



CITY OF CHICAGO

# DEPARTMENT OF BUILDINGS

## Alternative Code Approval Request

**USE BLACK INK.  
DO NOT WRITE IN SHADED AREAS.**

Request Number:

Fee:

Date:

### 1. Contact Information

Contact name:

Contact phone:

E-mail decision to:

### 2. Project Information

Address:

Occupancy Classification (*check all that apply*):

Construction Type:

No. Stories:

A-1: single family residential

F: mercantile

Scope:  new construction  renovation  addition  no work

A-2: all other residential

G-1: industrial low hazard

Timing of Request:

B: institutional

G-2: industrial mod. hazard

before construction \$150 review fee

C-1: large assembly

H-1: storage low hazard

after construction w/o permit or conditional permit \$300 review fee

C-2: small assembly

H-2: storage mod. hazard

existing non-conforming (10 years) \$150 review fee

C-3: schools

H-3: garages

Open Violations cited by Department:  yes  no

D: open air assembly

I: hazardous

Permit/Application No. (*if applicable*):

E: business

J: miscellaneous

### 3. Subject(s) of Request

administrative provisions

occupancy classification

occupancy separation

height and area

fire resistive materials

fire protection systems

means of egress / guards

accessibility

natural light and ventilation

structural requirements

building materials

electrical

HVAC / mechanical

plumbing systems / materials

plumbing fixture count

elevators / conveyance devices

tents and temporary structures

construction site operations

cranes and hoists

### 4. Specific Request

Applicable code section(s):

Narrative Request:

**Form continues on next page. ➡**

### Outcome (Department Use Only)

Reviewed by:

Date:

Signature:

Recommendation:  approve  deny  refer to S&T

Decision by:

Date:

Signature:

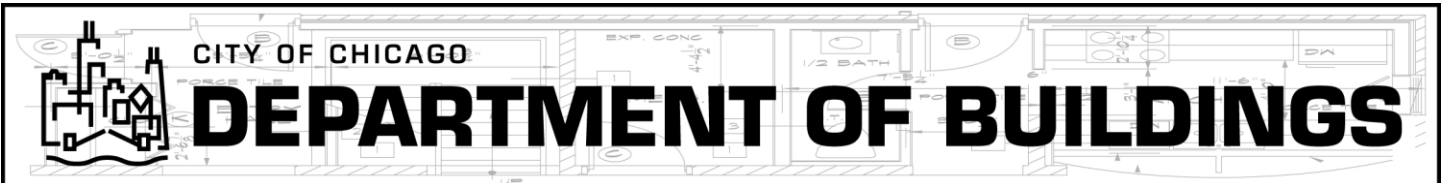
Recommendation:  approve  deny  refer to S&T

Comments:

<b>5. Basis for Request</b>	
a) Is this a type of request required by the department or Chicago Building Code?	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please explain. For required requests, please attach the appropriate form(s).	
b) Are there specific individual reasons that make strict application of the Chicago Building Code impractical?	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please explain.	
c) Is the requested approval in compliance with the intent and purpose of the Chicago Building Code?	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please explain.	
d) Will approval of this request provide equivalent or greater health protection, accessibility, life and fire safety, and structural performance?	<input type="checkbox"/> yes <input type="checkbox"/> no
Please explain.	
e) Are you requesting approval of an alternative material, design, or method of construction that will perform equal to or better than one allowed by code?	<input type="checkbox"/> yes <input type="checkbox"/> no
If yes, please explain. As applicable, identify relevant testing/certification standards, model codes, or previously approved locations.	

<b>6. Preparer Information</b>		
Name:	License number:	
Address:		
E-mail:	Phone:	
Status:	<input type="checkbox"/> Illinois-licensed architect <input type="checkbox"/> Illinois-licensed structural engineer <input type="checkbox"/> Illinois-licensed professional engineer <input type="checkbox"/> supervising electrician <input type="checkbox"/> plumber <input type="checkbox"/> supervising elevator mechanic <input type="checkbox"/> general contractor <input type="checkbox"/> property owner / manager	Seal (if applicable)
If no seal, explain eligibility:		

<b>Instructions</b>
<p>1) Complete this form in accordance with the Rules for the Alternative Code Approval Process, available at <a href="http://www.cityofchicago.org/buildings">www.cityofchicago.org/buildings</a>.</p> <p>2) Pay the applicable review fee, using the attached payment form, at any City of Chicago Department of Finance payment location.</p> <p>3) Submit the completed request and payment receipt at the front desk on the 9th Floor at City Hall, or by e-mail to <a href="mailto:altcodeapproval@cityofchicago.org">altcodeapproval@cityofchicago.org</a>.</p> <p>3) Allow at least 10 business days for review of your request. Any questions from the Department will be directed to the contact listed in part 1.</p> <p>4) The Department's decision will be sent to the e-mail address(es) listed in part 1.</p> <p>5) For pre-permit approvals, a copy of page 1, signed by department officials, must be included in the permit drawings. For post-permit approvals, a additional permit must be obtained to revise the original permit in accordance with the scope of approval; a copy of the signed approval must be included with the permit application. For approvals related to existing conditions, a copy of page 1 must be retained by the property owner.</p>



CITY OF CHICAGO  
**DEPARTMENT OF BUILDINGS**

**Review Fee - Alternative Code Approval Request**

**Part 1: Cashier Instructions**

Please process this payment using the following Defined Special Collections (DSC) description:

**067 – Committee on Building Standards and Tests Fees**

Please capture the project address in the “address” field.

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**Part 2: Information About Your Request**

\*Project Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Description of Request

**Review Fee** (select correct fee based on type of approval being requested):

- Request relates to condition which is not yet built. **\$150.00**
- Request relates to condition that was built without or contrary to a required permit. **\$300.00**
- Request relates to condition which has existed for at least 10 years. **\$150.00**
- Plumbing materials pilot program request. **\$150.00**

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**Part 3: Applicant Instructions**

1. Complete Part 2 of this form, and bring two paper copies to the cashier window in City Hall Room 900 or to any City of Chicago payment center. (For payment center locations, visit [www.cityofchicago.org/finance](http://www.cityofchicago.org/finance) and click on “Payment Locations.”) The Department of Finance accepts cash, credit cards and checks (excluding temporary checks). Checks should be made payable to “City of Chicago.”
2. The cashier will validate both copies of this form with a stamp. The cashier will keep one of the validated copies and return the other to you. The cashier will also give you a payment receipt.
3. Attach a copy of your validated payment form and receipt to your Alternative Code Approval Request Form and e-mail to [altcodeapproval@cityofchicago.org](mailto:altcodeapproval@cityofchicago.org). We strongly encourage you to submit your request by e-mail so that you have proof of submission; however, complete paper packages will also be accepted at the front desk on the 9<sup>th</sup> floor at City Hall.

NOTE: No refunds will be provided for overpayment or cancelation of the request by the applicant.