

# OFFICE FURNITURE PERMIT REQUIREMENTS

## *Village of Carol Stream*

500 N. Gary Avenue, Carol Stream, IL 60188  
Tel: 630-871-6230 Fax: 630-665-1064

### CHECKLIST

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Completed by Permit Applicant and reviewed by Community Development Staff at submittal.  
Additional items required will be circled by Community Development Staff.

\_\_\_\_\_ Completed **Application For Permit**

\_\_\_\_\_ Six (6) sets of architectural plans, drawn to scale, the plans shall include the following.

- Floor plan of the building showing the location of the work being proposed.
- Egress plan for the area where the office panelized furniture system is being installed. Show travel distances.
- Complete plans showing all details for the layout with aisle dimensions, height of panel sections and the location of electrical feeds.
- Electrical plans are to show the location of all existing and new exit and emergency lights.

\_\_\_\_\_ Two (2) copies of **specification sheets** for all electrical fixtures.

\_\_\_\_\_ One (1) copy of the **Electrical Contractor's License**.

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Completed by Community Development Staff:

\_\_\_\_\_ All documentation required for the permit application has been submitted.

\_\_\_\_\_ Items circled have not been properly submitted and we are returning your submittal for completion of these items.

Building permit submittal checked by: \_\_\_\_\_

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**For questions regarding building permit requirements for a Office Furniture System, please contact the Village of Carol Stream Community Development Department at (630)871-6230.**

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## Office Furniture System Permit Requirements

### **ELECTRICAL REQUIREMENTS**

#### **2002 National Electric Code with Local Amendments**

- 605-1. Scope. This article covers electrical equipment, lighting accessories, and wiring systems used to connect, or contained within, or installed on relocatable wired partitions.
- 605.2 General. Wiring systems shall be field installed and of approved wiring methods contained in this code, and shall be identified as suitable for providing power for lighting accessories and appliances in wired partitions. These partitions shall not extend from floor to ceiling.
- Exception: Where permitted by the Chief Code Enforcement Officer, or his designee, these relocatable partitions shall be permitted to extend to the ceiling but shall not penetrate the ceiling.
- 605.3 Wireways. All conductors and connections shall be contained within wiring channels of metal or other material identified as suitable for the connections of use. Wiring channels shall be free of projections and other conditions that may damage conductor insulation.
- 605.4 Partition Interconnections. The electrical connection between partitions shall be a flexible metal conduit of ½ inch trade size and a minimum length of 12 inches (300 mm) and a maximum length of 18 inches (450 mm) or electrical metallic tubing, provided the following condition is met:
2. The partitions are mechanically contiguous.
- 605.5 Lighting Accessories. Lighting equipment listed and identified for use with wired partitions shall comply with all of the following.
- (a) Support. A means for secure attachment or support shall be provided.
  - (b) Connection. Where cord and plug connection is provided, the cord length shall be suitable for the intended application but shall not exceed 9 ft (2.74m) in length. The cord shall not be smaller than No.18, shall contain an equipment grounding conductor, and shall be of the hard usage type. Connection by other means shall be identified as suitable for the condition of use.
  - (c) Receptacle Outlet. Convenience receptacles shall not be permitted in lighting accessories.
- 605.6 Fixed-Type Partitions. Wired partitions that are fixed (secured to building surfaces) shall be permanently connected to the building electrical system by one of the wiring methods of Chapter 3.

- A Permit is Required Before Any Work Begins -

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- 605.7 Freestanding-Type Partitions. Partitions of the freestanding type (not fixed) shall be permitted to be permanently connected to the building electrical system by one of the wiring methods of Chapter 3.
- 605.8 Freestanding-Type Partitions, Code and Plug Connected. Individual partitions of the free standing type, or groups of individual partitions that are electrically connected, mechanically contiguous, and do not exceed 30 ft (9.14m) when assembled, shall be permitted to be connected to the building electrical system by a single flexible cord and plug, provided all of the following conditions are met.
- (a) Flexible Power-Supply Cord. The flexible power-cord shall be extra-hard usage type with No. 12 or larger conductors with an insulated equipment grounding conductor and not exceeding 2 ft (610mm) in length.
  - (b) Receptacle Supplying Cord. The receptacle(s) supplying power shall be on a separate circuit serving only panels and no other loads and shall be located not more than 12in. (305mm) from the partition that is connected to it.
  - (c) Receptacle Outlets, Maximum. Individual partitions or groups of interconnected individual partitions shall not contain more than thirteen 15-ampere, 125-volt receptacle outlets.
  - (d) Multiwire Circuits, Not Permitted. Individual partitions or groups of interconnected individual partitions shall not contain multiwire circuits.
- 605.9 Freestanding-Type Partitions, Cord and Plug Connected. Individual partitions of the freestanding type, or groups of individual partitions shall not be permitted to be connected to the building electrical system by a single flexible cord and plug.

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