



CITY OF CHICAGO
DEPARTMENT OF BUILDINGS

Standard Plan Review - Project Submittal Checklist

DATE:	APPLICATION #:	PROJECT ADDRESS:
PROJECT MANAGER:		

The following information is required for the issuance of a building permit. Items identified as Mandatory are required before the Upload Confirmation Task is completed. Applications missing Mandatory items will result in administrative corrections and a longer permit process.

GENERAL REQUIREMENTS	
<input type="checkbox"/> APPLY ONLINE FOR A PERMIT (Mandatory)	<p>The Architect of Record (AOR) or Expeditor must complete the <i>Building Permit Application</i> online at the Department of Building's (DOB) website www.cityofchicago.org/buildings. An online account is required to create the building permit application. Select the "Getting Started Online" button. Select "Create a New Login" if applicant does not have a login account. Once completed, the online permit application must be printed to obtain the stamps and signatures per the <i>Building Permit Application</i> requirements listed below.</p> <p>An E-Plan invitation with instructions for uploading drawings will be emailed to the Applicant approximately 48 hours after the building permit application is completed online.</p>
<input type="checkbox"/> BUILDING PERMIT APPLICATION (Mandatory)	<p>Provide a completed <i>Building Permit Application</i> using black ink only. The project address and the description of work stated on the application must match the address and the scope of work as detailed in the accompanying plans. Include the following information:</p> <ul style="list-style-type: none"> • Architect of Record Information: The Architect of Record must seal and sign page six (6) of the <i>Building Permit Application</i>. • Owner Information: The building owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>. The Owner must hold a Residential Real Estate Developer's License if the permit application includes residential units for sale. Visit the Department of Business Affairs and Consumer Protection for more information regarding this license. • Expediter Information: Licensed Expeditors must complete their information on page (5) and 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 of must be listed on the <i>Building Permit Application</i> • Contractor Information: The contact information and license numbers of the General Contractor and all subcontractors must be listed on page five (5) of the <i>Building Permit Application</i>. This information must be provided before a building permit will be issued. The General Contractor must sign page six (6) of the <i>Building Permit Application</i>. • Projects that include Green Technologies such as the installation of roof mounted Photovoltaic Solar Panel Arrays, Solar Thermal Panels, Wind Turbines, Green Roofs, Geothermal Systems and Rainwater Harvesting Systems must be submitted through DOB's Green Permit Process. Email sophie.martinez@cityofchicago.org for more information.

<input type="checkbox"/> PLAT OF SURVEY (Mandatory)	New buildings and additions must include a signed & sealed plat of survey. The survey must not be greater than 60 days old.
<input type="checkbox"/> SITE PLAN (Mandatory)	Provide a <i>Site Plan</i> drawn to scale. The <i>Site Plan</i> must locate the permit address and include a north arrow, site dimensions, and street names. For new buildings and additions include all setback dimensions from the property lines, the construction type and number of stories. Clearly distinguish the existing construction from the proposed construction.
<input type="checkbox"/> CONSTRUCTION PLANS (Mandatory)	Floor plans shall have a minimum scale of 1/8"=1'-0". All drawing sheets shall include a graphic scale. All sheets shall include an empty 3" x 3" area at the top right corner for DOB use.
<input type="checkbox"/> STAMPING OF PLANS (Mandatory)	The following shall become effective on 1/1/2014. The Certification Statement on the Cover Sheet shall be sealed and signed by the Architect of Record. All other sheets shall be sealed and signed by the Illinois licensed design professional responsible for preparing each sheet.
<input type="checkbox"/> CERTIFICATION STATEMENT (Mandatory)	The following statement must be on the Cover Sheet of the plan set. This statement must be sealed and signed by the Architect of Record. <i>"I certify that these drawings were prepared under my direct supervision and to the best of my professional knowledge they conform to the Chicago Building Code"</i>
<input type="checkbox"/> HOUSE NUMBER CERTIFICATE (Mandatory)	Provide a <i>House Number Certificate</i> for all new buildings, building additions with a separate address or alterations with a change of address. Certificates must be obtained from the Chicago Department of Transportation's Division of Maps and Plats.
<input type="checkbox"/> KEY PLAN	Interior alterations in large buildings should include a small-scale plan diagram locating the area of work within the building.
<input type="checkbox"/> CODE MATRIX	Provide a code matrix on the cover sheet or 2 nd sheet in the plan set. The code matrix must only include the items that are pertinent to the project.
<input type="checkbox"/> EXCAVATION CERTIFICATION FORM	All projects that include excavation must provide an <i>Excavation Certification</i> form. The Architect of Record or an Illinois licensed Structural Engineer must sign, seal and indicate if reinforcement or bracing of the adjacent property is required. Submit the <i>Excavation Certification</i> form, the certified mail receipts of notification to the adjacent property owners and a copy of the excavator's certificate of insurance.
<input type="checkbox"/> CONDOMINIUM ASSOCIATION LETTER	Projects located in existing condominium buildings require an approval letter from the condominium association. The letter must be signed by a condominium association board member.
<input type="checkbox"/> ALDERMANIC ACKNOWLEDGEMENT LETTER	In order to waive the ten (10) day aldermanic review, provide an <i>Aldermanic Acknowledgement Letter</i> signed by the alderman in whose ward the project is located. DOB must wait ten (10) calendar days after the E-Plan Pre-Screen Review date before issuing the permit without this letter.
<input type="checkbox"/> USE OF PUBLIC WAY ORDINANCE	A copy of the <i>Use of the Public Way</i> ordinance is required if the project contains architectural or site elements which project beyond the property line and occupy the alley, or sidewalk (public way). Some examples of items that occupy the public way include foundations, awnings, planters, entry canopies, window canopies, balconies, stairs, vehicle drop-off, and sidewalk vaults. Visit the Department of Business Affairs & Consumer Protection website for more information.
<input type="checkbox"/> WRECKING PERMIT	Provide a copy of the <i>Wrecking Permit Certificate</i> for projects that involve the demolition of an entire building or structure.
<input type="checkbox"/> FEE WAIVER	Permit fees can only be waived if the applicant provides a copy of the <i>Fee Waiver Ordinance</i> for the same address listed on the building permit application. A copy of the ordinance must be submitted prior to the final review or the standard permit fees will be applied.

BUREAU OF PLANNING & ZONING	
<input type="checkbox"/> ZONING REVIEW	All building permit applications with plans require a zoning review. Zoning reviews are performed after the permit application forms and drawings have been uploaded to the Department of Buildings via E-Plan.
<input type="checkbox"/> LANDSCAPE REVIEW	A Landscape review may be required if the Chicago Landscape Ordinance applies to the scope of work. Refer to <i>The Guide to the Chicago Landscape Ordinance</i> on the Bureau of Planning & Zoning website.
<input type="checkbox"/> DRIVEWAY APPLICATION	If the project includes a new driveway or alteration of an existing driveway (or if required by the zoning review) you must submit a <i>CDOT Driveway Permit Application</i> .
<input type="checkbox"/> ALLEY ACCESS LETTER	An <i>Alley Access Letter</i> of approval is required from the Alderman for parking lots and garages that will be accessed from the alley and serve more than six (6) vehicles or will be used for commercial purposes.
<input type="checkbox"/> LANDMARKS REVIEW	If your property is 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 Chicago Landmark Ordinance. The following items may be required: <ul style="list-style-type: none"> • If windows are to be replaced, provide elevations and sections of existing and proposed replacement windows. Provide manufacturer's cut sheets. • If a building addition or other exterior changes are proposed, provide photographs of the existing conditions of the building including exterior elevations
<input type="checkbox"/> PLAN COMMISSION APPROVAL	New buildings and additions within Chicago's Lakefront Protection District require Plan Commission approval.
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II REQUEST LETTER	Projects that include new buildings or additions within a Planned Development or the Lakefront Protection District must provide a <i>Part II Request Letter</i> signed by the applicant.
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II ARCHITECTURAL PLANS	The Planned Development Part II review is performed on the following drawings: <ul style="list-style-type: none"> • Fully dimensioned site plan • Fully dimensioned landscape plan • Floor plans • Building exterior elevations • Building structural sections • Site details, cut sheets and/or elevations for fencing, lighting and other site elements

DEPARTMENT OF FINANCE	
<input type="checkbox"/> Debt Check	No building permit shall be issued if the applicant for such permit or the property owner identified in the permit application or any person owning, directly or indirectly, more than 25 percent of the interest in such applicant or property owner has any outstanding debt, as defined in Section 2-80-065(a), unless and until each applicable person owing such debt satisfies or otherwise resolves the debt within the meaning of Section 2-80-065(a). Provided, however, that this subsection shall not apply to any federal, state or local government agency. Provided further, that this subsection shall not apply to any permit application for emergency repairs as determined by the Building Commissioner. For purposes of this subsection (c), "more than 25 percent" shall mean more than 25 percent of the combined voting power or fair market value of all stock, partnership interests or other ownership interests in the applicant or property owner or the right to receive at any time the distribution of more than 25 percent of the income or profits of the applicant or property owner.

ARCHITECTURAL & FIRE PREVENTION REVIEW

<input type="checkbox"/> ARCHITECTURAL FLOOR PLANS (Mandatory)	Provide architectural floor plans showing the proposed scope of work. The floor plans shall include room names, dimensions and details for the proposed construction. The floor plans must graphically distinguish between existing conditions and the new/altered construction partitions, systems and spaces. All demolition work must be clearly noted and graphically indicated on the floor plan or on a separate demolition plan.
<input type="checkbox"/> WALL SECTIONS (Mandatory)	Provide wall section(s) indicating the elevation of each floor level for projects with new buildings and building additions. Dimension the depth of footings and basement floors to grade. List floor-to-ceiling heights, wall and floor assembly materials and structural information. List the UL number of fire-rated partitions.
<input type="checkbox"/> BUILDING ELEVATIONS (Mandatory)	Provide exterior elevations for new buildings, building additions, and alterations that include exterior work. Dimension the height of the building, each floor, parapet and guardrail. Dimension the height of windows from the sill to the finished floor.
<input type="checkbox"/> NATURAL LIGHT & VENTILATION SCHEDULE (Mandatory)	Residential projects that add rooms or alter room sizes or window openings shall provide a natural light and ventilation schedule. The schedule shall list both the code required and the actual amount of natural light and natural ventilation for each room.
<input type="checkbox"/> EXITING DIAGRAM (Mandatory)	Provide an exiting plan diagram(s) indicating travel distances and exit stair capacities.
<input type="checkbox"/> WINDOW, DOOR & HARDWARE INFORMATION	Provide the size and specifications for all new windows, doors and hardware sets.
<input type="checkbox"/> EXIT SIGN PLANS	Provide floor plans that indicate the location and type of all exit signs.
<input type="checkbox"/> FURNITURE PLAN	Provide a furniture layout plan that shows work stations, desks, file cabinets, general furniture, store fixtures, counters, etc. for commercial build-outs and alteration projects. Submit this either on a separate plan or incorporate it into the power, communication or architectural plans.

MAYORS OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)

<input type="checkbox"/> MOPD PROJECT DATA FORM (Mandatory)	Provide the <i>MOPD Project Data Form</i> completed and signed by the architect. List the Estimated Alteration Cost (EAC) and the Estimated Reproduction Cost (ERC).
<input type="checkbox"/> MEETING MINUTES	Provide typed meeting minutes documenting any previous meetings with MOPD regarding the project.

GEOTECHNICAL REVIEW

<input type="checkbox"/> GEOTECHNICAL REVIEW	If the project contains one or more of the following conditions, a DOB geotechnical review is required. <ul style="list-style-type: none"> • Excavations with a depth of 12'-0" and greater • Earth retention systems with a depth of 12'-0" and greater • Foundations with a depth of 12'-0" and greater including caissons, H-piles, auger cast piles and mini piles Contact Avikam (Avi) Hameiri at (312) 744-8428 for more information regarding the guidelines for drawings and calculations.
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STRUCTURAL REVIEW

<input type="checkbox"/> STRUCTURAL PLANS (Mandatory)	Indicate all necessary structural information on the structural plans including the size, spacing and material for all framing members, columns, etc.
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<input type="checkbox"/> STRUCTURAL CALCULATIONS (Mandatory)	Provide orderly structural calculations that are signed and sealed by an Illinois licensed Architect or Structural Engineer.
<input type="checkbox"/> SPECIALIZED REPORTS	Depending on the complexity of the scope of work, the applicant may be required to provide the following engineering reports and associated calculations. These reports must be signed and sealed by an Illinois licensed Architect or Structural Engineer. <ul style="list-style-type: none"> • Critical Facade Examination • <i>Floor Load Placard</i> application and worksheets • Structural Inspection and Recommendations • Truss Repair
<input type="checkbox"/> SOIL REPORT OR SOIL BORING LOG	Depending on the location or complexity of the project the submission of a soil report may be required. The report must be signed and sealed by the Structural Engineer responsible for its preparation.
<input type="checkbox"/> 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.
<input type="checkbox"/> FLOOR LOAD PLACARD	A <i>Floor Load Placard</i> is required for wholesale mercantile, industrial, storage units and technology center occupancies and for rooms with floor loads of 125 pounds per square feet (psf) or greater.
<input type="checkbox"/> STRUCTURAL PEER REVIEW	The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a signed and sealed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. A list of Registered Structural Peer Reviewers is available on the DOB website.

ELECTRICAL REVIEW	
<input type="checkbox"/> ELECTRICAL PERMIT APPLICATION (Mandatory)	An <i>Electrical Permit Application</i> must be submitted when the project includes electrical scope of work. The <i>Electrical Permit Application</i> must be signed by the licensed Supervising Electrician before the building permit is issued.
<input type="checkbox"/> ELECTRICAL PLANS (Mandatory)	Provide electrical plans indicating the location and circuiting of all electrical equipment, devices, and fixtures. The plans shall include panel, lighting and equipment schedules as well as electrical notes.
<input type="checkbox"/> SINGLE LINE SERVICE DIAGRAM (Mandatory)	Provide a single line service diagram for multi-family residential, mixed use and commercial buildings (including new buildings, additions and alterations). Identify the wire, cable and conduit designation, conduit type and size and all required grounding and bonding methods. Label all disconnects motors, meters, panels, and other equipment.
<input type="checkbox"/> LOAD CALCULATIONS (Mandatory)	For multi-family residential, mixed use and commercial buildings (including new additions, and/or rehabilitations) provide electrical load calculations for the project.
<input type="checkbox"/> EMERGENCY POWER & LIGHTING SHEET	Provide an EM plan sheet for non-residential occupancies showing the source and path of emergency power and lighting.
<input type="checkbox"/> ADMINISTRATIVE RELIEF REQUEST	If your project requires a variance from the Chicago Electrical Code an Administrative Relief Request letter must be submitted with the <i>Electrical Permit</i>

LETTERS	<p><i>Application.</i> The following is a list of common Administrative Relief Request Letters:</p> <ol style="list-style-type: none"> 1. Administrative Relief to allow the issuance of a building permit subject to the review and approval of shop drawings for electrical switchgear 2. Administrative Relief to install wall mounted switchgear 3. Administrative Relief to install multiple electrical services
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PLUMBING REVIEW	
<input type="checkbox"/> PLUMBING PLANS (Mandatory)	Locate and label all plumbing fixtures, equipment and piping on plumbing floor plans.
<input type="checkbox"/> PLUMBING RISER DIAGRAMS (Mandatory)	Provide plumbing riser diagrams for the water supply, distribution, waste and vent systems. Indicate the size of all supply and waste piping. Water service size calculations may be required. Locate and label all plumbing fixtures and equipment.
<input type="checkbox"/> PLUMBING FIXTURE SCHEDULE	Provide a plumbing fixture schedule on the plumbing plans. This schedule shall list the type, manufacturer, model number and quantity of all new plumbing fixtures.
<input type="checkbox"/> PLUMBING MATERIALS SCHEDULE	Provide schedules or notes designating the materials and specifications for all plumbing piping.

STORM WATER MANAGEMENT REVIEW	
<input type="checkbox"/> STORM WATER MANAGEMENT REVIEW	<p>A Storm Water Management Review is required for construction, excavation or grading projects that:</p> <ol style="list-style-type: none"> 1. Disturb a land area (contiguous) of 15,000 s.f. or greater. 2. Create an at-grade impervious surface (contiguous) of 7,500 s.f. or greater. 3. Result in discharges of storm water into any waters or separate sewer system.
<input type="checkbox"/> CIVIL PLANS	Provide Civil Engineering plans and details showing structures, utilities, topography and drainage.
<input type="checkbox"/> SITE PLAN	Refer to Site Plan requirements listed under “Architectural Items”.

VENTILATION REVIEW	
<input type="checkbox"/> MECHANICAL PLANS (Mandatory)	Provide mechanical plans showing the layout and sizes of all ductwork, supply diffusers, return air grills and louvers. Indicate the CFM of supply, return and exhaust air at each diffuser, return air grill etc. Show the location of all mechanical equipment, including furnaces, boilers, unit heaters, rooftop units, VAV boxes and exhaust fans on the plans.
<input type="checkbox"/> VENTILATION EQUIPMENT SCHEDULE (Mandatory)	Provide a schedule of all mechanical equipment including the location, equipment type, manufacturer, model number, BTUH input, BTUH output, CFM, and weight of each unit.
<input type="checkbox"/> VENTILATION SCHEDULE (Mandatory)	Provide a ventilation schedule for all rooms and spaces. The schedule shall list the room name, room use, square footage, code required CFM, actual CFM and the mechanical equipment serving the space.
<input type="checkbox"/> HEAT LOSS SCHEDULE	Provide a heat loss schedule that includes every room and space on each floor.
<input type="checkbox"/> VENTILATION NOTES	Provide ventilation notes as necessary.

ENVIRONMENTAL REVIEW	
<input type="checkbox"/> ENVIRONMENTAL APPLICATIONS	Include all applicable environmental application forms (FB, EG, FP, MVR, UPV, SB, etc.) completed and signed as required. Visit the Department of Public Health website at www.cityofchicago.org/publichealth for more information.

REFRIGERATION REVIEW	
<input type="checkbox"/> REFRIGERATION PLANS (Mandatory)	Locate all refrigeration equipment on the plans. Indicate the size and spacing of the roof structural framing for new roof top refrigeration equipment. A structural review may be required for new roof top units.
<input type="checkbox"/> REFRIGERATION SCHEDULE (Mandatory)	Provide a refrigeration schedule indicating the specifications of all refrigeration equipment.
<input type="checkbox"/> REFRIGERATION NOTES AND DIAGRAMS	Include the following refrigeration notes: <ul style="list-style-type: none"> • Install pressure relief valve on high pressure side of system and upstream of any intervening valves • Remove expansion valves, devices, and connections from air stream • Refrigeration piping to type "K" copper • All connections and devices to be brazed

ENERGY CONSERVATION CODE REVIEW	
<input type="checkbox"/> ENERGY CONSERVATION CODE STATEMENT (Mandatory)	Provide a <i>Chicago Energy Conservation Code Statement of Compliance</i> or a "Need Not Comply Statement" on the Cover Sheet of the plan sets. The <i>Chicago Energy Conservation Code Statement of Compliance</i> must be signed and sealed by a Registered Energy Professional (REP). The "Need Not Comply Statement" must be signed and sealed by a REP or the Architect of Record.
<input type="checkbox"/> RESIDENTIAL COMPLIANCE FORM (Mandatory)	Provide the <i>Residential Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method "A" is selected, the RESCheck compliance certificate must be attached.
<input type="checkbox"/> COMMERCIAL COMPLIANCE FORM (Mandatory)	Provide the <i>Commercial Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method "A" is selected, the COMCheck compliance certificate must be attached.
<input type="checkbox"/> R-VALUES & U-VALUES	Indicate the location of the thermal envelope on the plans. Label the R-Values and U-values of the wall, floor and roof assemblies and materials.

FOOD PROTECTION REVIEW	
<input type="checkbox"/> FOOD ESTABLISHMENT PLAN REVIEW APPLICATION (Mandatory)	Food Protection plan reviews and field inspections are performed on new construction and alteration projects for the following establishments. Provide a <i>Food Establishment Plan Review Application</i> form. <ul style="list-style-type: none"> • Restaurants, grocery stores, bakeries & wholesale food establishments • Hospital and nursing home kitchens • Schools and day care centers • Concession stands and temporary food events

<input type="checkbox"/> EQUIPMENT SPEC. SHEETS (Mandatory)	Provide the manufacturer's specification sheet for each piece of food service equipment and food service plumbing fixture.
<input type="checkbox"/> FOOD SERVICE PLANS (Mandatory)	Provide food service equipment plans and interior elevations that are 1/4"=1'-0" minimum. Locate and label all equipment and plumbing fixtures.
<input type="checkbox"/> FOOD SERVICE EQUIPMENT SCHEDULE (Mandatory)	Provide a schedule of all food service equipment, plumbing fixtures and related HVAC equipment.
<input type="checkbox"/> FOOD MENU (Mandatory)	Provide the proposed menu, seating capacity and projected daily meal volume.

SELF-CERTIFICATION PERMIT PROGRAM REQUIREMENTS

If project is eligible per The Self-Cert. Eligibility Chart and the Architect of Record is Self-Cert. Registered, this permit process can be utilized instead of Standard Plan Review.

<input type="checkbox"/> CERTIFICATE OF COMPLETION	Provide a copy of the Professional of Record's <i>Certificate of Completion</i> for the Self-Certification Training Class.
<input type="checkbox"/> PROFESSIONALS OF RECORD SELF-CERT. STATEMENT	Provide the <i>Self-Certification Program Professionals of Record Self-Certification Statement</i> form signed and sealed by all the Professionals of Record who stamped the various plan sheets.
<input type="checkbox"/> OWNER/TENANT CERT. STATEMENT	Provide the <i>Self-Certification Program Owner/Tenant Certification Statement</i> form signed by the building owner or tenant.
<input type="checkbox"/> HOLD HARMLESS LETTER	Provide a <i>Hold Harmless Letter</i> using the sample language verbatim. The letter should be printed on letterhead and be signed by the building owner or tenant.
<input type="checkbox"/> CERTIFICATE OF INSURANCE	The Architect of Record must provide a certificate of professional liability insurance with limits of not less than \$500,000.00 per claim and \$1,000,000.00 aggregate for all claims made during the policy period.
<input type="checkbox"/> STRUCTURAL PEER REVIEW	A <i>Structural Peer Review</i> is required for Level II projects on the Self-Certification Eligibility Chart with structural scope of work. The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a signed and sealed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. A list of Registered Structural Peer Reviewers is available on the DOB website.
<input type="checkbox"/> ALDERMANIC ACKNOWLEDGEMENT LETTER	In order to waive the ten (10) day aldermanic review, provide an <i>Aldermanic Acknowledgement Letter</i> signed by the alderman in whose ward the project is located. DOB must wait ten (10) calendar days from the E-Plan Pre-Screen Review to issue permit without the waiver.
<input type="checkbox"/> PROTOTYPE PLANS	Provide <i>Prototype Plans</i> for Level II New Construction projects on the Self-Certification Eligibility Chart. A Prototype Plan is a set of plans for an identical new construction building project with a different address (signed and sealed by the same Architect of Record) that was previously reviewed and approved through the Standard Plan Review (SPR) process and issued a building permit.