1. 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
  - 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

**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 Capacity 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
- Create a letter to request a Duplicate of an existing Capacity Sign and the applicant is required to provide a letter stating that the original Capacity Sign is damaged and a request to reissue a new capacity sign.

**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.

2. Submission to DOB For Review

3. 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

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 at 121 N. La Salle, City Hall Rm 900

4. 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.

5. 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