT CHANGES THE FACILITY'S LICENSED BED COUNT BY ADDING OR REDUCING BEDS, IT WILL BE NECESSARY TO CONTACT THE HEALTH FACILITIES SERVICES AND REVIEW BOARD.

Is this a phased occupancy project? ○ Yes ○ No

If yes, attach an occupancy schedule describing the rooms to be occupied in each phase with a small scale graphic plan

Type of project ☐ new/replace facility ☐ renovation/update to existing facility ☐ addition to existing facility
☐ PPS rehab unit ☐ PPS psychiatric unit ☐ Safety Net/Community hospital grant

Type of submission

☐ design development drawings, first stage ☐ construction/working drawings, second stage

Number of beds

acute mental illness beds	present	_____	proposed	_____	change	_____
ICU beds	present	_____	proposed	_____	change	_____
long term acute care beds	present	_____	proposed	_____	change	_____
long term care beds	present	_____	proposed	_____	change	_____
medical/surgical beds	present	_____	proposed	_____	change	_____
neonatal beds	present	_____	proposed	_____	change	_____
obstetric beds	present	_____	proposed	_____	change	_____
pediatric beds	present	_____	proposed	_____	change	_____
rehabilitation beds	present	_____	proposed	_____	change	_____
TOTAL	present	_____	proposed	_____	change	_____

Certificate of Need

Submit a copy of the approved certificate of need (CON). A review by the Department WILL NOT begin until a CON or appropriate documentation is received. Written documentation from the Health Services and Review Board may be requested indicating a CON is not required.

CON project number _____ Date approved _____

Estimated project cost

1. Site preparation costs $ _____
2. Demolition costs $ _____
3. Construction contracts (including cost of materials) $ _____
4. Change orders $ _____
5. Subtotal - lines 1 thru 4 $ _____
6. Fixed capital equipment* $ _____
7. Add lines 5 and 6 $ _____

If the fixed capital equipment is not more than 51 percent of the total cost, then use line 7 for the plan review fee calculation below.

8. If line 6 is 51 percent more than line 7, then multiply line 6 by .20 $ _____
9. Add lines 5 and 8: this is your adjusted estimated project cost $ _____

Place the total adjusted estimated project cost in the appropriate estimated project cost category listed below.

*Fixed capital equipment is any equipment that is not movable from room to room and includes but is not limited to diagnostic equipment (MRI,scanners, X-ray equipment, etc). Equipment which is part of the building such as AHU, boilers, chillers, lights, fire alarm panels and all related components are to be included in the construction costs.

Plan review fee calculation

The plan review fee is due and payable upon submission of this form along with the drawings and required information. Using the figures in line 7 or line 9, whichever is applicable, calculate the plan review fee.

Estimated project cost	***Fee as listed below***
Less than $500,000	No fee
$500,000 - $999,999	
Project cost _____ x .0096 = _____	**or $6,000, whichever is greater**
$1,000,000 - $4,999,999	
Project cost _____ x .0022 = _____	**or $9,600, whichever is greater**
Greater than $5,000,000	
Project cost _____ x .0011 = _____	**or $11,000, whichever is greater; maximum fee of $40,000**

10. Plan review fee to be submitted $ _____
11. Is the facility a disproportionate share hospital? ☐ Yes ☐ No
12. Is the facility a rural hospital with 75 beds or less? ☐ Yes ☐ No
13. If line 11 or line 12 is "yes"; reduce line 10 by 50 percent. $ _____
14. Total from line 10 or line 13 (whichever is applicable) $ _____

Remittance should be made payable to the **IDPH Plan Review Fund** in the form of a check or money order

Mail completed submission to **Design Standards Unit, Illinois Department of Public Health**
525 W. Jefferson Str., Fourth Floor, Springfield, IL 62761

For questions, please call **217-785-4264**

Drawing submission Provide one set of signed/sealed drawings and outline specifications for review in accordance with Section 250.2430 of the Illinois Hospital Licensing Requirements. This includes design development drawings and outline specifications and working/construction drawings and specifications. Drawings are not to exceed 30" x 42".

Important notice The state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Public Act 90-0327. Disclosure of this information is mandatory.

Code analysis information for EXISTING BUILDING for a renovation/remodel project

Provide the NFPA 220 construction type for the existing building in which the renovation/remodel is occurring.

Construction type _____ Year built _____ Number of stories _____ Height in feet _____

☐ The information provided on the existing building relates to a new addition code analysis on the next page.

Provide the following information to describe how the existing building meets the above noted construction type:

Existing structural component	Existing assembly rating or new assembly rating due to alterations	UL assembly number
Roof		
Floor		
Beams		
Columns		
Girders		
Interior walls		
Exterior walls		

Sprinkler system

☐ Full ☐ Partial ☐ Dry ☐ Wet ☐ None Fire pump capacity _____ Water main size _____

Emergency power

Type _____

Generating set _____ UPS _____ Other _____ Fuel storage in gallons _____

Fire alarm

☐ Direct F.D. connection ☐ Remote station ☐ Proprietary protective ☐ Coded ☐ Supervisory

Fire walls		Through wall/floor penetrations		
Rating	UL assembly number	Penetration type	Rating	UL assembly number
1-hr fire		wall		
1-hr fire/smoke		curtain wall/slab		
2-hr fire		floor		

Code analysis information for NEW CONSTRUCTION of a new building or addition to the existing building.

Provide the NFPA 220 construction type for the new construction. **Complete the code analysis information on the existing building that the new construction is connected to or adjacent to on the previous page under EXISTING BUILDING.**

Construction type _____ Number of stories _____ Height in feet _____

Provide the following information for the new building construction and/or addition(s):

New structural component	New assembly rating	UL assembly number
Roof		
Floor		
Beams		
Columns		
Girders		
Interior walls		
Exterior walls		

Sprinkler system

☐ Full ☐ Partial ☐ Dry ☐ Wet ☐ None Fire pump capacity _____ Water main size _____

Emergency power

Type _____

Generating set _____ UPS _____ Other _____ Fuel storage capacity _____

Fire alarm

☐ Direct F.D. connection ☐ Remote station ☐ Proprietary protective ☐ Coded ☐ Supervisory

Fire walls		Through wall/floor penetrations		
Rating	UL assembly number	Penetration type	Rating	UL assembly number
1-hr fire		wall		
1-hr fire/smoke		curtain wall/slab		
2-hr fire		floor		

Contact Information

Name of facility representative _____ Title _____

Facility/Organization _____

Address _____

City _____ State _____ ZIP code _____

Phone number _____ Fax number _____

E-mail address _____

Architectural firm _____

Address _____

City _____ State _____ ZIP code _____

Phone number _____ Fax number _____

Name of architect of record for the project licensed in State of Illinois _____

E-mail address for architect of record _____ Illinois license number _____

Sprinkler contractor _____ Illinois State Fire Marshall license number _____

Address _____

City _____ State _____ ZIP code _____

Phone number _____ Fax number _____

Contact name _____

E-mail address _____

HVAC designer _____

Contact name _____

Address _____

City _____ State _____ ZIP code _____

Phone number _____ Fax number _____

E-mail address _____

Electrical system designer _____

Contact name _____

Address _____

City _____ State _____ ZIP code _____

Phone number _____ Fax number _____

E-mail address _____

Functional program narrative

Provide a functional program narrative for the project that describes the purpose of the project, departmental relationships, space requirements and other basic information relating to fulfillment of the facility's objectives. The functional program shall include a description of those services necessary for the complete operation of the facility.

Attach additional sheets if needed.

Systems program narrative

Provide a systems program narrative describing all special systems including, but not limited to, fire alarm, nurses call, special locking devices, security packages, electrical, plumbing, HVAC, medical gas and fire protection.

Attach additional sheets if needed.