



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

Home Owner Assistance – Submittal Checklist

DATE:		PROJECT ADDRESS:
PROJECT MANAGER:	<input type="checkbox"/> RETURN TO PM WITH CORRECTIONS	<input type="checkbox"/> SCHEDULE 2 nd INTAKE APPOINTMENT

The Home Owner Assistance program allows the owner occupant of a single family home to prepare the required building permit application, plans and associated documents with the assistance of a DOB Project Manager. This permit process typically requires 3 to 5 one hour meetings with a DOB Project Manager. The owner occupant must personally attend and participate in all meetings. Additional information and appointment instructions can be found on our website www.cityofchicago.org/buildings.

GENERAL REQUIREMENTS	
<input type="checkbox"/> BUILDING PERMIT APPLICATION	Provide a completed <i>Building Permit Application</i> using black ink only. Correction fluid is not allowed. The project address and the 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: Contractor Information: 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> . The owner occupant is allowed to act as the General Contractor and all subcontractors except the electrical contractor. Additional forms are required for the owner to act as the GC and subcontractors. The General Contractor must also sign page six (6) of the <i>Building Permit Application</i> . Building Owner Information: The legal owner must sign page six (6) of the <i>Building Permit Application</i> . PIN: The Property Identification Number for each parcel of land associated with the scope of work must be indicated on the building permit application.
<input type="checkbox"/> PLANS	Prepare (3) sets of plans with the assistance of the DOB Project Manager. Scale shall be min. 1/8"=1'-0". The applicant is encouraged to bring sketches of the proposed work. This can include sketches of the floor plans and exterior elevations.
<input type="checkbox"/> PROJECT ADDRESS	The project address must be printed on each sheet.
<input type="checkbox"/> EXCAVATION CERTIFICATE	All building projects with new or re-worked foundations need to provide an <i>Excavation Certification</i> . Complete the <i>Excavation Certification</i> and provide original receipt of certified mail notification to adjacent neighbors and the Alderman. If the excavation is within 5 feet of adjacent structures and/or the public way then the following additional items are required. (1) A copy of the excavator's certificate of insurance. (2) The Illinois licensed architect or structural engineer of record must indicate the need for shoring and must sign and wet-ink stamp the excavation form.
<input type="checkbox"/> PLAT OF SURVEY	Provide (2) original plats of survey that are not more than 90 days old for projects that include additions. Surveys older than 90 days may be accepted for porch repair or replacement projects but only on a case-by-case basis.
<input type="checkbox"/> CERTIFICATION OF PRIMARY RESIDENCE	This form certifies that the address on the permit application is the primary residence of the building owner.

<input type="checkbox"/> CERTIFICATION OF RESPONSIBILITY	This form certifies that the building owner intends to act as the General Contractor and/or Subcontractors. The building owner assumes responsibility for this work. This form must be notarized.
<input type="checkbox"/> ALDERMANIC ACKNOWLEDGEMENT LETTER	In order to waive the ten (10) day aldermanic hold, provide the Aldermanic Acknowledgement Letter form signed by the alderman in whose ward the project address is located. Without the waiver DOB must wait ten (10) calendar days to issue the permit.
<input type="checkbox"/> PHOTOGRAPHS	Photographic prints should show the proposed area of work.

ZONING ITEMS REQUIRED

<input type="checkbox"/> DRIVEWAY APPLICATION	If the project contains a new driveway or alteration to an existing driveway (or if requested by the Bureau of Zoning & Planning) you must provide a completed <i>CDOT Driveway Permit Application</i> , which can be obtained from the Driveway Desk, (Room 906 of City Hall).
<input type="checkbox"/> ZONING APPROVAL	All building permit applications with plans require a Zoning review. Typically, the Zoning review can be performed at the Neighborhood Center intake appointment by the DOB Project Manager. However, some projects may have complex Zoning issues that require a Zoning review by the Bureau of Zoning & Planning in Room 905 of City Hall.

ENERGY CONSERVATION CODE ITEMS REQUIRED

<input type="checkbox"/> ENERGY CONSERVATION CODE WORKSHEET	Provide a completed copy of the <i>Home Owner Assistance Energy Conservation Code</i> worksheet.
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LANDMARKS COMMISSION ITEMS REQUIRED

<input type="checkbox"/> LANDMARKS REVIEW	If your property has been designated as a Chicago Landmark or falls within a Chicago Landmark District, the Commission on Chicago Landmarks must review and approve your drawings pursuant to the guidelines issued under the Chicago Landmark Ordinance. As a result the following items may be required: <ul style="list-style-type: none"> • One (1) additional set of plans for all exterior work • If windows are to be replaced, provide elevations and sections of existing and proposed replacement windows • If an addition or any other exterior changes are proposed, provide photographs of the existing conditions of the building showing elevations
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ARCHITECTURAL ITEMS REQUIRED

<input type="checkbox"/> SITE PLAN	Provide a <i>Site Plan</i> drawn to scale. The <i>Site Plan</i> must include a north arrow, site dimensions, street names, project address, existing building and accessory structures. All proposed additions must include the dimensions of all required setbacks of the building from the property lines, building dimensions, the construction type, number of stories, and clearly distinguish existing and proposed construction. The following statement signed by the owner occupant must be included on the coversheet. "These plans were prepared by the owner occupant for the owner's use only".
<input type="checkbox"/> ARCHITECTURAL FLOOR PLANS	Provide architectural floor plans showing the proposed scope of work. The floor plans must include all room and space names, as well as, full dimensions and details for the proposed construction. The floor plans must graphically distinguish the new construction partitions, systems and spaces from those that are existing to remain. All demolition work must be graphically indicated and clearly noted on the floor plan or on a separate demolition plan.

❑ WALL SECTIONS	For alterations and additions, provide a full wall section showing the elevation of all floor levels and the foundation wall. Call out floor-to-ceiling heights, all wall assembly and floor assembly materials and structural information. Provide UL numbers where required for fire-rated walls. Provide a completed Building Dimension Request form.
❑ BUILDING ELEVATIONS	For alterations and additions, or exterior construction provide the exterior building elevations. Indicate all necessary dimensions to determine the height of the building and the height or elevation of all floors, parapets and guardrails. Dimension the height of windows from sill to finished floor.
❑ CODE NOTES	Complete and sign the HOA Standard Code Compliance Notes form.
❑ LIGHT AND VENT SCHEDULE	A light and vent schedule is required for all additions as well as projects with alterations to room size/use and alterations to window opening size and location. The schedule must include the required and actual amount of natural light and ventilation for all rooms and spaces. Window sizes should be indicated on the plans. Include both width and height.

STRUCTURAL ITEMS REQUIRED

❑ PORCHES	Porch plans must contain design load specifications consistent with Group 16, Chapter 13-52 <i>Minimum Design Loads</i> of the Chicago Building Code.
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PLUMBING ITEMS REQUIRED

❑ PLUMBING FIXTURES	Locate and label all plumbing fixtures, equipment and piping on architectural floor plans.
❑ PLUMBING RISER DIAGRAMS	Provide plumbing riser diagrams for the water supply, distribution, waste and vent systems. Indicate the sizes of all supply and waste piping. Water service size calculations may be required. Show and label all plumbing fixtures and equipment. If your project includes increasing the size of the existing water service you must provide an up-to-date plat of survey.
❑ PLUMBING FIXTURE SCHEDULE	Provide a plumbing fixture schedule on the plumbing plans. This schedule must list the type, manufacturer, the model number and quantity of all new fixtures. Indicate the materials and specifications for all plumbing piping.

VENTILATION ITEMS REQUIRED

❑ COMPLETE HVAC PLANS	Provide complete HVAC plans. Show the location of all HVAC equipment, including furnaces, boilers, unit heaters, rooftop units, VAV boxes, exhaust fans etc.
❑ VENTILATION EQUIPMENT SCHEDULE	Provide a schedule of all HVAC equipment listing the location, equipment type, manufacturer, model number, BTUH input and output, CFMs, and weight of each unit.

ELECTRICAL ITEMS REQUIRED

❑ ELECTRICAL APPLICATION	An <i>Electrical Permit Application</i> form must be completely filled out and submitted in order to show the scope of all electrical work at the DOB intake appointment. The <i>Electrical Permit Application</i> must be signed by a licensed electrical contractor before the permit is issued.
❑ ELECTRICAL PLANS	Provide complete electrical plans showing the location and circuiting of all electrical equipment and fixtures. The plans should include panel schedules, lighting and equipment schedules and notes as required for the project.

ADDITIONAL NOTES:
