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GENERAL INFORMATION

Capacity signs are required for all Assembly occupancies that have a total occupant load greater than 100 persons

DUPLICATE CAPACITY SIGNS

Duplicates of existing capacity signs can be reprinted if the Department of Buildings (DOB) can verify the original capacity sign in the City's electronic records

- ☐ Changes to floor plans, exits or size of the assembly space are **NOT** allowed
- ☐ Ownership changes are **NOT** allowed
- ☐ Changes to capacity **NOT** allowed

Request a Duplicate of an existing Cap Sign:

Submit the following letter to DOB's Cap Sign staff at the "Plan Pick-Up" counter in City Hall Room 900 at 121 N. La Salle

- ☐ Provide a notarized letter indicating: business type, business name (DBA), ownership name and the reason for the duplicate sign request. Indicate that **NO** modifications to the floor plan, exiting or size of the assembly space have been made since the original capacity sign was issued. Submit a completed application and surrender any copies of damaged original capacity signs
- ☐ The cost is \$100 per duplicate sign
- ☐ Floor plans are not required
- ☐ Zoning approval is not required
- ☐ Inspections are typically not required

If an existing Capacity Sign can **NOT** be verified in DOB records:

- ☐ DOB Cap Sign staff deny the "Duplicate" request and the applicant must begin at **Step 1A** and apply for an all new Occupancy Capacity Sign

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Prepare Plans and obtain Zoning Approval

STEP 1A

- ☐ Prepare 3 Sets of **max. size 11 x 17** plans signed & sealed by Architect with the Maximum Capacity per CBC 13-84 indicated on plans
- ☐ Drawings to include a key plan, floor plans, north arrow & a graphic scale
- ☐ Floor plans must indicate the NET sq. ft. of the assembly spaces & dimension all rooms including unusable space (bathrooms, bars, counters, etc), fixed & unfixed seating, exits, stairwells, direction of door swings. Label all rooms and areas according to the specific use.
- ☐ Complete Occupancy Capacity Sign application.

STEP 1B

Zoning Review

- ☐ Visit the Department of Housing and Economic Development, Bureau of Planning and Zoning Office in City Hall Room 905 at 121 N. La Salle Street weekdays between 8:30 am and 2:00 pm and sign the walk-in sheet.
- ☐ Zoning examiner will verify the use based upon the Occupancy Capacity Application, completed description, and floor plans (Note: If available please bring a copy of Building permit(s) and city stamp plans and or copies of most recent business licenses).
- ☐ Zoning approval stamp on the Occupancy Capacity Application and 3 sets of plans is required prior to submission to the DOB.
- ☐ Zoning examiner indicates the business license information on the application form.

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Submission to DOB For Review

STEP 2A

- ☐ Submit the Zoning approved Occupancy Capacity Sign Application to DOB's Cap Sign staff at the "Plan Pick-Up" counter in City Hall Room 900 at 121 N. La Salle
- ☐ Application & plans are reviewed for completeness and accuracy by DOB's Cap Sign staff.

If Application is Rejected:

The applicant is notified of the rejection and comments. The documents are returned with corrections.

If Application is Accepted:

- A receipt with application number is provided to applicant
- ☐ The applicant must schedule an inspection appointment. Refer to Step 3A.
 - ☐ If the application is for a new business license then omit Step 3A because the occupancy inspection will be performed on your assigned license inspection task force date as determined by the Dept. of Business Affairs and Consumer Protection.

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On-Site Inspections

STEP 3A

Schedule Inspection Appointment

- ☐ The Applicant must request an inspection appointment by sending an email to:
dobsip@cityofchicago.org
- ☐ The DBA, address & application number must be included in the email

STEP 3B

- ☐ Inspector performs the inspection with the architect of record in attendance. By attending the inspection, the architect can make corrections to the plans on the spot and avoid delays.

If Rejected at Inspection

- ☐ The rejected application and plans are returned to the applicant
- ☐ Start over at Step 1A

If Approved at Inspection

- ☐ The capacity sign application and plans are returned to the Cap Sign staff at DOB's City Hall office for the calculation of the final capacity amount.
- ☐ **Visit DOB's Cap Sign staff 7 days after the inspection date to arrange the purchase/ pickup of the approved occupancy capacity sign and plans at the Department of Buildings office at 121 N. La Salle, City Hall Rm 900.**

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Issuance of Capacity Signs

STEP 4A

- ☐ DOB's Cap Sign staff calculate the occupancy capacity amount based on inspector's notes & if applicable, Fire Prevention Plan Review notes
- ☐ The Cap Sign staff approve capacity sign(s) and tabulate the fee
- ☐ The applicant obtains the payment information from the DOB Cap Sign staff and pays the fee at the Revenue window 121 N. La Salle, Room 900
- ☐ The applicant returns to DOB's Cap Sign staff with proof of payment receipt to pickup capacity sign(s) & stamped approved plans. Surrender previous capacity signs.

STEP 4B

Capacity Sign Fees

- ☐ \$125 for 1st sign (if over 300, additional \$1.00 per person)
- ☐ \$100 per additional sign
- ☐ \$100 per duplicate sign

STEP 4C

Pick-Up Notice

Approved Capacity Signs NOT paid for and picked up within 6 months of the issued date will be voided. The applicant will be required to resubmit at Step 1A to obtain a Capacity Sign thereafter

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Post the Capacity Sign and Plan Diagram

STEP 5A

Conspicuously post the approved sign & plan diagram per Chicago Building Code Section 13-84-400 to 410