



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS**Standard Plan Review - Project Submittal Checklist**

DATE:		PROJECT ADDRESS:	
PROJECT MANAGER:		☐ RETURN TO PM WITH CORRECTIONS	☐ SCHEDULE 2 nd INTAKE APPOINTMENT

Submit the following requirements, as applicable, at the Intake Appointment. Application forms, guidelines and flow charts can be found at the Department of Building's website.

GENERAL REQUIREMENTS

☐ ONLINE E-PERMIT APPLICATION	The Architect of Record or Expeditor must complete a <i>Building Permit Application</i> on-line at the Department of Building's (DOB) website www.cityofchicago.org/buildings prior to scheduling an Intake Appointment. Select the "Online E-Permit Info" link. An online account must be created in order to complete building permit applications online. Once the online permit application has been completed it can be printed to obtain the stamps and signatures per the <i>Building Permit Application</i> requirements listed below.
☐ BUILDING PERMIT APPLICATION	Provide a completed <i>Building Permit Application</i> using black ink only. Correction fluid is not allowed. The project address and the description of work stated on the application must match the address and the scope of work as detailed in the accompanying plans. Include the following information: • Contractor Information: The contact information and license numbers of the General Contractor and all subcontractors must be listed on page five (5) of the <i>Building Permit Application</i>. This information must be provided before a building permit will be issued. The General Contractor must sign page six (6) of the <i>Building Permit Application</i>. • Owner Information: The building owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>. • Architect of Record Information: The Architect of Record must sign and wet ink stamp page six (6) of the <i>Building Permit Application</i>. This must be completed prior to the Intake Appointment. • Expediter Information: Licensed Expeditors must complete their information on page (5) and sign page six (6) of the <i>Building Permit Application</i>. This must be completed prior to the Intake Appointment. • PIN: The Property Identification Number for each parcel of land associated with the scope of work of must be listed on the <i>Building Permit Application</i>.
☐ CONSTRUCTION PLANS	Provide three (3) sets of construction plans and details that are wet ink sealed and signed by the Illinois licensed Architect of Record. Floor plans shall have a minimum scale of 1/8"=1'-0".
☐ CERTIFICATION STATEMENT	The following statement must be on the cover sheet of each plan set. The statement must be wet ink sealed and signed by the Architect of Record. <i>"I certify that these drawings were prepared under my direct supervision and to the best of my professional knowledge they conform to the Chicago Building Code"</i>

☐ STAMPING OF PLANS	The Architect of Record must wet ink seal and sign the cover sheet of each plan set. All other sheets shall be wet ink sealed by the Illinois licensed design professional responsible for preparing each sheet. The first sheet for each discipline must be both wet ink sealed and signed by the responsible Illinois licensed design professional.
☐ PROJECT ADDRESS	The project address must be printed in the title block of EVERY SHEET in the plan set.
☐ HOUSE NUMBER CERTIFICATE	Provide a <i>House Number Certificate</i> for all new buildings, additions with a separate address or alterations with a change of address. Certificates must be obtained from the Chicago Department of Transportation's Division of Maps and Plats in advance of the DOB Intake Appointment.
☐ CODE MATRIX	Provide a code matrix on the cover sheet or 2 nd sheet in the plan sets. The code matrix need only include the items that are pertinent to the project.
☐ EXCAVATION CERTIFICATION FORM	All projects that include excavation must provide an <i>Excavation Certification</i> form. The Architect of Record or an Illinois licensed Structural Engineer must wet ink seal, sign and indicate if reinforcement or bracing of the adjacent property is required. Submit the <i>Excavation Certification</i> form, the certified mail receipts of notification to the adjacent property owners and a copy of the excavator's certificate of insurance.
☐ USE OF PUBLIC WAY ORDINANCE	A copy of the <i>Use of the Public Way</i> ordinance is required if the project contains architectural or site elements which project beyond the property line and occupy the alley, or sidewalk (public way). Some examples of items that occupy the public way include foundations, awnings, planters, entry canopies, window canopies, balconies, stairs, vehicle drop-off, and sidewalk vaults. Visit the Department of Business Affairs & Consumer Protection website for more information.
☐ WRECKING PERMIT	Provide a copy of the <i>Wrecking Permit Certificate</i> for projects that involve the demolition of an entire building or structure.
☐ FEE WAIVER	Permit fees can only be waived if the applicant provides a copy of the <i>Fee Waiver Ordinance</i> for the same address listed on the building permit application. A copy of the ordinance must be submitted prior to the final review or the standard permit fees will be applied.
☐ CONDOMINIUM ASSOCIATION LETTER	Projects located in existing condominium buildings require an approval letter from the condominium association. The letter must be signed by a condominium association board member.
☐ PLAT OF SURVEY	Include a plat of survey in each permit set. The plat of survey must not be greater than 60 days old for projects that involve new buildings or additions.

DEPARTMENT OF ZONING & LAND USE PLANNING ITEMS REQUIRED	
☐ ZONING REVIEW	<u>All building permit applications with plans</u> require a Zoning review prior to the DOB Intake Appointment. Zoning reviews are performed weekdays by the Department of Zoning and Land Use Planning in Room 905 of City Hall. Visit the Department of Zoning and Land Use Planning website for more information.
☐ SITE PLAN	Provide a <i>Site Plan</i> drawn to scale. The <i>Site Plan</i> must locate the permit address and include a north arrow, site dimensions, and street names. For new buildings and additions include all setback dimensions from the property lines, the construction type and number of stories. Clearly distinguish existing and proposed construction. A key plan may be required for interior build-out projects.
☐ LANDSCAPE REVIEW	A Landscape review by the Department of Zoning and Land Use Planning may be required if the Chicago Landscape Ordinance applies to the scope of work. Refer to the Guide to the Chicago Landscape Ordinance on the Department of Zoning and Land Use Planning website. Landscape reviews are performed weekdays in Room 905 of City Hall.
☐ DRIVEWAY APPLICATION	If the project includes a new driveway or alteration of an existing driveway (or if required by the Zoning review) you must submit a <i>CDOT Driveway Permit Application</i> , at DOB's Driveway Desk in Room 906 of City Hall.

☐ ALLEY ACCESS LETTER	An <i>Alley Access Letter</i> of approval is required from the Alderman for parking lots and garages that will be accessed from the alley and serve more than six (6) vehicles or will be used for commercial purposes.
☐ USE OF PUBLIC WAY ORDINANCE	A copy of the <i>Use of the Public Way</i> ordinance is required if the project contains architectural or site elements which project beyond the property line and occupy the alley, or sidewalk (public way). Some examples of items that occupy the public way include foundations, awnings, planters, entry canopies, window canopies, balconies, stairs, vehicle drop-off, and sidewalk vaults. Visit the Department of Business Affairs & Consumer Protection website for more information.
☐ CONDOMINIUM ASSOCIATION LETTER	Projects located in existing condominium buildings require an approval letter from the condominium association. The letter must be signed by a condominium association board member.
☐ PLAT OF SURVEY	Provide two (2) original plats of survey that are not greater than 60 days old for projects that involve new buildings or additions.
☐ LANDMARKS REVIEW	If your property is designated as a Chicago Landmark or falls within a Chicago Landmark District, the Commission on Chicago Landmarks must review and approve your drawings pursuant to the Chicago Landmark Ordinance. The following items may be required: • One (1) additional set of plans • If windows are to be replaced, provide elevations and sections of existing and proposed replacement windows. Provide manufacturer's cut sheets. • If a building addition or other exterior changes are proposed, provide photographs of the existing conditions of the building including exterior elevations
☐ PLAN COMMISSION APPROVAL	New buildings and additions within Chicago's Lakefront Protection District require Plan Commission approval prior to the DOB Intake Appointment.
☐ PART II REQUEST LETTER	Projects that include new buildings or additions within a Planned Development or the Lakefront Protection District must provide one (1) original <i>Part II Request Letter</i> signed by the applicant.
☐ PART II ARCHITECTURAL PLANS	Each Part II request letter must be accompanied by two (2) additional sets of architectural plans that are signed and wet ink sealed by the Illinois licensed Architect of Record. The additional plan sets shall include the following information: • A site plan with complete dimensions • A landscape plan with full dimensions • Scaled floor plans • Building exterior elevations • Building structural sections • Site details, cut sheets and/or elevations for fencing, lighting and other site elements

ARCHITECTURAL ITEMS REQUIRED	
☐ SITE PLAN	Provide a <i>Site Plan</i> drawn to scale. The <i>Site Plan</i> must locate the permit address and include a north arrow, site dimensions, and street names. Include all setback dimensions from the property lines, the construction type and number of stories for new buildings and additions. Clearly distinguish existing and proposed construction. A key plan may be required for interior build-out projects.
☐ ARCHITECTURAL FLOOR PLANS	Provide architectural floor plans showing the proposed scope of work. The floor plans shall include room names, dimensions and details for the proposed construction. The floor plans must graphically distinguish between existing conditions and the new/alterd construction partitions, systems and spaces. All demolition work must be clearly noted and graphically indicated on the floor plan or on a separate demolition plan.

☐ WALL SECTIONS	Provide wall section(s) indicating the elevation of each floor level for projects with new buildings and building additions. Dimension the depth of footings and basement floors to grade. List floor-to-ceiling heights, wall and floor assembly materials and structural information. List the UL number of fire-rated partitions.
☐ BUILDING ELEVATIONS	Provide exterior elevations for new buildings, building additions, and alterations that include exterior work. Dimension the height of the building, each floor, parapet and guardrail. Dimension the height of windows from the sill to the finished floor.
☐ NATURAL LIGHT & VENTILATION SCHEDULE	Residential projects that add rooms or alter room sizes or window openings shall provide a natural light and ventilation schedule. The schedule shall list both the code required and the actual amount of natural light and natural ventilation for each room.
☐ FURNITURE PLAN	Provide a furniture layout plan that shows work stations, desks, file cabinets, general furniture, store fixtures, counters, etc. for commercial build-outs and alteration projects. Submit this either on a separate plan or incorporate it into the power, communication or architectural plans.
☐ EXITING DIAGRAMS	Provide exiting diagrams indicating travel distances and exit stair capacities.
☐ EXIT SIGN PLANS	Provide floor plans that indicate the location and type of all exit signs.

MAYORS OFFICE FOR PEOPLE WITH DISABILITIES (MOPD) ITEMS REQUIRED

☐ MOPD PROJECT DATA FORM	The architect shall complete, sign and submit the <i>MOPD Project Data Form</i> at the DOB Intake Appointment. State the EAC and ERC costs. Provide meeting minutes from meetings with MOPD staff.
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STRUCTURAL ITEMS REQUIRED

☐ STRUCTURAL PLANS	Indicate all necessary structural information on the structural plans including the size, spacing and material for all framing members, columns, etc.
☐ STRUCTURAL CALCULATIONS	Provide orderly structural calculations that are wet ink sealed and signed by an Illinois licensed Architect or Structural Engineer.
☐ SPECIALIZED REPORTS	Depending on the complexity of the scope of work, the applicant may be required to provide the following engineering reports and associated calculations. These reports must be signed and wet ink sealed by an Illinois licensed Architect or Structural Engineer. • Critical Facade Examination • <i>Floor Load Placard</i> application and worksheets • Structural Inspection and Recommendations • Truss Repair
☐ SOIL REPORT OR SOIL BORING LOG	Depending on the location or complexity of the project the submission of a soil report may be required. The report must be wet ink sealed and signed by the engineer responsible for its preparation and must be submitted at the Intake Appointment.
☐ OFFICE OF UNDERGROUND COORDINATION	If the project contains one or more of the following conditions, a CDOT Office of Underground Coordination review is required. • Foundations deeper than 12'-0" including caissons, H-piles, auger cast piles, • Mini piles, etc. • Excavations deeper than 12'-0" • Earth retention systems deeper than 12'-0" Contact Zenon Stuck at zenon.stuck@cityofchicago.org for more information.
☐ PORCHES	Porch plans must contain design load specifications consistent with Group 16, Chapter 13-52 <i>Minimum Design Loads</i> of the Chicago Building Code.
☐ FLOOR LOAD PLACARD	A <i>Floor Load Placard</i> is required for wholesale mercantile, industrial, storage units and technology center occupancies and for rooms with floor loads of 125 pounds per square feet (psf) or greater.

❑ STRUCTURAL PEER REVIEW	The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a wet ink sealed and signed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. The <i>Structural Peer Review</i> report must be submitted at the Intake Appointment. A list of Registered Structural Peer Reviewers is available on the DOB website.
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ELECTRICAL ITEMS REQUIRED

❑ ELECTRICAL PERMIT APPLICATION	An <i>Electrical Permit Application</i> describing the electrical scope of work must be submitted at the Intake Appointment. The <i>Electrical Permit Application</i> must be signed by the licensed Supervising Electrician before the building permit is issued.
❑ ELECTRICAL PLANS	Provide electrical plans indicating the location and circuiting of all electrical equipment, devices, and fixtures. The plans shall include panel, lighting and equipment schedules as well as electrical notes.
❑ SINGLE LINE SERVICE DIAGRAM	Provide a single line service diagram for multi-family residential, mixed use and commercial buildings (including new buildings, additions and alterations). Identify the wire, cable and conduit designation, conduit type and size and all required grounding and bonding methods. Label all disconnects motors, meters, panels, and other equipment.
❑ LOAD CALCULATIONS	For multi-family residential, mixed use and commercial buildings (including new additions, and/or rehabilitations) provide electrical load calculations for the project.
❑ EMERGENCY POWER & LIGHTING SHEET	Provide a separate EM plan sheet for non-residential occupancies showing the source and path of emergency power and lighting.
❑ ADMINISTRATIVE RELIEF REQUEST LETTERS	If your project requires a variance from the Chicago Electrical Code an Administrative Relief Request letter must be submitted with the <i>Electrical Permit Application</i> . The following is a list of common Administrative Relief Request Letters: 1. Administrative Relief to allow the issuance of a building permit subject to the review and approval of shop drawings for electrical switchgear 2. Administrative Relief to install wall mounted switchgear 3. Administrative Relief to install multiple electrical services

PLUMBING ITEMS REQUIRED

❑ PLUMBING PLANS	Locate and label all plumbing fixtures, equipment and piping on plumbing floor plans.
❑ PLUMBING RISER DIAGRAMS	Provide plumbing riser diagrams for the water supply, distribution, waste and vent systems. Indicate the size of all supply and waste piping. Water service size calculations may be required. Locate and label all plumbing fixtures and equipment.
❑ PLUMBING FIXTURE SCHEDULE	Provide a plumbing fixture schedule on the plumbing plans. This schedule shall list the type, manufacturer, model number and quantity of all new plumbing fixtures.
❑ PLUMBING MATERIALS SCHEDULE	Provide schedules or notes designating the materials and specifications for all plumbing piping.

STORM WATER MANAGEMENT ITEMS REQUIRED

❑ STORM WATER MANAGEMENT REVIEW	A Storm Water Management Review is required for construction, excavation or grading projects that: 1. Disturb a land area (contiguous) of 15,000 s.f. or greater. 2. Create an at-grade impervious surface (contiguous) of 7,500 s.f. or greater. 3. Result in discharges of storm water into any waters or separate sewer system.
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☐ CIVIL PLANS	Provide Civil Engineering plans and details showing structures, utilities, topography and drainage.
☐ SITE PLAN	Refer to Site Plan requirements listed under “Architectural Items”.

VENTILATION ITEMS REQUIRED

☐ HVAC PLANS	Provide HVAC plans showing the layout and sizes of all ductwork, supply diffusers, return air grills and louvers. Indicate the CFM of supply, return and exhaust air at each diffuser, return air grill etc. Show the location of all HVAC equipment, including furnaces, boilers, unit heaters, rooftop units, VAV boxes and exhaust fans on the plans.
☐ VENTILATION EQUIPMENT SCHEDULE	Provide a schedule of all HVAC equipment that includes the location, equipment type, manufacturer, model number, BTUH input, BTUH output, CFM, and weight of each unit.
☐ VENTILATION SCHEDULE	Provide a ventilation schedule for all rooms and spaces. The schedule shall list the room name, room use, square footage, code required CFM, actual CFM and the serving HVAC equipment.
☐ HEAT LOSS SCHEDULE	Provide a heat loss schedule that includes every room and space on each floor.
☐ VENTILATION NOTES	Provide ventilation notes as necessary.

ENVIRONMENTAL ITEMS REQUIRED

☐ ENVIRONMENTAL APPLICATIONS	Include all applicable environmental application forms (FB, EG, FP, MVR, UPV, SB, etc.) completed and signed as required. Visit the Department of Environment website at www.cityofchicago.org/environment for more information.
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REFRIGERATION ITEMS REQUIRED

☐ REFRIGERATION PLANS	Locate all refrigeration equipment on the plans. Indicate the size and spacing of the roof structural framing for new roof top refrigeration equipment. A structural review may be required for new roof top units.
☐ REFRIGERATION SCHEDULE	Provide a refrigeration schedule indicating the specifications of all refrigeration equipment.
☐ REFRIGERATION NOTES AND DIAGRAMS	Include the following refrigeration notes: • Install pressure relief valve on high pressure side of system and upstream of any intervening valves • Remove expansion valves, devices, and connections from air stream • Refrigeration piping to type "K" copper • All connections and devices to be brazed

ENERGY CONSERVATION CODE ITEMS REQUIRED

☐ ENERGY CONSERVATION CODE STATEMENT	Provide a <i>Chicago Energy Conservation Code Statement</i> of Compliance or a “Need Not Comply Statement” on the cover sheet of the plan sets. The <i>Chicago Energy Conservation Code Statement</i> of Compliance must be wet ink sealed and signed by a Registered Energy Professional (REP). The “Need Not Comply Statement” must be wet ink sealed and signed by a REP or the Architect of Record.
☐ RESIDENTIAL COMPLIANCE FORM	Provide the <i>Residential Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method “A” is selected, the RESCheck compliance certificate must be attached.

☐ COMMERCIAL COMPLIANCE FORM	Provide the <i>Commercial Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method "A" is selected, the COMCheck compliance certificate must be attached.
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FOOD PROTECTION ITEMS REQUIRED

☐ FOOD ESTABLISHMENT PLAN REVIEW APPLICATION	Food Protection plan reviews and field inspections are performed on new construction and alteration projects for the following establishments. Provide a <i>Food Establishment Plan Review Application</i> form. • Restaurants • Grocery stores • Bakeries • Hospital kitchens • Nursing home kitchens • Day care centers • Schools • Concession stands • Wholesale food establishments • Temporary food events
☐ FOOD SERVICE PLANS	Provide food service equipment plans and interior elevations that are ¼"=1'-0" minimum. Locate and label all equipment and plumbing fixtures.
☐ FOOD SERVICE EQUIPMENT SCHEDULE	Provide a schedule of all food service equipment, plumbing fixtures and related HVAC equipment.
☐ FOOD MENU	Provide the proposed menu, seating capacity and projected daily meal volume.

CERTIFIED PLAN CORRECTIONS ITEMS REQUIRED

(if project is eligible, this method can be utilized to resolve corrections instead of the Open Plan Review)

☐ CERTIFIED PLAN CORRECTIONS SHEET	A new full size sheet titled "<i>Certified Plan Corrections Sheet</i>" must be inserted into each of the three (3) permit sets (immediately behind the cover sheet). The new sheet shall include itemized plan examiner corrections next to the respective responses from the Professional of Record. The itemized responses should address the correction and describe how and where modifications were made in the drawing set. All plan corrections must be bubbled, initialed and dated. A copy of the signed and sealed <i>Professionals of Record Certification Statement</i> must also be applied to this sheet. Assembly, Institutional and Hazardous occupancies, non-residential government funded projects and Dangerous & Hazardous building violations ARE NOT ELIGIBLE to use the Certified Plan Corrections Program.
☐ PROFESSIONALS OF RECORD CERTIFICATION STATEMENT	Provide the <i>Certified Corrections Program Professionals of Record Certification Statement</i> form signed and wet ink sealed by the Professionals of Record who elect to utilize Certified Plan Corrections method to address plan review corrections. A copy of this completed form should also be applied to the <i>Certified Plan Corrections Sheet</i> that is inserted into the plan sets.
☐ OWNER/TENANT CERTIFICATION STATEMENT	Provide the <i>Certified Corrections Program Owner/Tenant Certification Statement</i> form signed by the building owner or tenant.
☐ HOLD HARMLESS LETTER	Provide a <i>Hold Harmless Letter</i> using the sample language verbatim. The letter should be printed on letterhead and must be signed by the building owner or tenant.

SELF-CERTIFICATION PERMIT PROGRAM ITEMS REQUIRED	
(if the project is allowed on the Self-Cert. Eligibility Chart and the Professional of Record is Self-Cert. Registered)	
☐ ZONING APPROVAL	Self-Certification projects must obtain Zoning approval prior to DOB's Intake Appointment. However, Self-Certification projects that are Planned Developments need only have obtained a Zoning review with corrections prior to DOB's Intake Appointment. Planned Development projects may extend the permit process by several weeks.
☐ CERTIFICATE OF COMPLETION	Provide a copy of the Professional of Record's <i>Certificate of Completion</i> for the Self-Certification Training Class.
☐ PROFESSIONALS OF RECORD SELF-CERT. STATEMENT	Provide the <i>Self-Certification Program Professionals of Record Self-Certification Statement</i> form signed and wet ink sealed by all the Professionals of Record who stamped the various plan sheets.
☐ OWNER/TENANT CERTIFICATION STATEMENT	Provide the <i>Self-Certification Program Owner/Tenant Certification Statement</i> form signed by the building owner or tenant.
☐ HOLD HARMLESS LETTER	Provide a <i>Hold Harmless Letter</i> using the sample language verbatim. The letter should be printed on letterhead and must be signed by the building owner or tenant.
☐ ALDERMANIC ACKNOWLEDGE-MENT LETTER	In order to waive the ten (10) day aldermanic hold, provide an <i>Aldermanic Acknowledgement Letter</i> signed by the alderman in whose ward the project is located. Without the waiver DOB must wait ten (10) calendar days to issue the permit.
☐ CERTIFICATE OF INSURANCE	Provide a <i>Certificate of Insurance</i> for the Architect of Record.
☐ STRUCTURAL PEER REVIEW	A <i>Structural Peer Review</i> is required for Level II projects on the Self-Certification Eligibility Chart with structural scope of work. The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a wet ink sealed and signed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. The <i>Structural Peer Review</i> report must be submitted at the Intake Appointment. A list of Registered Structural Peer Reviewers is available on the DOB website.
☐ PROTOTYPE PLANS	Provide <i>Prototype Plans</i> for Level II New Construction projects on the Self-Certification Eligibility Chart. A Prototype Plan is a set of plans for an identical new construction building project with a different address (signed and sealed by the same Architect of Record) that was previously reviewed and approved through the Standard Plan Review (SPR) process and issued a building permit.

Notes:
