



1.1 (13-32-310)(E) Changes in Contractors or Owners after a permit is issued

Effective June 1, 2008, Owner, Contractor and Subcontractor changes to issued permits are required to be made as an Easy Permit Process (“EPP”) application. It is not acceptable to replace the names on the existing permit or for inspectors to accept letters in the field from a new contractor taking responsibility for any portion of the job or for specific trade work.

A contractor (General or Sub) may request their own name be removed from an issued permit by contacting the EPP manager. They may add their own name to a project with which they have become associated using an EPP application. General contractors and Owners may also change a single contractor or multiple contractors associated with a project without the original contractor’s participation. When an EPP application listing a new contractor is issued, the new contractor automatically supercedes the old contractor regardless of whether the original contractor had removed their name from the permit. Additionally, Owners may be changed using the EPP application.

These EPPs can be processed at Neighborhood Permit Centers (for projects involving buildings with up to 3 dwelling units) or at City Hall’s EPP Desk, Room 905. Multiple trades, contractors, or the owner can be changed simultaneously on a single EPP, however, the fee is \$50.00 for each name changed. If the EPP is solely to remove the name of a contractor(s), no fee is charged. The only way to change the Electrical contractor on a project is for the Supervising Electrician to complete an “on-line” EPP via the City of Chicago Web site

The following items are required for the City to process an EPP for Owner, Contractor and/or Subcontractor changes:

Owner Change - A notarized letter signed by the new owner addressed to the Commissioner of Department of Buildings is required to inform the Department of an ownership change on a specific property. The letter must reference the permit address and permit number. A completed EPP application form and proof of ownership of the property must accompany the request.

General Contractor Change - A notarized letter signed by the owner addressed to the Commissioner of Department of Buildings is required to inform the Department of a change in General Contractor. The letter must reference the permit address and the permit number. A notarized “letter of intent” from the new General Contractor

referencing the permit address and permit number also is required. A completed EPP application form must accompany the request.

Subcontractor Change - A notarized letter signed by the owner addressed to the Commissioner of Department of Buildings is required to inform the Department of a change in subcontractors. The letter must reference the permit address and the permit number. A notarized “letter of intent” from the new Subcontractor referencing the permit address and permit number is also required. A completed EPP application form must accompany the request.

1.2 (13-32-035) Assessing Stop Work Order (SWO) Fees

A question was raised about how SWO fees should be assessed - based on the original permit or the permit they are getting to satisfy the SWO.

A "regular fee" (language in the code) is the fee that an applicant has to pay which doesn't involve any special circumstances (e.g. a penalty). The fees normally associated with a permit are the “regular fees.” The SWO is issued against the original permit, therefore the “regular fees” associated with the original permit are the basis for the assessing the SWO fee.