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.

**Online EPP Submissions**
Some EPPs may be obtained online at the DOB website www.cityofchicago.org/buildings. Select the “Getting Started Online” button. Select “Create a New Login” if applicant does not already have a login account. 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 bldgs. with 4 or more dwelling units

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

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

Downtown:
Dept. of Buildings - City Hall
121 N. La Salle Street, Rm 906
Easy Permit Process Desk
312-744-3449
Monday through Friday
8:30am – 4:00pm

**STEP 2A**
Identify Scope of Work
- Masonry or Chimney (M)
- Drywall (GC, E)
- Electrical Permit (E)
- Fence (GC)
- Furnace (GC or V)
- Plumbing Fixtures (P)
- Hot Water Heater (P)
- Roof Replacement. (RC or GC)
- Window/Door Replace (GC)
- Garage or Carport (GC, E, M)
- Minor Porch Repair (GC, M)
- Contractor Change (Varies)
- Wrecking Permit (D)

**STEP 2B**
Identify Required Licensed Contractors
- Electrical Contractor (E)
- General Contractor (GC)*
- Plumbing Contractor (P)*
- Ventilation Contractor (V)*
- Refrigeration Contractor (R)*
- Masonry Contractor (M)*
- Roofing Contractor (RC)
- Demolition Contractor (D)
  - *The owner occupant of a Single Family Home can self perform these trades.
The owner occupant of a building with not more than 6 dwelling units and not more than 3 stories high can act as the GC.

**STEP 2C**
Review Documents & Submission
- EPP Application including
  - Cook County PIN #
  - Electrician must obtain electrical permit online prior to submitting EPP if it includes electrical work
  - Signed contract
  - Original Letters of Intent from contractors
  - Proof of building ownership
  - Certificate of Primary Residence for owner occupied residential buildings
  - Photographs of areas of work
  - List of required contractors
  - Notarized letters from owner and contractors are required for contractor changes

**STEP 3A**
Visit Customer Service Booth in the 9th floor elevator lobby to obtain the correct application forms prior to visiting the EPP Counter.

**STEP 3B**
Submission at EPP Counter
No appointment is required for EPP submissions. Sign the EPP Walk-in list in Room 900 upon arrival. DOB EPP staff will:
- Identify building violations & Stop Work Orders
- Review EPP application & enter into the computer system
- Identify involvement of other departments & technical reviews

**STEP 4A**
Final Review
- Bureau of Planning & Zoning
  - Zoning Review
- Lakefront Protection District
  - Planned Development Review

**STEP 4B**
Landmarks Commission
- Landmark Buildings
- Landmark Districts

**STEP 4C**
Barricade Permit
- Canopy Permit

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

**STEP 6B**
Construction Inspections
- Request field inspections at www.cityofchicago.org/buildings