1 General Info. & Preliminary Mtg.

General Information

The Developer Services Program is intended to facilitate the permit process for large or complex projects meeting the criteria below:

❑ High-rise Bldg. (>80 ft. high)
❑ Building or space >150,000 sf
❑ Residential Project >50 D.U.
❑ School projects >60,000 sf
❑ Green Bldg. Permit project
❑ Projects that require two levels of basement or deeper, and in addition utilize Earth Retention Systems (ERS)

A Developer Services program fee is required. 3 bids are obtained and the project is reviewed by a Consultant Reviewer.

STEP 1A

Pre-submittal Process
❑ The applicant submits an appointment request form on-line at the Dev. Services homepage
❑ DOB assigns the project no. and the Project Manager

STEP 1B

E-Plan Invitation
❑ DOB PA emails the applicant with E-Plan invitation & instructions for uploading the documents to E-Plan
❑ 75% complete plans with scope narrative and conflict of interest form can be uploaded for bidding

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❑ The architect attends a preliminary meeting with the DOB PA at 121 N. LaSalle, Rm 906
❑ Review scope narrative & create a permit timeline
❑ Discuss zoning issues
❑ Identify Green technologies

2 Prescreen Review

STEP 2A

Prescreen by Project Administrator (PA)
❑ DOB Procures 3 Consultant Reviewer bids (if applicable)
❑ DOB selects lowest bid
❑ Applicant & Consultant Reviewers notified of the selection
❑ Email Developer Services fee proposal to applicant (if applicable)
❑ Review plans & applications for completeness
❑ Identify existing code violations & stop work orders
❑ Tabulate preliminary Building Permit fee amount and request Applicant to submit a check for 50% of the Building Permit fee
❑ Route plans to other depts.
❑ Route plans to **Consultant Reviewer** to begin plan reviews

STEP 2B (If applicable)

Preparation
Obtain or initiate the following items prior to uploading 100% plans:
❑ CDOT Information Retrieval Request (utility search)

❑ Structural Peer Review Report
❑ Fee Wavier Ordinance
❑ Use of Public Way Ordinance
❑ Administrative Relief Request
❑ Driveway Permit Application
❑ Committee on Building Standards and Tests
❑ Administrative Relief Request

3 Upload to E-Plan

STEP 3A

Applicant Makes Payment
❑ Applicant submits a check to DOB PA for 50% of the Building Permit fee
❑ Applicant submits the signed DS Agreement with a check to DOB PA for 100% of Developer Services program fee

STEP 3B

Applicant Uploads the Plans
❑ Upload 100% complete plans & applications (dwf or pdf)
❑ Provide a 3"x3" blank area at top right corner of drawings
❑ Include an electronic seal, signature and graphic scale on all sheets
❑ Use DOB's file naming per The E-Plan Online User Guide
❑ Complete the assigned task of "Upload Confirmation"
❑ "For Reference Only" drawings should be uploaded to the Reference Folder

4 Plan Reviews

STEP 4A

Technical Plan Reviews
❑ Architecture
❑ Ventilation
❑ Plumbing
❑ Electrical
❑ Refrigeration
❑ Fire Prevention
❑ Structural
❑ Environmental
❑ Accessibility
❑ Storm Water Management
❑ Geotechnical
❑ Zoning
❑ Landscape
❑ Lakefront Protection District
❑ Landmark Review
❑ Planned Development Review

STEP 4B

Corrections Report & Status
❑ Notification of Corrections Report, markups and instructions emailed to Architect w/ProjectDox Applicant Resubmit Task after all plan reviews performed (includes Planning & Zoning corrections)
❑ Check the permit status via ProjectDox reports in Architect's account.

STEP 4C (If applicable)

Request Code Variance
❑ Building Board of Appeals (BBA)

5 Plan Corrections

STEP 5A

❑ Architect of Record shall review plan corrections and amend the drawings. Bubble, date and initial all revisions.
❑ Architect shall log-in to E-Plan to upload revised drawings and forms as a new version of the original file (no file name changes)
❑ E-plan notification "Applicant Resubmit Request Task Assignment" must be completed by the Architect

STEP 5B

2nd Plan Review
❑ 2 corrections mediation meetings are allowed per contract.
❑ Do not contact the Consultant Reviewer before the corrections are issued

6 Final Review by PA

STEP 6A

❑ Verify documents are complete,
❑ Verify technical plan reviews approved by Plan Examiners
❑ Verify existing building violations are addressed
❑ Tabulate Permit fee balance
❑ Stamp sheets w/DOB approval
❑ Email architect when approved

7 Permit Fee & Approved Plans

STEP 7A

Applicant pays the Permit fee balance and obtains the permit certificate at the Dept. of Revenue window in Rm. 900 at 121 N. La Salle (contact PA)

STEP 7B

❑ PA moves approved Permit Set to "Released Documents" folder in E-Plan to allow the applicant to print DOB approved copies of the Permit Set