

## Green Roof — Permit Submittal Checklist

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"/> <a href="#">Building Permit Application</a>	<p>Create a <i>Building Permit Application</i> online. Electronic Permit application creation and document upload shall be completed by one of the following professionals: City of Chicago-licensed Expediter, Illinois-licensed Architect or Structural Engineer. 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. Once the permit application number has been created, please contact Sophie Marie Martinez-Vujovic via e-mail: <a href="mailto:Sophie.Martinez@cityofchicago.org">Sophie.Martinez@cityofchicago.org</a>.</p> <p>The following items shall be included in your permit application submittal:</p> <p><b>Description of work:</b> shall begin with GREEN ELEMENT PERMIT and follow with type of installation (Green Roof installation), building occupancy type and gross area of vegetation provided.</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 (5) of the <i>Building Permit Application</i>. Please provide as much of this information as possible at initial permit application submittal.</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 Illinois licensed architect or structural engineer of record must sign and seal page six (6) of the <i>Building Permit Application</i>. note: Electronic signature and seals are acceptable)</p>
<input type="checkbox"/> <a href="#">Structural Calculations</a>	<p>Submit Structural Calculations signed and sealed by an Illinois-licensed Architect or Structural Engineer.</p>
<input type="checkbox"/> <a href="#">Green Roof Cut Sheets</a>	<p>Submit details provided by green roof system manufacturer.</p>
<input type="checkbox"/> <a href="#">Plans</a>	<p>Upload a complete set of permit drawings signed and sealed by the <b>Illinois-licensed</b> Architect or Structural Engineer of Record. Drawings shall be a minimum scale of 1/8"=1'-0"</p>
<input type="checkbox"/> <a href="#">Stamping of Plans</a>	<p>The <b>Illinois-licensed</b> Architect or Structural Engineer of Record and all other design professionals must sign and seal the permit drawing set cover sheet. All other drawing sheets shall be sealed by the design professional responsible for the preparation of the sheet series.</p>
<input type="checkbox"/> <a href="#">Project Address</a>	<p>Include the project address on <u>each</u> drawing sheet Title Block.</p>
<input type="checkbox"/> <a href="#">Certification Statement</a>	<p>Include the following statement on the cover sheet of each permit set of drawings: <i>"I hereby certify that these plans were prepared by me and to the best of my professional knowledge comply with the Chicago Building Code."</i> This statement must be signed and sealed by the Illinois licensed Architect or Structural Engineer of Record.</p>
<input type="checkbox"/> <a href="#">Surveys</a>	<p>Upload a survey certified less than 60 days from the date of permit submittal</p>



## Green Roof — Permit Submittal Checklist (continued)

<input type="checkbox"/> <b>Code Matrix</b>	Provide a completed Code Matrix on the cover sheet of the permit plan set. The Code Matrix should be modified to include item pertinent to the current scope of work.
<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 address of the project. Include the dimensions of all required setbacks of the building from property lines, the construction type and number of stories. The dimensions of the green roof trays set back from the building parapet walls shall also be included.
<input type="checkbox"/> <b>Building Elevations</b>	Indicate all necessary dimensions to determine the height of the building and parapets.
<input type="checkbox"/> <b>Roof Framing Plan</b>	Provide structural framing member information on submitted plans
<input type="checkbox"/> <b>Green Roof Structural Details</b>	Provide details of green roof system connection to the roof structure or ballast details.
<input type="checkbox"/> <b>Fee Structure</b>	Calculate building permit using the permit fee formulas listed in the City of Chicago Permit Fee Ordinance - Chicago Building Code Section 13-32-310.
<input type="checkbox"/> <b>Building Permit Fee Deposit</b>	\$300.00 permit fee deposit due at electronic submittal to begin the permit process.
<input type="checkbox"/> <b>Green Roof Fee Credit</b>	A credit of \$0.05 per square foot of vegetated green roof provided is applied at time of permit issuance.

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

I have read and understand the Green Permit Program Green Roof Submittal Checklist. I understand that the all items listed must be complete and submitted via the E-Plan website to the Green Permit Program Project Administrator.

Applicant(s) Name(s): \_\_\_\_\_  
(PLEASE PRINT)

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

\*Please contact Mrs. Sophie Marie Martinez-Vujovic with questions regarding the items above or the Green Permit Program Process via e-mail at [Sophie.Martinez@cityofchicago.org](mailto:Sophie.Martinez@cityofchicago.org)