




Self-Certification Permit Program Requirements

Presented by:
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Deputy Commissioner

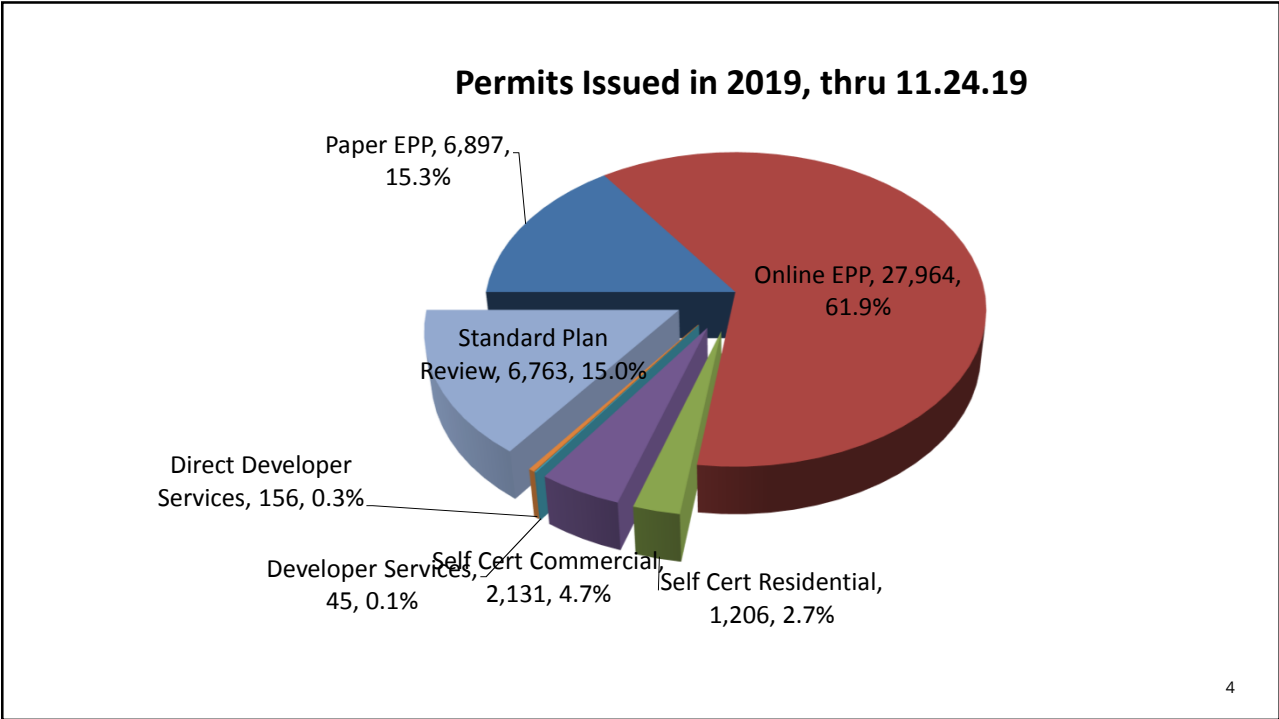
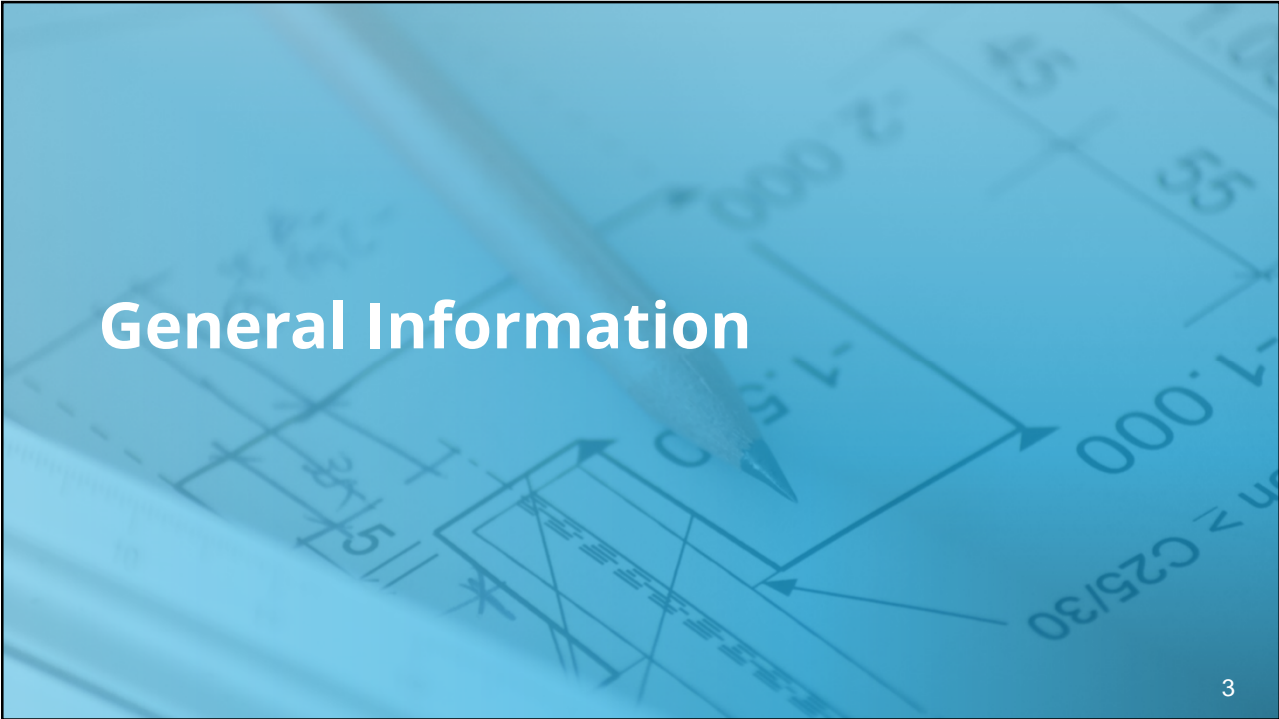
 CITY OF CHICAGO
DEPARTMENT OF
BUILDINGS

Presentation Outline

- General Information**
 - When a permit is NOT required
 - Create an Dynamic Portal account
 - Create application in Dynamic Portal
 - Upload files to the ProjectDox account
- Self-Cert. Permit Program**
 - Class objectives
 - Overview
 - Program Rules & Eligibility



2



The Department of Buildings enhances safety and quality of life for residents and visitors of the City of Chicago through permitting, inspections, trade licensing, and enforcement of the Chicago Construction Codes.



5



When is a permit NOT required?

A building permit is NOT required for the following repair or replacement work at any building:

- **Interior finishes** such as carpet, hardwood flooring, tile, paint and wallpaper
- Interior non-fire rated ceiling tiles (excluding grid)
- **Cabinetry and furniture** without electrical and plumbing connections
- In-kind replacement of **non-fire rated interior doors**
- At grade non-combustible **walkways and patios**
- Playground equipment
- **Fences max. 5'-0" high** on private property (excludes landmark buildings and landmark districts as well as chain link and masonry fences)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural **exterior finishes on all one story buildings** except Hazardous occupancy (excludes landmark buildings and landmark districts)

A building permit is NOT required for the following construction or alteration work at any building:

- **Temporary tents max. 400 sq. ft.** that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings & erected for not more than 60 consecutive days

6



When is a permit NOT required?

A building permit is NOT required for the following repair or replacement work in non-mixed use residential buildings (excluding hotels):

- **Shingle roofing with slope of 5 in 12** or steeper on residential buildings with max. of 3 dwelling units & 3 stories
- In-kind **replacement of non-fire rated doors/windows, hot water heaters, boilers, furnaces and AC condensers** in buildings with max. of 3 dwelling units & 3 stories (excludes windows and exterior doors in landmark buildings and landmark districts)
- In-kind **replacement of toilets, sinks, faucets and tubs**
- Interior stairs in same location within a single dwelling unit
- Not more than **1,000 sq. ft. of drywall** without any alteration of underlying structural, plumbing, electrical or ventilation systems
- **Low voltage wiring** for phones, speakers, burglar alarms, doorbells, thermostats and computers (excluding fire alarm systems)
- **Replacement of not more than 250 bricks** in buildings with max. of 3 dwelling units & 3 stories (excludes landmark buildings and landmark districts)
- Vinyl, aluminum, wood, EIFS or other similar **nonstructural exterior finishes on residential buildings** not more than 3 stories in height (excludes landmark buildings and landmark districts)

7




When is a permit NOT required?

A building permit is NOT required for the following construction or alteration work in residential buildings with 1-3 dwelling units:

- **Alteration of existing interior stair** system with no change to existing stair opening in detached single family residences
- **Alteration of low voltage wiring** for phones, speakers, burglar alarms, doorbells, thermostats and computers inside non-mixed use buildings (excluding fire alarm systems)
- **Gazebos max. 150 sq. ft.** (open air with roof and no walls) that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings. Combustible gazebos shall not be less than 3 feet from property lines.
- **Enclosed sheds max. 70 sq. ft.** that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings. Combustible enclosed sheds shall not be less than 3 feet from interior property lines. Only one enclosed shed is allowed per lot.

Note: This does not constitute a waiver from the regulations of Title 13 (Building & Construction) and Title 17 (Chicago Zoning Ordinance) of the Municipal Code of Chicago.

8



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Buildings

Online Permits & Trade License Renewals

Click Here for Trade License Renewal Instructions

Create an Account User Type

Select Your User Type
If you are a licensed individual or contractor, select 'Yes' and use the search form to locate your record.

Note: For GC licensing issues please call (312) 744-3125.

Are you a licensed individual or contractor, such as an architect, structural engineer, expeditor, electrical company, supervising electrician, bonded plumbing contractor, plumbing journeyman, plumbing apprentice, mason, or sign contractor?

Yes No

Contractor/Architect Type:
Architect

Contractor License Number:
[Input Field]

License Number Format Samples:

Architect	1012345
Electrical Contractor	ECC12345 or SE1234
General Contractor	TGC123456
Masonry Contractor	MC1234
Plumbing Contractor	BC12345, BC050123456, J12345 or A1234
Sign Contractor	N12345
Sign Electrical Contractor	EC312345
Structural Engineer	S1123456
Expeditor	1941234

Daytime Phone #: [Input Field] (00)300-XXXX

9



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Buildings

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Click Here for Trade License Renewal Instructions

Login to Your Account

To login, please provide the username and password that was used to verify your account. If you do not remember your username or password please [click here](#) to retrieve it.

Username: [Input Field]
Password: [Input Field]

Create a new login
New to the system? [Click here](#) to get started.

If you are having trouble with the website, please contact the City of Chicago by emailing dobwebhelp@cityofchicago.org report your problem and a technician will respond to you.

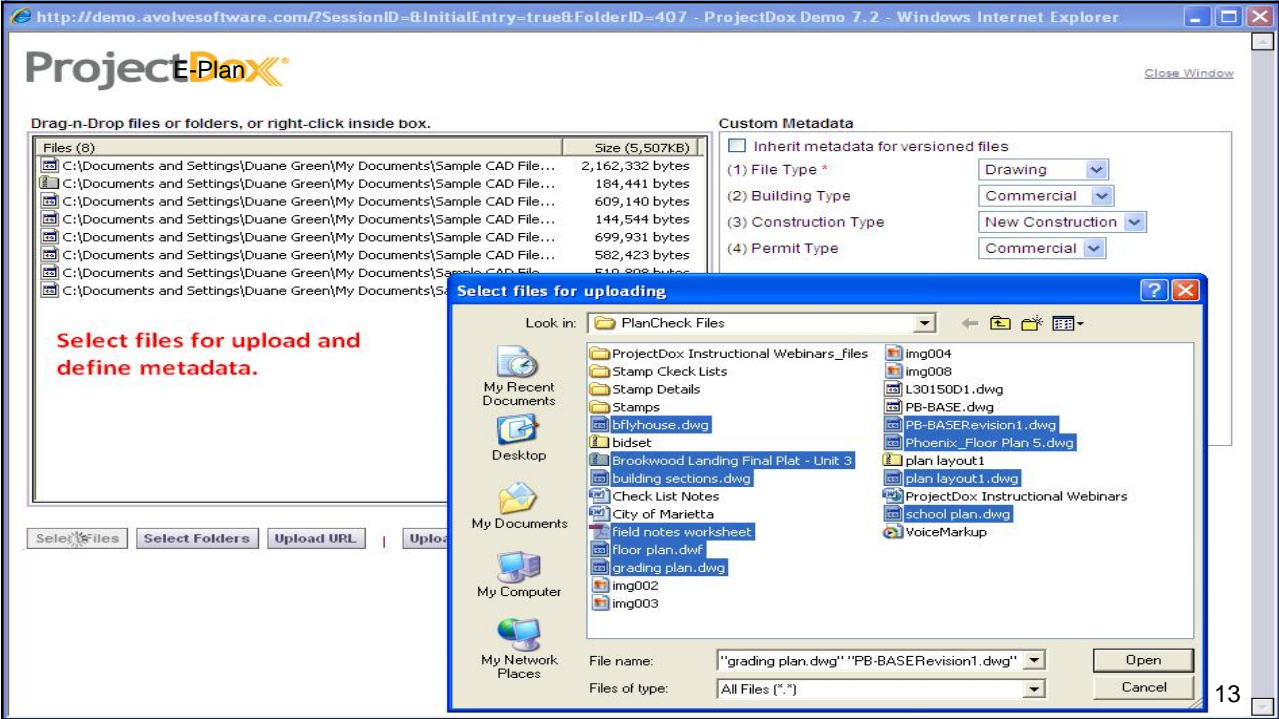
10



The screenshot shows the City of Chicago Buildings website home page. At the top left is a blue icon of a building. The header features the City of Chicago logo and the text "The City of Chicago's Official Site". Below this is a large blue banner with the word "Buildings" and a background image of skyscrapers. A navigation menu on the left lists "Online Permits & Trade License Renewals" and "Portal Services" with sub-items like "Apply For Permit" and "View My Applications". The main content area is titled "Welcome HAROLD L HUTCHINSON" and contains a section for "Online Building Applications" with instructions on how to apply for a permit. It lists "Application Types and Instructions" (Easy Permit Process (EPP), Construction with Plans, Who can renew their Trade License online?) and "Required Information" (Application location or address, Applicant details). A red text box at the bottom provides contact information for website issues.



The screenshot shows the "Job Type" form on the City of Chicago Buildings website. The page has a blue header with the "Buildings" logo and a background image of skyscrapers. A navigation bar at the top of the form area shows steps: 1. Type, 2. Location Info, 3. Description, 4. Details, 5. Contractors, 6. Review & Pay. The "1. Type" step is active. The form is titled "Job Type" and includes a "Permit Application Type*" dropdown menu set to "New Construction with Plans". Below this is a section for "Workbenches" with checkboxes for Heating/Mechanical, Plumbing, Electrical, Driveway, Garage, Porch/Deck, Refrigeration, Natural Ventilation, Accessibility, Environmental, Fire Prevention, Open Space, Tent, and Architectural Work. An "Other Construction" section includes checkboxes for Antenna Free Standing (< 50 ft, >= 50 ft), Cell Tower Antenna, Cell Tower Equipment Cabinet, Crane, Facade, Hoist, Parking Lot, Detached Garage, Spray Pool, and Trash Enclosure. "Cancel" and "Next Page" buttons are at the bottom. A red text box at the very bottom provides contact information for website issues.



Class Frequency

- The Self-Cert Training Class is generally offered every two years. Registration expires on December 31 of the 5th year.
- The Structural Peer Review Training Class is generally offered every two years. This class is limited to Structural Engineers. Registration expires on June 31 of the 5th year.

15

KEY CONCEPT



Class Objectives

- Explain the rules, procedures and benefits of the Self-Certification Permit Program.
- Present key concepts of the new *Chicago Construction Codes* including Occupancy, Egress, Fire prevention, Accessibility, Energy Conservation and Structural codes.
- Present key concepts of the existing codes for electrical, ventilation, refrigeration, and plumbing.
- Identify the critical aspects of each discipline review.

16

KEY CONCEPT



AOR First Time SC Registration

- First time self-cert architects who complete this class can create SC permits using ONLY the new building code.
- First time self-cert architects attending this class can begin submitting self-cert permit applications on:
 - January 1, 2020 if no structural peer review required
 - February 1, 2020 if a structural peer review is required

17

KEY CONCEPT



AOR Renewing SC Registration

- Renewing self-cert architects who complete this class can continue to create SC building permits using the existing building code until July 31, 2020.
 - Renewing self-cert architects who complete this class can begin submitting self-cert permit applications using the new code on:
 - January 1, 2020 if no structural peer review required
 - February 1, 2020 if a structural peer review is required
- NO MIX AND MATCH!**
- The AOR must select and commit to use of old or new building code for all permit phases of each project including all revisions to the permit.

18

KEY CONCEPT



Application forms and SC rules

- The 2018 Self-Cert Rules and the 2020 Self-Cert Rules will both be available on the DOB website through July 31, 2020.
- A new building permit application form is being finalized for the 2020 Building Code.
- The building permit application form for the old building code and the building permit application form for the new building code will both be available on the DOB website through July 31, 2020.

19

The Self-Certification Permit Program simplifies and shortens the building permitting process for eligible projects by allowing architects and structural engineers who meet the qualifications specified in these Rules to take full responsibility for code compliance on small and mid-sized projects that do not present unusual hazards. Department of Buildings plan reviews are eliminated because a Self-Certification Professional certifies that the proposed work fully complies with the Building Code or Chicago Construction Codes, as applicable. Reviews and approvals by other city departments, including zoning, are still required before a permit will be issued. The Department selectively verifies compliance of work permitted under the Self-Certification Program through both field inspections and audits.

20

E-Plan = Dynamic Portal + ProjectDox

- The AOR's Dynamic Portal account is online at DOB's website. This is where permit applications are created and permits are paid/printed.
- The AOR's ProjectDox account is where the permit documents are uploaded and approved plan sets are downloaded.
- The applicant should attend DOB's free E-Plan training class offered twice a month in City Hall Room 906. Google search "Chicago eplan" to locate DOB webpage and sign up for this 2-hour class.

21

Self-Certification Overview

- The Self-Cert. Permit Program simplifies and shortens the permit process for eligible projects.
- The architect of record self performs the technical plan reviews and certifies that the project complies with the Chicago Building Code. The technical plan reviews by building department plan examiners are eliminated.
- **Permit inspections are required.**
- Just because a project meets the criteria for SC eligibility does not mean that it is a good idea.

22

Self-Certification Program Rules

Part I: General Provisions

- A. Definitions
- B. Scope and Effect

The Commissioner Reserves the right to amend these Rules at any time in accordance with law.



Self-Certification Program Rules (continued)

Part II: General Self-Certification Requirements

- C. Eligible Projects
- D. Ineligible Projects
- E. Pre-Submission Requirements

Complete an adequate investigation of the site where work is to be performed to determine that the self-certified drawings accurately reflect site conditions and existing building conditions, if applicable.

Self-Certification Program Rules (continued)

F. Submission Requirements

Permit applications must be submitted by the SCP using the SCP's personal E-Plan account. A SCP may not designate any other person to begin an electronic permit application, upload documents to the E-Plan system, or request that the Department process or not process an existing permit application under the Self-Certification Permit Program.

Evidence that, if any specialized review by the Department is required, including but not limited to Alternative Code Approval or Committee on Standards and Tests consideration, such review has been completed and approved prior to submission of the permit application

The Structural Peer Review (if applicable) is required at time of submission.

General Contractors are required at time of submission.

25

Self-Certification Program Rules (continued)

G. Architect's Self-Certification Statement

H. Permit Applicant Acknowledgement

The permit applicant agrees to take all measures necessary to correct any false or inaccurate statement made by the permit applicant, knowingly or negligently, in the permit application or any document submitted in support of the permit application, either by the permit applicant or the permit applicant's agents, contractors, or employees.

The permit applicant understands that the permit will be a conditional permit, subject to post-issuance audit and/or field inspection by the Department in accordance with these Rules.

I. Hold Harmless Letter

J. Review and Issuance

K. Permit Revisions

26

TABLE C-1 (2020): ELIGIBLE PROJECTS		
Use or Occupancy Classification of Finished Building	Scope of Work	
	New Construction	Rehabilitation
EXCLUSIVELY RESIDENTIAL BUILDINGS AND ACCESSORY STRUCTURES		
Group R-1, R-2, R-3, R-4 or R-5, maximum 8 dwelling units and/or sleeping units	- building up to 4 stories above grade plane - may include attached private garage - may include occupiable rooftop	- building up to 4 stories above grade plane - may include attached private garage - may include occupiable rooftop - gut rehab and porch replacement allowed
Detached Private Garage (Group R-5 or U)	- 1 story building (may include occupiable rooftop)	- 1 story building (may include occupiable rooftop)
Single-Occupancy Non-Residential Buildings (No Mixed Occupancy)		
Single Tenant: Group A, B, or M (Group A occupant load less than 300)	- up to 2 story building - up to 10,000 ft ² building - single tenant building	- up to 2 story building - up to 10,000 ft ² building - single tenant building
All Group B or all Group M; maximum 4 tenants	- up to 4 story building - up to 30,000 ft ² building	- up to 4 story building - up to 30,000 ft ² building - each tenant space and common areas must be permitted separately (see below) UNLESS entire building is vacant
Group E-1, I-1, or I-2	<i>Not eligible.</i>	- single tenant buildings only - up to 4 story building - up to 30,000 ft ² building - alterations or repairs only; NO additions
MIXED-OCCUPANCY BUILDINGS		
Mixed Occupancy (including Group A (with occupant load less than 300); B; M; R; S-2 (garage only); and/or U (private garage only))	- mercantile, assembly or motor-vehicle-related use in basement or on first story above grade plane only - building up to 4 stories above grade plane - building area maximum 30,000 ft ² - maximum of 4 non-residential tenant spaces in building - maximum of 8 dwelling and/or sleeping units in building - occupiable rooftop allowed	- alterations or repairs only; NO additions - mercantile, assembly or motor-vehicle-related use in basement or first story above grade plane only - building up to 4 stories above grade plane - building area maximum 30,000 ft ² - maximum of 4 non-residential tenant spaces in building - maximum of 8 dwelling and/or sleeping units in building - each tenant space and common areas must be permitted separately (see below) UNLESS entire building is vacant
INDIVIDUAL TENANT SPACES, DWELLING UNITS, AND COMMON AREAS IN EXISTING BUILDINGS (Work in high-rise buildings requires written pre-approval)		
Separately-owned dwelling unit in Group R-2 or R-5 (condominium or cooperative apartment)	- residential sales centers and model units - alterations to single unit before initial occupancy	- alterations or repairs only; NO additions - no change of occupancy
Single-tenant Group A (with occupant load less than 300), B or M space in building WITHOUT residential occupancy	- first time buildout of Group A tenant space (any area) - first time buildout of Group B tenant space (any area) - first time buildout of Group M tenant space up to 30,000 ft ² - multi-story tenant spaces allowed	- alterations or repairs only; NO additions - multi-story tenant spaces allowed - 30,000 ft ² maximum area for Group M
Single-tenant Group A (with occupant load less than 300), B or M space in building WITH residential occupancy	- first time buildout of Group A tenant space (any area) - first time buildout of Group B tenant space (any area) - first time buildout of Group M tenant space up to 30,000 ft ² - single-story tenant spaces ONLY	- alterations or repairs only; NO additions - single-story tenant spaces ONLY - 30,000 ft ² maximum area for Group M
Common areas or systems in multiple dwelling or multi-tenant commercial building	<i>Not applicable.</i>	- alterations or repairs only; NO additions - exterior wall / window replacement work allowed - must be permitted separately from work within dwelling units or tenant spaces

TABLE C-2 (2020): STRUCTURAL PEER REVIEW REQUIREMENTS		
Use or Occupancy Classification of Finished Building	Scope of Work	
	New Construction & Additions	Repairs, Renovations & Alterations
All buildings	- work includes adding balcony to existing building - work includes construction within 1 foot of property line - work includes excavation ≥ 5 feet below grade within 5 feet of an existing building - work includes excavation ≥ 10 feet below grade - work includes earth retention system	Structural scope of work includes: - adding, altering, or removing load-bearing elements - adding, altering, or removing floor openings - excavation work ≥ 5 feet below grade - use of earth retention system
Exclusively residential use	- scope of work exceeds 3 stories above grade plane - scope of work includes occupiable rooftop above third story above grade plane	- structural scope of work in building greater than 3 stories above grade plane
Any non-residential use	- scope of work exceeds 1 story above grade plane - scope of work includes occupiable rooftop above second story above grade plane	- structural scope of work in building greater than 1 story above grade plane

TABLE D (2020): DISQUALIFYING FEATURES		
<p>Use and Occupancy:</p> <ul style="list-style-type: none"> - increase in number of permitted dwelling units - new construction or addition of Group B or E occupancy - any work involving Group A occupancy or occupancies with total occupant load greater than 299 - any work involving below-grade Group A occupancy - any work involving Group E-2 or I-4 occupancy - any work involving Group M occupancy with gross area exceeding 30,000 ft² - any work involving below-grade Group M - any work involving a Group F, H, or S-1 occupancy or Group S-2 occupancy other than a garage - any work involving a Group U occupancy other than fences, sheds, carports, and private garages and temporary tents, canopies and stages - any work involving congregate living facilities - any work involving ambulatory care facility 	<p>Use and Occupancy (continued):</p> <ul style="list-style-type: none"> - any work involving a Wrigley Field-adjacent rooftop deck - any work involving a distillery - any change of occupancy where the original and new classifications are other than Group A (with occupant load less than 300), B or M - any work involving a technology equipment area greater than 150 ft² <p>Height and Area:</p> <ul style="list-style-type: none"> - any new construction or addition resulting in a building with building area exceeding 30,000 ft² - any new construction or addition resulting in a building exceeding 4 stories above grade plane - any new construction or addition resulting in a building exceeding 55 feet in building height 	<p>Construction Method:</p> <ul style="list-style-type: none"> - any work involving modular construction without written preapproval of the Commissioner <p>Specialized Review or Department Pre-Approval Required:</p> <ul style="list-style-type: none"> - any work requiring Alternative Code Approval, unless such approval has been granted prior to filing the permit application - any work requiring approval by the Committee on Standards and Tests - any work in a building exceeding 80 feet in height (high rise building) without written pre-approval from the Department to use the Self-Certification Permit Program for such work

Self-Certification Program Rules— Prototypes

Part III: Prototype-Based Self-Certification
L. Eligibility and Requirements

TABLE L (2020): PROTOTYPE ELIGIBLE PROJECTS

Occupancy Classification	Conditions
Group A (occupant load less than 300)	- up to 2 stories above grade plane
Group B	- up to 4 stories above grade plane
Group M	- up to 2 stories above grade plane
Group R	- up to 4 stories above grade plane, any number of dwelling units or sleeping units
Group S-2 (garage only)	- up to 1 story above grade plane
Mixed Occupancy (any combination of A, B, M, R, or S-2 allowed above)	- up to 4 stories above grade plane with only Group B or R more than 1 story above grade plane

Self-Certification Program Rules—Temporary Structures

Part IV: Temporary Structure Self-Certification
M. Eligibility and Requirements
N. Required Pre-Occupancy Inspection by SCP



Self-Certification Program Rules— Temporary Structures (continued)

- Primarily intended for tents, canopies, stages and platforms with less than 300 persons and do not exceed 4000 sq ft
- Also available for Business (Group B), Mercantile (Group M), and Assembly (Group A) occupancies with less than 300 persons and do not exceed 4000 sq ft
- Temporary means “to be erected at same location for 60 days or less”
- Time cannot be extended beyond 60 days through self cert program – requires Standard Plan Review

31

Self-Certification Program Rules— Temporary Structures (continued)

- Self-cert professional must **inspect** and **certify** temporary structure before occupancy to confirm:
 - Compliance with plans and building code
 - Temporary structure is safe for occupancy
 - Permit applicant has been informed in writing on use limits

32

Self-Certification Program Rules (continued)

Part V: Professional Registration

- O. Eligibility
- P. Duration and Registration
- Q. Training Class
- R. Initial Application Procedure
- S. Renewal Procedure

33

Self-Certification Program Rules (continued)

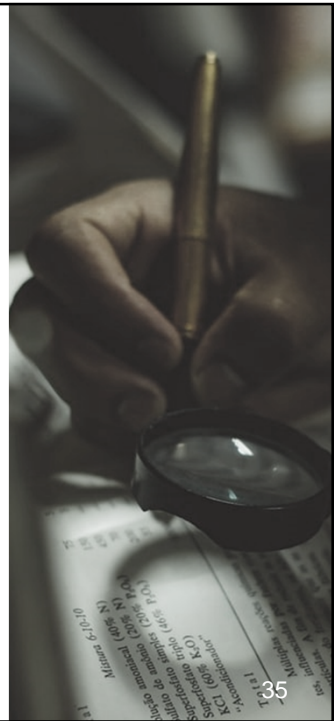
- T. Ongoing Obligations
 - Notify the Department in writing within 5 business days if he or she becomes aware of any false or inaccurate statement in the permit application or self-certified drawings.
 - Notify the Department in writing within 5 business days (or 24 hours for a temporary structure) if he or she becomes aware of work done contrary to a permit issued under the Self-Certification Permit Program and provide the permit number and details of such non-compliant work;
 - Cooperate with the Department in addressing any conditions in the self-certified drawings that the Department determines do not comply with the Building Code or Chicago Construction Codes, as applicable.
 - Work with the permit applicant to prepare and submit an application for a revision to the permit in a timely manner.

Self-Certification Program Rules—Audits

Part VI: Audit and Field Inspection

U. Pre-Issuance Review and Audit

V. Field Inspection and Post-Issuance Audit



Self-Certification Program Rules—Audits (continued)

W. Suspension and Revocation

a. Submission of a permit application for a project determined by the Department to be ineligible. **1 POINT.**

b. Submission of a permit application for an eligible project found by the Department to contain substantial defects, errors, omissions or deficiencies prior to issuance. **2 POINTS.**

c. Submission of a permit application found to contain a false statement. **2 POINTS.**

d. Submission of self-certified drawings in which, during a field inspection and/or

post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code. **2 POINTS.**

e. Submission of self-certified drawings in which, during a field inspection and/or post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code and pose a serious risk to health, safety, or welfare. **5 POINTS.**

f. Failure to comply with any ongoing obligation identified in Rule T. **5 POINTS.**

Self-Certification Program Rules—Audits (continued)

Part VI: Audit and Field Inspection (continued)

W. Suspension and Revocation

- If a SCP accrues 5 points within a 365-day period, or 10 points within a registration period, his or her SCP status may be suspended by the Department.
- If a SCP accrues 10 points within a 365-day period, or 20 points within a registration period, his or her SCP status may be suspended or revoked by the Department.

37

Create a Self-Cert Permit Application

1. The building permit application must be created online through the AOR's Dynamic Portal account at cityofchicago.org/buildings. Select the "Getting Started Online button" to login.

2. Select from drop downs menus and boxes:

Permit Application Type: New Construction or Renovation/Alterations/Addition

Workbenches: Scope of work by trade

Review Program: Interior Alteration, Tenant Build Out or New Construction

Type of Permit: Commercial, Residential or Institutional

38

3. "Self-Cert. Project" should be included in the description of work. " "...with Structural Peer Review" should also be included if applicable.
4. The SC Architect is added to the permit automatically. Do not add the SC Architect as a contractor. However, all other contractors must be included at the initial submission or the SC permit application will be rejected.
5. The Self-Cert. permit application must be completed and all "Required Documents" boxes must be checked before shopping cart will appear. Pay the building permit fee deposit and zoning fee. A payment confirmation will be emailed to the AOR.
6. The ProjectDox Upload Task is assigned to the AOR immediately upon payment of the building permit fee deposit and zoning fee.
7. Print the completed permit application for AOR's signature and seal. The General Contractor and Owner signatures are also required. Upload to ProjectDox.

39

Required documents screen (Must check all boxes to trigger the shopping cart)

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Buildings

Online Permits & Trade License Renewals

Application 100501554

Portal Services

- Online Permits
- Apply For Permit
- View My Applications
- Manage My Plans
- Update Account
- Check Application Status
- Logout

Certification

Required Documents

- Aldermanic Acknowledgement Letter
- Certificate of Insurance for Qualified Architect
- Owner/Tenant Certification Statement
- Professional of Record Self Cert Statement
- Hold Harmless Letter
- Illinois Accessibility Code

Previous Page Next Page

40



AOR's ProjectDox Account:

8. The following documents are uploaded to ProjectDox (as dwf or pdf). DOB's file naming convention must be followed. Drawing file names are limited to 65 characters and must follow the naming convention. All sheets must include an empty 3"x3" box for DOB use in upper right corner. Refer to the Standard Plan Review Project Submittal Checklist.

1. Permit drawings with professional's seal and graphic scales
2. Building permit application signed by AOR, Owner and GC
3. Electrical permit application signed by the Owner & Electrician
4. Professional of Record Self-Certification Statement form
5. Owner/Tenant Certification Statement form
6. Owner/Tenant Hold Harmless letter
7. AOR's Certificate of Professional Liability Insurance
8. Chicago Energy Conservation Code statement on coversheet
9. Structural Peer Review report (if applicable)
10. Prototype Plans (if applicable)
11. Excavation Certification form (if applicable)
12. Aldermanic Acknowledgement Letter (optional)

41



9. Self-Cert. projects should only be uploaded to three folders:

- 1) Upload Application forms, landscape forms, calculations, etc. directly into the PERMIT APPLICATION folder. ProjectDox arranges uploaded files in alphabetical order by file name within a folder. Please name drawing sheet files that are necessary for the Zoning review (coversheet, site plan, etc.) such that they will appear first in the ARCHITECTURAL folder. This will greatly assist the Zoning plan examiner when reviewing your Self-Cert. project.
 - 2) Upload AMEP drawing sheets to the ARCHITECTURAL folder within the DRAWING SUBMITTALS folder.
 - 3) Upload Landscape drawing sheets (if applicable) to the LANDSCAPE folder within the DRAWING SUBMITTALS folder.
10. A partial set of drawings and applications can be uploaded to for a Zoning Only Review by the Dept. of Planning and Development prior to submitting the complete set of drawings to DOB for review. Select "ZONING" from the REQUESTED REVIEW TYPE drop down menu on the Upload Confirmation Task Assignment.

42

The screenshot shows the 'Standard Plan Review' application interface. At the top, it identifies the project as 'SPR Review for: 100561554 611 S WELLS ST'. The form is divided into several sections:

- Project Information:** Includes fields for Application Number (100561554 611 S WELLS ST), Architect (HAROLD HUTCHINSON), Owner Email (hal.hutchinson@cityofchicago.org), Applicant First/Last (HAROLD HUTCHINSON), Project Address (2014-05-19 11:37:21-05:00), and Work Description (TESTING THE PROJECTDXX PROCESS HAL).
- Review Program:** Set to 'ESCTA'.
- Project Administrator:** Hal Hutchinson (hal.hutchinson@cityofchicago.org).
- Applicant Subscription:** A message states 'Applicant has not subscribed to milestone email notification.'
- REQUESTED REVIEW TYPE:** Set to 'Building & Zoning'.
- SELF-CERTIFICATION:** A dropdown menu is set to 'No'.
- EMAIL SUBSCRIPTION:** A checkbox for receiving email notifications is unchecked.

 At the bottom, there are buttons for 'Upload Complete' and 'Save & Close for Later'.

43

11. Select "YES" from the SELF-CERTIFICATION drop down menu on the Upload Confirmation Task Assignment.
12. AOR can delete uploaded files prior completing the Upload Confirmation Task Assignment. Only DOB staff can delete uploaded files after the AOR completes the Upload Confirmation Task Assignment.
13. Uploaded files are not visible to DOB & Zoning staff until the Upload Confirmation Task Assignment is completed by selecting the "UPLOAD COMPLETE" button. An email to the AOR will confirm a successful upload.
14. DOB staff will perform a Pre-Screen Review within 7 calendar days after the AOR completes the Upload Confirmation Task Assignment. The Pre-Screen Review is an administrative review to verify that the project is eligible for the program and that the documents are complete. It includes routing the project to other departments if required. Structural Peer Review reports are routed for a cursory review. Missing or incomplete documents can result in the project being delayed or rejected.
15. DOB has discretion to perform the zoning review on interior alteration projects with no change of occupancy. However, the Depart. of Planning and Development will perform the zoning review for new buildings and building additions. No DOB technical plan reviews are performed on Self-Certification projects.

44



16. DOB staff may perform zoning reviews on the following project types:

- a. Repairs and rehabilitation of existing residential buildings with 1-3 units only;
- b. Residential buildings with interior alteration only, with no increase of units;
- c. Dormer addition to a residential building with 1-3 units only;
- d. Individual detached residential garages;
- e. Tenant build out for offices in the central business district zoned as DC-12, DC-16, DX-10, DX-12 and DX-16;
- f. Eating and drinking establishments including taverns in the central business district zoned as DC-12, DC-16, DX-10, DX-12 and DX-16;
- g. Retail to retail space with no increase of gross floor area or additional parking requirements in business, commercial and downtown districts only; and Interior professional office space being renovated for same use with no increase of gross floor area.

45



17. The AOR is required to address any Prescreen review and zoning review corrections. Corrections will extend the permit process.
18. Self-Certification building permits are typically issued in less than 30 calendar days after the Pre-Screen review if all contractor licenses are valid and there are no building violations or Stop Work Orders on the property.
19. Once approved, the electronic drawings are stamped by DOB and the permit fee is tabulated. The AOR will receive an email notification that the permit is approved. The AOR can pay the permit fee and print the permit certificate online or at the Dept. of Revenue window in City Hall Room 900.

46



20. DOB staff move the approved permit set to the “RELEASED DRAWINGS AND DOCUMENTS” folder. The AOR can now download and print approved copies of the permit set.
21. DOB performs random and judgmental audits of Self-Cert. projects as part of Self-Certification Permit Program. The audits may be conducted prior to or after the issuance of the permit.
22. Self-Certification permits require inspections by DOB Inspectors. Inspections are requested at www.cityofchicago.org/buildings.

47

KEY CONCEPT



Voluntary Confirmation of SC eligibility

Email selfcert@cityofchicago.org with the following:

1. Identify the address and suite/floor number in the subject line.
2. Identify the AOR and cc AOR on the email.
3. Concise description of the scope of work.
4. Identify the existing and proposed occupancy classifications
5. Identify the building height
6. Identify any remarkable features
7. Attach demo and proposed floor plans (furniture plans)

DOB will respond within 7 calendar days.

48

KEY CONCEPT



No change to the permit program selected by the AOR

- The selected permit program (Standard Plan Review or Self-Cert) can not be changed once the permit application is created.
- DOB will not change the permit process selected by the AOR from Standard Plan Review to Self Cert or vice versa.
- A new building permit application must be created and a new building permit fee deposit (\$375) must be paid if the wrong permit process was selected. The incorrect permit application will be voided by DOB.

49

SC Registration

- Certificates of Completion with CEUs will be distributed on Wednesday to attendees who complete this class.
- Payment of the class fee is required before SC registration will be activated in the Department's computer system.



50

SC Contacts

Project eligibility confirmation via email (voluntary):

selfcert@cityofchicago.org

Procedural questions and preliminary meeting requests:

hal.hutchinson@cityofchicago.org

Hal Hutchinson, RA

Deputy Commissioner

City Hall Room 906

312-446-5624 work mobile

51



52