



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

STANDARD PLAN REVIEW FLOW CHART

Revised 1/1/2014

1 Create Application & Upload Plans

STEP 1A

Create a Permit Application

- ☐ Refer to E-Plan User Guide, "How to Apply for a Building Permit", for additional instructions
- ☐ The architect or expeditor must create the building permit application online at the Dept. of Buildings (DOB) website www.cityofchicago.org/buildings Select "Getting Started Online". Permit application must include address, architect, owner, MOPD to trigger E-Plan invitation

STEP 1B

E-Plan Invitation

An E-Plan invitation & instructions for uploading drawings is emailed to the applicant approx. 48 hours after submission of building permit application. If no invite then email eplan@cityofchicago.org

STEP 1C

Upload Plans at E-Plan

- ☐ Upload drawings & application forms (dwf or pdf) to E-Plan
- ☐ Provide an empty 3"x3" area at top right corner of all sheets
- ☐ Include an electronic seal, signature & graphic scale on all sheets
- ☐ Use DOB's file naming per The E-Plan Online User Guide
- ☐ Complete "Upload Confirmation"
- ☐ Pay online 50% of Building Permit fee & 100% of Zoning fee

STEP 1D (If applicable)

Obtain or initiate the following items prior to the E-plan upload:

- ☐ Structural Peer Review
- ☐ Professional of Record Certification Statement, Owner /Tenant Certification Statement & Hold Harmless Letter if Self-Cert.
- ☐ CDOT Information Retrieval Request (utility search)
- ☐ Structural Peer Review Report
- ☐ Fee Waiver Ordinance
- ☐ Use of Public Way Ordinance
- ☐ Administrative Relief Request
- ☐ Driveway Permit Application

2 Prescreen & Plan Reviews

STEP 2A

- ☐ Prescreen begins approx. 10 days after Upload Confirmation
- ☐ DOB PM reviews documents for completeness, electronic seals, bldg. violations & stop work orders
- ☐ PM administrative corrections may require AOR response prior to performing plan reviews

STEP 2B

If Self-Certification Permit

- ☐ The Professional of Record must be registered as Self-Cert.
- ☐ Include "Self-Cert." in work description on permit application
- ☐ Zoning and Planning reviews are performed, however, no DOB technical reviews are performed.
- ☐ Address Zoning corrections
- ☐ Self-Cert. project proceeds to Final Approval by DOB PM

STEP 2C

DOB PM verifies 50% payment of Building Permit fee has been paid & assigns project to Plan Examiners for applicable reviews

Technical Plan Reviews

- ☐ Architecture
- ☐ Ventilation
- ☐ Plumbing
- ☐ Electrical
- ☐ Refrigeration
- ☐ Fire Prevention
- ☐ Structural
- ☐ Environmental
- ☐ Accessibility
- ☐ Storm Water Management
- ☐ Geotechnical
- ☐ Zoning (AOR can submit to E-Plan for a Zoning Only review prior to submission to DOB for review)
- Additional Reviews as Determined by Zoning:**
- ☐ Landscape
- ☐ Lakefront Protection District
- ☐ Landmark Review
- ☐ Planned Development Review (for short form & part II reviews)

STEP 2D

Corrections Report & Status

- ☐ Notification of Corrections Report, markups and instructions emailed to Architect after plan reviews are performed (Planning & Zoning corrections may be sent separately)
- ☐ "Check Permit Status" and corrections online at: www.cityofchicago.org/buildings

3 Plan Corrections

STEP 3A (If applicable)

Request Code Variance

- ☐ Administrative Relief Request
- ☐ Building Board of Appeals
- ☐ Committee on Standards & Tests

STEP 3B

- ☐ Professionals of Record shall review plan corrections and amend the drawings. Bubble, date and initial all revisions.
- ☐ Architect shall log-in to E-Plan to upload revised drawings and forms as a new version of the original file (don't change file name).
- ☐ E-plan notification "Applicant Resubmit Request Task Assignment" must be completed by the Architect once revised plans are uploaded

STEP 3C

Certified Plan Corrections (CPC)

- ☐ This plan correction method must be used to address all plan corrections except Geotechnical and Storm Water corrections. However, disciplines unable to complete a plan review due to incomplete information will require resubmission of amended plans for another review.
- ☐ Upload a new CPC sheet behind the cover sheet with itemized corrections, responses & the CPC Certification Statement

STEP 3D

Correction Mediation Meeting

- ☐ Email to request a meeting: dobcorrections@cityofchicago.org
- ☐ Projects requiring a 3rd plan review may require the AOR to attend a meeting with Plan Examiners at the discretion of DOB

4 Final Review

STEP 4A

Final Review by PM

- ☐ Verify documents are complete
- ☐ Verify technical plan reviews are addressed by Certified Plan Corrections or approved by Plan Examiners or project is using Self-Certification Permit Program
- ☐ Verify existing building violations are addressed
- ☐ Tabulate permit fee balance
- ☐ Electronically stamp sheets with DOB approval
- ☐ Email architect when approved

5 Permit Fee & Certificate

STEP 5A

Building Permit Issued

- ☐ Applicant pays the permit fee balance and prints the permit certificate online or at the Dept. of Revenue window in RM 900 at 121 N. La Salle

6 Approved Plans & Inspections

STEP 6A

Printing Approved Plans

- ☐ PM moves approved Permit Set to "Released Documents" folder in E-Plan to allow the applicant to print DOB approved copies of the Permit Set

STEP 6B

Field Inspections

- ☐ Request applicable field inspections online at: www.cityofchicago.org/buildings