



## Green Permit Program Geothermal System- Project Submittal Checklist

Date:	Project Address:
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Please provide the applicable documentation from the following list as required by the Department of Buildings Green Permit Program. Required forms and more information can be found at our website [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)

GENERAL REQUIREMENTS	
<input type="checkbox"/> <b>Building Permit</b>	<p>Provide a completed <b><i>Building Permit Application</i></b> using black ink only. Correction fluid/tape is not allowed. The project address and the complete description of work stated on the application must agree with the address and the scope of work as detailed in the accompanying plans. Pay close attention to include the following items:</p> <p><b>Contractor Information:</b> The contact information and license numbers of the general contractor and all applicable subcontractors must be listed on page five of the <i>Building Permit Application</i>. Please provide as much of this information as possible for the permit submittal meeting. This information must be provided before the permit will be issued. The General Contractor must sign page six (6) of the <i>Building Permit Application</i>.</p> <p><b>Building Owner Information:</b> The legal owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>.</p> <p><b>Architect or Structural Engineer of Record Information:</b> The <b>Illinois licensed</b> architect or structural engineer of record must sign and wet ink stamp page six (6) of the <i>Building Permit Application</i>. This must be done prior to the submittal appointment.</p> <p><b>PIN:</b> The Property Identification Number for each parcel of land associated with the scope of work must be indicated on the <i>Building Permit Application</i>.</p>
PERMIT DRAWINGS AND CALCULATIONS	
<input type="checkbox"/> <b>Plans</b>	<p>Provide 3 complete sets of permit drawings that are signed and wet-ink stamped by the <b>Illinois licensed</b> architect or structural engineer of record. Scale shall be min. 1/8"=1'-0"</p>
<input type="checkbox"/> <b>Stamping of Plans</b>	<p>The <b>Illinois licensed</b> architect or structural engineer of record must wet ink stamp and sign the cover sheet of the submitted plans. All other sheets shall be wet ink stamped and signed by the <b>Illinois licensed</b> design professional that is responsible for the preparation of each sheet.</p>
<input type="checkbox"/> <b>Project Address</b>	<p>Title Block shall include the project address on each drawing sheet</p>
<input type="checkbox"/> <b>Certification Statement</b>	<p>The following statement must be on the cover sheet of each permit set of plans: "<i>I hereby certify that these plans were prepared by me and to the best of my professional knowledge they comply with the Chicago Building Code.</i>" This statement must be signed and wet-ink stamped by the <b>Illinois licensed</b> architect or structural engineer of record.</p>
<input type="checkbox"/> <b>Code Matrix</b>	<p>Provide a completed Code Matrix on the cover sheet of the plan sets. The code matrix should be modified to include only the items pertinent to the project.</p>

<input type="checkbox"/> <b>Surveys</b>	Provide two (2) original embossed surveys less than 60 days old from date of permit submittal meeting
<input type="checkbox"/> <b>Site Plan</b>	Provide a Site Plan drawn to scale. The Site Plan must include a north arrow, site dimensions, street names, and state the address of the project. Include the dimensions of all required setbacks of the building from property lines, the construction type, and the number of stories. <b><u>Indicate the diameter and location of geothermal wells dimensioned off of property lines. Include the depth of each bore.</u></b>
<input type="checkbox"/> <b>Plumbing Riser Diagram</b>	Provide plumbing riser diagram for the water supply, distribution and vent systems. Indicate the sizes of all piping. Label all plumbing fixtures and equipment.
<b>Utility Search Process for projects outside the Central Business District (CBD) or with geothermal well LESS THAN 8 inches in diameter</b>	
<input type="checkbox"/> <b>Request for Information Retrieval (IR) and Existing Facilities Protection (EFP)</b>	Fill out online request form for Information Retrieval (IR) and Existing Facilities Protection (EFP) at City of Chicago Office of Underground Coordination (OUC) website: <a href="http://www.cityofchicago.org/cdot">http://www.cityofchicago.org/cdot</a> (select Office of Underground Coordination under Service Providers).
<input type="checkbox"/> <b>Fees Due for IR and EFP</b>	\$50 for IR and \$50 for EFP. Check made payable to <u>City of Chicago Department of Revenue.</u> <u>Drop off in person or mail to:</u> City of Chicago Department of Transportation Office of Underground Coordination 30 N. LaSalle St., Suite 310 Chicago, IL 60602
<input type="checkbox"/> <b>E-mail Site Plan</b>	Email PDF and .dwf of site plan to <a href="mailto:OUC@cityofchicago.org">OUC@cityofchicago.org</a> .
<input type="checkbox"/> <b>Copies of Email Confirmations</b>	Submit email confirmation that OUC has received the following at intake: <b>1. online request form</b> <b>2. checks</b> <b>3. site plans</b>
<b>Utility Search Process for projects outside the Central Business District (CBD) with geothermal wells GREATER THAN OR EQUAL TO 8 inches in diameter and ALL projects located in the CBD</b>	
<input type="checkbox"/> <b>Request for Information Retrieval (IR) and Existing Facilities Protection (EFP)</b>	Fill out online request form for Information Retrieval (IR) and Existing Facilities Protection (EFP) at City of Chicago Office of Underground Coordination (OUC) website: <a href="http://www.cityofchicago.org/cdot">http://www.cityofchicago.org/cdot</a> (select Office of Underground Coordination under Service Providers).
<input type="checkbox"/> <b>Fees Due for IR and EFP</b>	\$50 for IR and \$50 for EFP. Check made payable to <b><u>City of Chicago Department of Revenue.</u></b>  <u>Drop off in person or mail to:</u> City of Chicago Department of Transportation Office of Underground Coordination 30 N. LaSalle St., Suite 310 Chicago, IL 60602
<input type="checkbox"/> <b>E-mail Site Plan</b>	Email PDF and .dwf of site plan to <a href="mailto:OUC@cityofchicago.org">OUC@cityofchicago.org</a> .
<input type="checkbox"/> <b>Copies of Email Confirmations</b>	Submit email confirmation that OUC has received the following at intake: <b>1. online request form</b> <b>2. checks</b> <b>3 site plans</b>
<input type="checkbox"/> <b>Office of Underground Coordination (OUC)</b>	The Green Permit Program Project Administrator will coordinate this review for each applicant

I have read and understand the Green Permit Program Geothermal System Submittal Checklist. I understand that all items must be complete and submitted to the Green Permit Program Project Administrator for review before permit issuance.

Applicants Name: \_\_\_\_\_  
(PLEASE PRINT)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PA Initials: \_\_\_\_\_

**\*If you have questions regarding the items above or the Green Permit Process please contact Ms. Sophie Marie Martinez at [Sophie.Martinez@cityofchicago.org](mailto:Sophie.Martinez@cityofchicago.org)**