



Green Permit Program Green Roof- 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

GENERAL REQUIREMENTS	
<input type="checkbox"/> Building Permit	<p>Provide a completed <i>Building Permit Application</i> 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>Contractor Information: 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>Building Owner Information: The legal owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>.</p> <p>Architect or Structural Engineer of Record Information: The Illinois licensed 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>PIN: 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"/> Structural Calculations	<p>Must be signed and sealed by an Illinois licensed Architect or Structural Engineer</p>
<input type="checkbox"/> Green Roof Details	<p>Details provided by green roof Manufacturer.</p>
<input type="checkbox"/> Plans	<p>Provide 3 complete sets of permit drawings that are signed and wet-ink stamped by the Illinois licensed architect or structural engineer of record. Scale shall be min. 1/8"=1'-0"</p>
<input type="checkbox"/> Stamping of Plans	<p>The Illinois licensed 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 Illinois licensed design professional that is responsible for the preparation of each sheet.</p>
<input type="checkbox"/> Project Address	<p>Title Block shall include the project address on each drawing sheet</p>
<input type="checkbox"/> Certification Statement	<p>The following statement must be on the cover sheet of each permit set of plans: "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." This statement must be signed and wet-ink stamped by the Illinois</p>

	licensed architect or structural engineer of record.
<input type="checkbox"/> Surveys	Provide two (2) embossed original surveys less than 60 days old from the date of permit submittal.
<input type="checkbox"/> Code Matrix	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.
<input type="checkbox"/> Site Plan	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.
<input type="checkbox"/> Building Elevations	Indicate all necessary dimensions to determine the height of the building, parapets.
<input type="checkbox"/> Roof Structural Framing Plan	Include structural framing member information
<input type="checkbox"/> Green Roof details	Provide details of green roof system.
FEE STRUCTURE	
<input type="checkbox"/> Building Permit Fee	Building permit fee calculation is based on building occupancy and area of work. Please visit our website for additional information and to use the permit fee calculator. www.cityofchicago.org/buildings
<input type="checkbox"/> Green Roof Fee Credit	A credit of \$0.05 per square foot of green roof provided will be applied to your total permit fee.
<input type="checkbox"/> Building Permit Deposit	50% of total building permit fee due at permit submittal meeting. Please make checks payable to The City of Chicago Department of Revenue

I have read and understand the Green Permit Program Green Roof Permit 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**