

Application Details

* Preparer Name * Application Number

Related Application Number(s)

Location of Work

* Address * PIN(s)

Secondary Address / Location Description

* Type of Work

New Construction (select one subtype)

- Full building
 Initial buildout (for first occupancy)
 Phased, foundation only
 Phased, below-grade only
 Phased, above-grade work

Building Rehabilitation (select all subtypes that apply)

- Addition
 Alteration
 Change of occupancy
 Interior demolition only
 Relocate building
 Repair

Special Construction

- Communication equipment
 Construction equipment
 Tent / temporary structure

Scope and Description of Work

* Estimated cost of work (materials and labor) * Area of work (per 14A-4-412.2.2.1) square feet

* Description of work

Review Process

* Review Program

- Standard Plan Review
 Self-Certification
 Direct Developer Services
 Traditional Developer Services

* Application Type

- Initial building permit application for project
 Related to earlier phase application
 Revision to issued permit

* Structural Peer Review

- Yes
 No

Application Instructions

Which Pages Are Required?

All applications must include this page and page 5.

Applications for new construction (including phased new construction and initial buildouts) must include pages 2, 3-NC, and 4. Applications for building rehabilitation work must include pages 2, 3-BR, and 4. Applications for special construction must include page 3-SP.

All applications must include pages 6-OA and 6-DP. All applications for work to be performed by a general contractor must include page 6-GC. All applications prepared or submitted with assistance of an expeditor must include page 6-EX.

Upload Instructions

The information provided on this page and page 5 must match the information you entered online in the Dynamic Portal (Hansen). Notify your project manager if the information has changed and you are unable to update it through the Dynamic Portal. Upload the completed application, as a single PDF file, to the "Permit Application" folder in ProjectDox.

Instructions for Page 1

This application must be prepared by the licensed architect, engineer, or expeditor whose account is used to upload the application.

Information about the location of proposed work must match the information entered into the online Dynamic Portal and a house number certificate issued by the Chicago Department of Transportation (CDOT). For new construction or work that will relocate the main entrance of an existing building, upload a copy of the house number certificate to ProjectDox.

If this application is to revise an issued permit, the primary type of work must match the initial permit application.

The area of work is used to calculate the permit fee. It must be determined in accordance with Section 14A-4-412.2.2.1 of the Chicago Construction Codes Administrative Provisions. For complex projects, your project manager may require that you submit an area of work diagram.

Fields and sections marked with a red star (*) are required.

Zoning Lot Information

Zoning district (or planned development number)

* Land area (for FAR) (square feet)

Special Conditions

Chicago Landmark

Lakefront protection

Overlay district

Pedestrian street

Zoning Use Information

* Existing zoning use(s) (per 17-17-0100)

* Proposed zoning use(s) (per 17-17-0100)

Zoning use narrative

Bulk and Density Standards

	Requirement		Existing on Zoning Lot	Proposed Under this Application
Front setback (feet)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
Rear setback (feet)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
Left side setback (feet)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
Right side setback (feet)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
Combined side setbacks (feet)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
* Floor area (ft ²) (per 17-17-0305-A)	<input type="text"/>		<input type="text"/>	<input type="text"/>
Floor area ratio (FAR)	<input type="text"/>	maximum	<input type="text"/>	<input type="text"/>
* Building height (feet) (per 17-17-0311)	<input type="text"/>	maximum	<input type="text"/>	<input type="text"/>
* Number of dwelling units	<input type="text"/>		<input type="text"/>	<input type="text"/>
Lot area per dwelling unit (ft ² /unit)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
Rear yard open space (ft ²)	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
On-site parking spaces	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>
On-site loading spaces	<input type="text"/>	minimum	<input type="text"/>	<input type="text"/>

Bulk and density narrative

Instructions for Page 2

Complete this page based on the Chicago Zoning Ordinance (Title 17 of the Municipal Code of Chicago) and not the Chicago Building Code. In most cases, the building height and floor area entered on this page will be different from the values entered on Page 3.

Fields and sections that are not marked with a star are optional, however providing complete information on this form will assist city employees in quickly and accurately reviewing this application.

For any application proposing an increase in floor area or a change in use category, "land area (for FAR)" must match a survey dated within 60 days of the application date. A copy of the survey must be uploaded to ProjectDox. This value is the denominator used to calculate floor area ratio (FAR) per Section 17-17-0305 and is either the gross area of the zoning lot or net site area, depending on the type of development.

The existing and proposed zoning uses of the zoning lot should be described in accordance with the use categories defined in Section 17-17-0100 of the Chicago Zoning Ordinance. Use the narrative section to explain how proposed/intended activities fit within the defined categories.

Rules for measuring setbacks, floor area, and building height are in Section 17-17-0300.

Rules and standards for determining lot area per dwelling unit and rear yard open space are based on the zoning district.

Requirements for on-site parking spaces and loading spaces are in Chapter 17-10.

*** Type of Work—New Construction**

Select one.

Stand-alone Permit

- Full building
- Initial buildout

Phased Permitting

- Phased, foundation only
- Phased, below-grade only
- Phased, above-grade work

*** Occupancy Classification(s)**

Select all that apply.

- | | | | | |
|------------------------------|------------------------------|---|---|---|
| <input type="checkbox"/> A-1 | <input type="checkbox"/> E-2 | <input type="checkbox"/> H-5 | <input type="checkbox"/> I-3, Condition 3 | <input type="checkbox"/> R-3 |
| <input type="checkbox"/> A-2 | <input type="checkbox"/> F-1 | <input type="checkbox"/> I-1, Condition 1 | <input type="checkbox"/> I-3, Condition 4 | <input type="checkbox"/> R-4, Condition 1 |
| <input type="checkbox"/> A-3 | <input type="checkbox"/> F-2 | <input type="checkbox"/> I-1, Condition 2 | <input type="checkbox"/> I-3, Condition 5 | <input type="checkbox"/> R-4, Condition 2 |
| <input type="checkbox"/> A-4 | <input type="checkbox"/> H-1 | <input type="checkbox"/> I-2, Condition 1 | <input type="checkbox"/> I-4 | <input type="checkbox"/> R-5 |
| <input type="checkbox"/> A-5 | <input type="checkbox"/> H-2 | <input type="checkbox"/> I-2, Condition 2 | <input type="checkbox"/> M | <input type="checkbox"/> S-1 |
| <input type="checkbox"/> B | <input type="checkbox"/> H-3 | <input type="checkbox"/> I-3, Condition 1 | <input type="checkbox"/> R-1 | <input type="checkbox"/> S-2 |
| <input type="checkbox"/> E-1 | <input type="checkbox"/> H-4 | <input type="checkbox"/> I-3, Condition 2 | <input type="checkbox"/> R-2 | <input type="checkbox"/> U |

*** Occupancy Separation**

Select one.

- Single occupancy
- Single main occupancy with accessory occupancies
- Separated mixed occupancies
- Nonseparated mixed occupancies

*** Construction Type**

Select one.

- | | | | | |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> IA | <input type="checkbox"/> IIA | <input type="checkbox"/> IIIA | <input type="checkbox"/> IV | <input type="checkbox"/> VA |
| <input type="checkbox"/> IB | <input type="checkbox"/> IIB | <input type="checkbox"/> IIIB | | <input type="checkbox"/> VB |

*** Building Characteristics**

	Proposed	Maximum Allowed
Building height (feet)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of stories above grade plane	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of basements	<input style="width: 100%;" type="text"/>	
Building area (square feet)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of dwelling units	<input style="width: 100%;" type="text"/>	
Number of sleeping units	<input style="width: 100%;" type="text"/>	

Instructions for Page 3-NC

Only complete and submit this page if the "Type of Work" indicated on Page 1 is under the heading "New Construction."

If this permit application is for the construction of a single structure that is classified as multiple buildings (separated by fire walls) or includes construction of a detached accessory building, such as a private garage, complete a copy of this page for each building and mark the building designation in the upper left corner.

Complete this page based upon the Chicago Building Code. Do not use the Chicago Zoning Ordinance to determine height or area.

Fields and sections marked with a red star (*) are required.

★ Type of Work—Building Rehabilitation

Select all that apply.

- Addition
- Alteration
- Change of occupancy
- Interior demolition only
- Relocate building
- Repair

Compliance Details

★ Compliance Method

- Repair only
- Prescriptive compliance method
- Work area compliance method
- Performance compliance method (*preapproval required*)

★ Historic Building

- Yes
- No

★ Repairs For Fire Damage

- Yes
- No

★ Occupancy Classification(s)

Select all that apply. Ex = existing; P = proposed.

- | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Ex | P | Ex | P | Ex | P | Ex | P |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | A-1 | | E-2 | | H-5 | | I-3, Condition 3 |
| <input type="checkbox"/> | A-2 | <input type="checkbox"/> | F-1 | <input type="checkbox"/> | I-1, Condition 1 | <input type="checkbox"/> | I-3, Condition 4 |
| <input type="checkbox"/> | A-3 | <input type="checkbox"/> | F-2 | <input type="checkbox"/> | I-1, Condition 2 | <input type="checkbox"/> | I-3, Condition 5 |
| <input type="checkbox"/> | A-4 | <input type="checkbox"/> | H-1 | <input type="checkbox"/> | I-2, Condition 1 | <input type="checkbox"/> | I-4 |
| <input type="checkbox"/> | A-5 | <input type="checkbox"/> | H-2 | <input type="checkbox"/> | I-2, Condition 2 | <input type="checkbox"/> | M |
| <input type="checkbox"/> | B | <input type="checkbox"/> | H-3 | <input type="checkbox"/> | I-3, Condition 1 | <input type="checkbox"/> | R-1 |
| <input type="checkbox"/> | E-1 | <input type="checkbox"/> | H-4 | <input type="checkbox"/> | I-3, Condition 2 | <input type="checkbox"/> | R-2 |
| | | | | | | <input type="checkbox"/> | R-3 |
| | | | | | | <input type="checkbox"/> | R-4, Condition 1 |
| | | | | | | <input type="checkbox"/> | R-4, Condition 2 |
| | | | | | | <input type="checkbox"/> | R-5 |
| | | | | | | <input type="checkbox"/> | S-1 |
| | | | | | | <input type="checkbox"/> | S-2 |
| | | | | | | <input type="checkbox"/> | U |

★ Occupancy Separation

Select one.

- Single occupancy
- Single main occupancy with accessory occupancies
- Separated mixed occupancies
- Nonseparated mixed occupancies

★ Construction Type

Select one.

- IA
- IB
- IIA
- IIB
- IIIA
- IIIB
- IV
- VA
- VB

★ Building Characteristics

	Existing	Proposed	Maximum Allowed
Building height (feet)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of stories above grade plane	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of basements	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Building area (square feet)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of dwelling units	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Number of sleeping units	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Instructions for Page 3-BR

Only complete and submit this page if the "Type of Work" indicated on Page 1 is under the heading "Building Rehabilitation."

If this permit application covers work in a single structure that is classified as multiple buildings (separated by fire walls) complete a copy of this page for each building and mark the building designation in the upper left corner.

Complete this page based upon the Chicago Building Code. Do not use the Chicago Zoning Ordinance to determine height or area.

Fields and sections marked with a red star (★) are required.

Tents, Temporary Structures, and Temporary Events

Scope

- New installation
- Reinstatement

Intended Occupancy

- Assembly
- Business
- Mercantile
- Storage
- Other

Installation start date

Removed by date

Total floor area of all work/structures covered under this application

Construction Equipment

	Quantity	Description
Class I crane(s)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Class II crane(s)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Construction equipment not classified as a crane	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Communications Equipment

	Quantity	Description
Antenna, monopole or satellite dish <i>(for commercial use)</i>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Cell phone tower equipment box/cabinet	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Cell phone tower (multiple antennas)	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Scope of Work

- New installation
- Alteration of existing installation
- Repair of existing equipment only

Instructions for Page 3-SP
 Only complete and submit this page if the "Type of Work" indicated on Page 1 is under the heading "Special Construction."
 All sections under the applicable type of special construction are required.
 The term "crane" is defined in Section 4-288-020 of the Municipal Code. For classification of cranes, see the Rules Regarding Crane Operator Licenses.

★ Special Uses/Occupancies

Select all that apply or "none of the above."

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Aircraft-related occupancy | <input type="checkbox"/> Dwelling units/sleeping units | <input type="checkbox"/> Live/work unit | <input type="checkbox"/> Special amusement building |
| <input type="checkbox"/> Ambulatory care facility | <input type="checkbox"/> Group I-2 or I-3 | <input type="checkbox"/> Motion picture projection room | <input type="checkbox"/> Underground building |
| <input type="checkbox"/> Atrium | <input type="checkbox"/> High-rise building | <input type="checkbox"/> Motor-vehicle-related occupancy | |
| <input type="checkbox"/> Combustible storage | <input type="checkbox"/> Hazardous material control area | <input type="checkbox"/> Stage/platform/tech. production | <input type="checkbox"/> None of the above |

★ Fire Protection and Life Safety Systems

Select all that apply or "none of the above."

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Automatic sprinkler system | <input type="checkbox"/> Fire alarm system | <input type="checkbox"/> Individual smoke alarms | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> NFPA 13 (full) | <input type="checkbox"/> City fire alarm box | <input type="checkbox"/> Carbon monoxide detection | |
| <input type="checkbox"/> NFPA 13R (full) | <input type="checkbox"/> Electrically-locked egress doors | <input type="checkbox"/> Portable fire extinguishers | |
| <input type="checkbox"/> NFPA 13D (full) | <input type="checkbox"/> Delayed egress locking system | | |
| <input type="checkbox"/> Partial | | | |
| <input type="checkbox"/> Other automatic fire extinguishing system | | | |
| <input type="checkbox"/> Standpipe system | | | |
| <input type="checkbox"/> Fire pump | | | |

These features/systems require an additional permit from the Department of Buildings based on a review of shop drawings.

These features/systems require an additional permit from the Chicago Fire Department.

★ Fire Department-regulated Materials/Uses

Select all that apply or "none of the above." Consult the Fire Department to determine if an additional permit or license is required.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Acetylene gas | <input type="checkbox"/> Dry cleaning | <input type="checkbox"/> Hazardous dusts | <input type="checkbox"/> Organic peroxides |
| <input type="checkbox"/> Aerosols | <input type="checkbox"/> Drying activities | <input type="checkbox"/> Highly-flammable materials | <input type="checkbox"/> Oxidizing materials |
| <input type="checkbox"/> Aircraft-related occupancy | <input type="checkbox"/> Explosives | <input type="checkbox"/> Highly-toxic materials | <input type="checkbox"/> Oxygen gas (compressed) |
| <input type="checkbox"/> Ammonium nitrate | <input type="checkbox"/> Energy storage system | <input type="checkbox"/> Hydrogen gas (compressed) | <input type="checkbox"/> Paint mixing/spraying |
| <input type="checkbox"/> Asphalt, tar, pitch, resin or paraffin | <input type="checkbox"/> Fire command center (high-rise) | <input type="checkbox"/> LP gas | <input type="checkbox"/> Radioactive material |
| <input type="checkbox"/> Calcium carbide | <input type="checkbox"/> Firewood | <input type="checkbox"/> Lumber dry kilns | <input type="checkbox"/> Sawdust, shavings or excelsior |
| <input type="checkbox"/> Chlorine gas | <input type="checkbox"/> Flammable liquids | <input type="checkbox"/> Lumber storage | <input type="checkbox"/> Smokehouse/smokeroom |
| <input type="checkbox"/> Combustible solids/fibers | <input type="checkbox"/> Fuel oil | <input type="checkbox"/> Matches | <input type="checkbox"/> Solid fuels |
| <input type="checkbox"/> Corrosive liquids | <input type="checkbox"/> Fume hazard gas | <input type="checkbox"/> Nitrocellulose | <input type="checkbox"/> Underground storage tanks |
| <input type="checkbox"/> Dipping and roll coating | <input type="checkbox"/> Hazardous chemicals | <input type="checkbox"/> Nitromethane | <input type="checkbox"/> None of the above |

★ Air Pollution Control-regulated Features/Activities

- | | | |
|---|-----------------------------|------------------------------|
| Does the scope of work covered under this permit application include the installation or alteration of "regulated equipment" as defined in Section 14A-2-202 of the Municipal Code of Chicago (excluding equipment within individual dwelling units or sleeping units)? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work covered under this permit application include sandblasting, grinding of masonry, or chemical cleaning of any architectural surface? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work covered under this permit application require asbestos abatement (excluding within a detached single-family residence)? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

★ Application Routing Questions

- | | | |
|--|-----------------------------|------------------------------|
| Is the work to be done under this permit government-owned or receiving government construction funding? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the work include construction/alteration of structural elements or means of egress for an occupiable space? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include electrical wiring or equipment? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include mechanical ventilation or heating systems or equipment? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include refrigeration or air conditioning systems or equipment? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include plumbing? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include foundation, excavation, or soil penetration work that is 12 feet or more below existing grade (or, where grade is below street level, 12 feet or more below the curb elevation at the nearest public street)? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include construction on, above, or below the public way, such as a foundation, subsidewalk space, balcony, canopy, or raised planter? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the scope of work include or require a new, relocated, or resized driveway? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Will the work create a "regulated development" other than a "residential development" under the Stormwater Management Ordinance (Chapter 11-18 of the Municipal Code)? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Does the work require a new or upgraded water service? (A separate water service permit is required.) | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

Instructions for Page 4

Complete this page based on the Chicago Building Code and Chicago Construction Codes Administrative Provisions. All sections are required. Special uses and occupancies must comply with Chapter 4 of the Chicago Building Code. Fire protection and life safety systems must comply with Chapter 9 of the Chicago Building Code and may require additional permits as noted above and in the Chicago Construction Codes Administrative Provisions. Answer the questions about sprinkler systems with respect to the entire building. Answer questions about other fire protection and life safety system with respect to the area/work covered by this application. Fire Department-regulated materials and uses must comply with applicable provisions of the Chicago Fire Prevention Code. Consult the Chicago Fire Department, Fire Prevention Bureau, for additional information. Air pollution control-regulated features and activities will be reviewed as part of this permit application if "Yes" is checked. If this section is not completed correctly, you may be required to obtain an additional permit from the Chicago Department of Public Health and pay additional fees. Application routing questions will help your project manager route your project for review. Incorrect or incomplete information will delay issuance of your permit.

Permit Applicant

The permit applicant name and emergency contact information will print on the permit certificate.

* Name	* Email	* Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Address	* Emergency Contact	
<input type="text"/>	<input type="text"/>	
* City	* State	* ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Emergency Contact Phone	
	<input type="text"/>	

Design Professional of Record

* Name	* Email	* Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Address	* Illinois License Number	Registered Self-Certification Professional
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes
* City	* State	* ZIP
<input type="text"/>	<input type="text"/>	<input type="text"/>

General Contractor

General Contractor Business Name	City of Chicago License Number
<input type="text"/>	<input type="text"/>

Other Contractors and Subcontractors

Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contractor Business Name	Contractor Type	City of Chicago License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Instructions for Page 5

This page is required with all permit applications.

Fields and sections marked with a red star (*) are required.

Contractor information must match what is entered into the Dynamic Portal (online application). Applicants must update contractor information both on this page of the permit application and in the Dynamic Portal before permit issuance. Incomplete or inconsistent contractor information will delay issuance of your permit. Changing contractors after permit issuance requires an additional permit and fee.

A **General Contractor** is required for most types of work. If the permit applicant is eligible to act as general contractor without obtaining a license, a Certification of Applicant Acting As Contractor (Form 402) must be filed.

A **Mason Contractor** is required for any scope of work that includes construction, alteration, or repair of brick, stone, concrete, terra cotta, or structural tile, except sidewalks and at-grade paving. If more than one mason contractor will be performing work on this job, all must be listed. The contractor's license type must match the scope of work.

An **Electrical Contractor** is required for any scope of work that includes installation, alteration, or repair of electrical wiring or electrical equipment, including low-voltage and communication wiring and equipment. The contractor's license type must match the scope of work.

A **Plumbing Contractor** is required for any scope of work that includes installation, alteration, or repair of plumbing systems, except in detached single-family homes. If the permit applicant is eligible to act as a plumber without obtaining a license, a Certification of Applicant Acting As Contractor (Form 402) must be filed.

Other subcontractors (ventilation, refrigeration, roofing, etc.) must be listed if they will be scheduling inspections.

Certification by Property Owner or Property Owner's Agent

By signing below, I certify:

- I am the owner of the property (real estate) where the work described in this permit application is to be performed or I am authorized to act as agent of the property owner(s) for the purpose of obtaining the building permit described in this application.
- I have reviewed this permit application, the materials to be submitted with this application, and the information provided in this application. These materials fully and accurately describe the existing condition of the property and the work to be performed if the permit which has been applied for is issued.
- The person named as permit applicant on Page 5 of this application has the legal authority to perform or authorize the performance of the work described in this permit application.
- Both the owner(s) of the property where work is to be performed and the person named as permit applicant on Page 5 of this application understand that:
 - Work performed under a permit based on this application must conform to the requirements of the Chicago Construction Codes and the Chicago Zoning Ordinance.
 - If a permit is issued based on this application, it is illegal to perform work that differs from the work described in this permit application without first notifying the Department of Buildings in writing and/or obtaining an additional permit, as required by the Municipal Code of Chicago.
 - If a permit is issued based on this application and work which exceeds the scope of work authorized by the permit is performed by or at the direction of any person named in this application: the permit may be revoked or voided; a stop work order may be issued; significant fines may be imposed; and both the owner of the property and the person named as permit applicant on Page 5 of this application may be required to tear down or remove, at their own expense, all work completed contrary to the permit or the Municipal Code of Chicago.
 - A permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Printed Name

* Phone Number

* Address

* Email

* City

* State

* ZIP

Instructions for Page 6-OA

This page is required with all permit applications. All fields are required.

This page may be completed by a tenant if the tenant is authorized by a lease or other agreement with the property owner to apply for building permits and perform the type of work described in this application at the location identified in this application.

Digital, electronic and facsimile signatures are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Certification by Design Professional of Record

By signing and placing my seal below, I certify:

- I am currently licensed to practice architecture, structural engineering, or professional engineering by the State of Illinois and my license is in good standing.
- I have reviewed this permit application, the materials to be submitted with this application, and the information provided in this application. These materials fully and accurately describe the existing condition of the property and the work to be performed if the permit which has been applied for is issued.
- I understand that a permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Professional Seal

* Printed Name

* Illinois License Number

* Phone Number

* Email

Instructions for Page 6-DP

This page is required with all permit applications. All fields are required.

Digital, electronic and facsimile signatures and seals are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

For most types of work, this page must be completed by the Illinois-licensed architect or structural engineer who has prepared, signed, and sealed the construction documents. If the permit applicant does not involve the design of or changes in the structural system or means of egress or materially affect structural loading, this page may be completed by an Illinois-licensed professional engineer.

Certification by General Contractor

By signing below, I certify:

- I am an authorized representative of the general contractor identified on Page 5 of this application and named below.
- The general contractor's license with the City of Chicago is in good standing.
- The general contractor understands that:
 - Work performed under a permit must conform to the requirements of the Chicago Construction Codes and the Chicago Zoning Ordinance, and the general contractor must assure compliance with these requirements by those performing the work.
 - A general contractor, as agent for the permit holder, is responsible for arranging inspections of permitted work as required in Chapter 5 of the Chicago Construction Codes Administrative Provisions.
 - If a permit is issued based on this application, it is illegal to perform work that differs from the work described in this permit application and the permitted construction documents without first notifying the Department of Buildings in writing and/or obtaining an additional permit, as required by the Municipal Code of Chicago.
 - If the general contractor believes that any work described in the permitted construction documents is contrary to a provision of the Municipal Code of Chicago, the general contractor must discuss the concern with the design professional who prepared the construction documents before performing the work.
 - If the general contractor builds, directs, or allows a subcontractor to build any building, structure, or building feature that differs from what the permit authorizes to be built, the general contractor will be subject to penalties, including fines, loss of permit, license suspension, and/or license revocation.
 - If the general contractor performs, directs, or allows a subcontractor to perform work which exceeds the scope of work authorized by the permit: the permit may be revoked or voided; the general contractor's ability to obtain additional permits may be suspended; the general contractor's license may be suspended or revoked; a stop work order may be issued; the general contractor may be subject to fines or criminal penalties; and the general contractor will be responsible, at its own expense, to remove or correct work which exceeds the scope of the permit or is contrary to the Chicago Construction Codes or Chicago Zoning Ordinance.
- I understand that a permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Printed Name of Authorized Representative

* General Contractor Business Name

* Phone Number

* Email

* City of Chicago License Number

Instructions for Page 6-GC

This page is required with all permit applications where a licensed general contractor will oversee the work. If the permit applicant is eligible to act as general contractor without obtaining a license, a Certification of Applicant Acting As Contractor (Form 402) must be filed instead of this page.

Digital, electronic and facsimile signatures and seals are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Certification by Expediter

By signing below, I certify:

- I am an expeditor licensed by the City of Chicago and my license is in good standing.
- I have reviewed this permit application, the materials to be submitted with this application, and the information provided in this application. These materials fully and accurately describe the existing condition of the property and the work to be performed if the permit which has been applied for is issued.
- I understand that a permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Printed Name of Expediter

* City of Chicago License Number

* Phone Number

* Email

Instructions for Page 6-EX

If an expeditor is involved in the preparation or submission of this permit application, complete and submit this page as part of the permit application. All fields are required. The expeditor must also be added to the online application using the Dynamic Portal.

Digital, electronic and facsimile signatures and seals are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

If an expeditor is not involved in the preparation or submission of this application, omit this page.