The Easy Permit Process (EPP) allows building owners to obtain a building permit for small projects that do not require architectural plans. EPPs are intended for the REPAIR or REPLACEMENT of existing building elements, without any changes to the structure.

### EPP Submission Options

**Online EPP Submissions**

Some EPPs may be obtained entirely online by selecting the "Online E-Permit Info" icon at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings). Online EPPs are limited to:

- Electrical (E) - Obtainable by electrical contractors only
- Tuck pointing (M) - Excluding brick replacement
- Fence (GC) - Non-chain link & non-brick greater than 5 ft. high and up to 6 ft. high
- Furnace* (GC or V)
- Hot water heater* (P)
- Wood frame garage (GC, E)
- Windows & doors*

*Replacement only of same size & location in residential buildings with 4 or more dwelling units

**In-Person EPP Submissions**

Refer to Step 1A for information on In-Person EPP submissions.

### General Information

**Office Locations**

- **Downtown:** Dept. of Buildings - City Hall 121 N. La Salle St, Rm 906 Easy Permit Process Desk 312-744-3449 Monday through Friday 8:30am – 4:30pm

- **North:** Neighborhood Permit Center 2550 W. Addison Street 312-742-2560 (call for office hours)

- **South:** Neighborhood Permit Center 4770 S. Kedzie Avenue 312-745-4240 (call for office hours)

- **West:** Neighborhood Permit Center 2006 E. 95th Street 312-745-095 (call for office hours)

**Work & Required Contractors**

- **STEP 1A**
  - Select Office Location
  - No appointment is required.
  - Sign the Walk-in list upon arrival.

  - **Downtown:** Dept. of Buildings - City Hall 121 N. La Salle St, Rm 906 Easy Permit Process Desk 312-744-3449 Monday through Friday 8:30am – 4:30pm

- **STEP 3A** (As applicable)
  - Required Forms & Information
    - EPP Application including
    - Cook County PIN #
    - Electrical Application
    - Signed contract between owner & contractor
    - Original Letters of Intent from contractors
    - Proof of building ownership
    - Certificate of Primary Residence for owner occupied residential buildings
    - Photographs of areas of work
    - Plat of survey
    - List of required contractors
    - Notarized letters from owner and contractors are required for contractor changes

- **STEP 4B** (If applicable)
  - Landmarks Commission (DZLUP)
    - Landmark Buildings
    - Landmark Districts

- **STEP 4C** (If applicable)
  - Planning & Policy Div. (DZLUP)
    - Lakefront Protection District
    - Planned Developments

- **STEP 4D** (If Applicable)
  - Public Way Permit Section (CDOT)
    - Barricade Permit

- **STEP 5A**
  - Final Review
    - Department of Zoning & Land Use Planning (DZLUP)
      - Zoning Review

- **STEP 6A**
  - Permit Issuance
    - Customer pays the bldg. permit fee at the Dept. of Revenue’s Cashier window and obtains building permit certificate

- **STEP 6B** (If applicable)
  - DOB Field Inspections
    - Request field inspections at [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)