HOMEOWNER DECONVERSIONS
(Attic/Basement)

For buildings with basement and/or attic space illegally converted into apartment use without a building permit (either by current or previous building owner), the building owner is required to obtain an Easy Permit and deconvert the basement and/or attic space to legal use according to the Chicago Building Code. Easy Permits may be obtained at City Hall, Room 900, Monday through Friday: 8:30 am – 4:30 pm.

For buildings with a maximum of 3 dwelling units or less (after deconversion), the building owner completes an Easy Permit Application along with the following requirements:

- Proof of Ownership
- Certificate of Responsibility if homeowner is acting as General Contractor, or signed contract from General Contractor if a non-owner-occupied building.
- Property Identification Number (PIN)
- Homeowner-drawn Floor Plans (see sample on reverse side)
- Letter from licensed, bonded plumbing contractor
- Electrical permit pulled online to remove electric in walls coming down
- Description stating the number of stories, and the removal of kitchen and shower from the offending unit (i.e. “Deconvert basement to storage in an existing two-story building with two dwelling units. Remove kitchen and shower from basement”)

Prior to coming to Easy Permit counter at City Hall, Room 900, please prepare the following:

- Exterior (front and back) and interior photographs of the property, with identifying labels, including space to be deconverted (i.e. kitchen, bath, etc.).
- Measure and draw floor plans for floor being deconverted. Drawings should include all room names, windows, stairs and door locations (see sample on reverse side).

Please Note:

- For owner-occupied buildings with 3 dwelling units or less, the Department of Buildings will allow interior wall partitions for a bathroom without a shower to remain.
- For Basement Deconversions, and Attic Deconversions with more than 3 dwelling units, the Department of Buildings requires a licensed architect to draw up plans and go through Standard Plan Review.

@ChicagoDOB
cityofchicago.org/buildings
DECONVERSION PLAN
(UPTO 4 UNITS DECONVERTED TO 3 UNITS, NO MIXED USE)

This sample is not intended to reflect the floor layout of your building. It is intended only as a guide to help you prepare your own drawing to obtain a deconversion permit.

Instructions for drawings:
1. Must show all floors, 1/8" scale min.
2. Must show locations of all windows.
3. Must show removal of kitchen cabinets sink, stove, and refrigerator. Cap seal all waste & supply lines inside the wall ensuring supplies conform to all dead-end requirements (18-29-606.26).
4. Must show a site plan of your lot.
5. Must have the following statement: "drawings prepared by owner for owner's use only" signed and dated.

SITE PLAN

SAMPLE

BASEMENT

1ST FLOOR

OPEN PORCH

LIVING ROOM

DINING ROOM

BEDROOM

KITCHEN

BATH

OPEN PORCH

2ND FLOOR OR EXISTING ATTIC

OPEN PORCH

STORAGE

STORAGE

STORAGE

STORAGE