



CITY OF CHICAGO

# DEPARTMENT OF BUILDINGS

# STANDARD PLAN REVIEW FLOW CHART

Revised 10/12/12

## 1 Create Application & Upload Plans

### STEP 1A

#### Create a Permit Application

- ☐ Refer to E-Plan User Guide, "How to Apply for a Building Permit", for additional instructions
- ☐ The architect or expeditor must create the building permit application online at the Dept. of Buildings (DOB) website [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings) Select "Getting Started Online". Permit application must include address, architect, owner, MOPD to trigger E-Plan invitation

### STEP 1B

#### E-Plan Invitation

An E-Plan invitation & instructions for uploading drawings is emailed to the applicant approx. 48 hours after submission of building permit application. If no invite then email [eplan@cityofchicago.org](mailto:eplan@cityofchicago.org)

### STEP 1C

#### Upload Plans at E-Plan

- ☐ Upload drawings & application forms (dwf or pdf) to E-Plan
- ☐ Provide an empty 3"x3" area at top right corner of all sheets
- ☐ Include an electronic seal & graphic scale on all sheets except Cover Sheet & Drwg List sheet
- ☐ Use DOB's file naming per The E-Plan Online User Guide
- ☐ Complete "Upload Confirmation"
- ☐ Pay online 50% of Building Permit fee & 100% of Zoning fee

### STEP 1D (If applicable)

Obtain or initiate the following items prior to the E-plan upload:

- ☐ Structural Peer Review
- ☐ Professional of Record Certification Statement, Owner /Tenant Certification Statement & Hold Harmless Letter if Self-Cert.
- ☐ CDOT Information Retrieval Request (utility search)
- ☐ Structural Peer Review Report
- ☐ Fee Waiver Ordinance
- ☐ Use of Public Way Ordinance
- ☐ Administrative Relief Request
- ☐ Driveway Permit Application

## 2 Prescreen & Plan Reviews

### STEP 2A

- ☐ Prescreen begins approx. 10 days after Upload Confirmation
- ☐ DOB PM reviews documents for completeness, electronic seals, bldg. violations & stop work orders
- ☐ PM administrative corrections may require AOR response prior to performing plan reviews

### STEP 2B

#### If Self-Certification Permit

- ☐ The Professional of Record must be registered as Self-Cert.
- ☐ Enter "Self-Cert." in description of work on permit application
- ☐ Zoning review is performed, however, No DOB technical plan reviews are performed.
- ☐ Address Zoning corrections
- ☐ Self-Cert. project proceeds to Final Approval by DOB PM

### STEP 2C

DOB PM verifies 50% payment of Building Permit fee has been paid & assigns project to Plan Examiners for applicable reviews

#### Technical Plan Reviews

- ☐ Architecture
  - ☐ Ventilation
  - ☐ Plumbing
  - ☐ Electrical
  - ☐ Refrigeration
  - ☐ Fire Prevention
  - ☐ Structural
  - ☐ Environmental
  - ☐ Accessibility
  - ☐ Storm Water Management
  - ☐ Geotechnical
  - ☐ Zoning (AOR can request a Zoning only review be performed prior to the Prescreen)
- Additional Reviews as Determined by Zoning:**
- ☐ Landscape
  - ☐ Lakefront Protection District
  - ☐ Landmark Review
  - ☐ Planned Development Review (for short form & part II reviews)

### STEP 2D

#### Corrections Report & Status

- ☐ Notification of Corrections Report, markups and instructions emailed to Architect after all plan reviews performed (includes Planning & Zoning corrections)
- ☐ "Check Permit Status" and corrections online at: [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

## 3 Plan Corrections

### STEP 3A (If applicable)

#### Request Code Variance

- ☐ Administrative Relief Request
- ☐ Building Board of Appeals
- ☐ Committee on Standards & Tests

### STEP 3B

- ☐ Professionals 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 (don't change file name)
- ☐ E-plan notification "Applicant Resubmit Request Task Assignment" must be completed by the Architect once revised plans are uploaded

### STEP 3C

#### Certified Plan Corrections (CPC)

- ☐ This plan correction method must be used unless the project is ineligible for CPC because: it is Assembly, Institutional, Industrial, Hazardous occupancy type, a non-residential government project, has a Stop Work Order or Dangerous & Hazardous building violations, requires Geotechnical or Storm Water reviews
- ☐ Upload a new sheet behind the cover sheet with itemized corrections, responses & the CPC Certification Statement

### STEP 3D

#### 2nd Plan Reviews

- ☐ Projects ineligible for Certified Plan Corrections must be re-reviewed by Plan Examiners
- ☐ Projects requiring a 3<sup>rd</sup> plan review may require the AOR to attend a meeting with Plan Examiners at the discretion of DOB

## 4 Final Review

### STEP 4A

#### Final Review by PM

- ☐ Verify documents are complete
- ☐ Verify technical plan reviews are addressed by Certified Plan Corrections or approved by Plan Examiners or project is using Self-Certification Permit Program
- ☐ Verify existing building violations are addressed
- ☐ Tabulate Permit fee balance
- ☐ Electronically stamp sheets With DOB approval
- ☐ Email architect when approved

## 5 Permit Fee & Certificate

### STEP 5A

#### Building Permit Issued

- ☐ Applicant pays the Permit fee balance and prints the permit certificate online or at the Dept. of Revenue window in RM 900 at 121 N. La Salle

## 6 Approved Plans & Inspections

### STEP 6A

#### Coversheet

- ☐ AOR brings (2) full size paper copies of Cover Sheet with wet seal & wet signature of all the Professionals of Record to the DOB PM for DOB wet stamp Approval. (Bring (2) copies of Drwg. List Sheet wet sealed & wet signed by the AOR if the Drawing List is not on the Cover Sheet)
- ☐ AOR leaves one of each sheet with PM & uploads other sheet to E-Plan

### STEP 6B

#### Printing Approved Plans

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

### STEP 6C

#### Field Inspections

- ☐ Request applicable field inspections online at: [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)