Presentation Outline

General Information
• When a permit is NOT required
• Create an Dynamic Portal account
• Create application in Dynamic Portal
• Upload files to the ProjectDox account

Self-Cert. Permit Program
• Class objectives
• Overview
• Program Rules & Eligibility
Permits Issued in 2019, thru 11.24.19

- Paper EPP, 6,897, 15.3%
- Online EPP, 27,964, 61.9%
- Standard Plan Review, 6,763, 15.0%
- Direct Developer Services, 156, 0.3%
- Self Cert Commercial, 2,131, 4.7%
- Self Cert Residential, 1,206, 2.7%
The Department of Buildings enhances safety and quality of life for residents and visitors of the City of Chicago through permitting, inspections, trade licensing, and enforcement of the Chicago Construction Codes.

A building permit is NOT required for the following repair or replacement work at any building:

- **Interior finishes** such as carpet, hardwood flooring, tile, paint and wallpaper
- Interior non-fire rated ceiling tiles (excluding grid)
- **Cabinetry and furniture** without electrical and plumbing connections
- In-kind replacement of **non-fire rated interior doors**
- At grade non-flammables **walkways and patios**
- Playground equipment
- **Fences max. 5’0” high** on private property (excludes landmark buildings and landmark districts as well as chain link and masonry fences)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural **exterior finishes on all one story buildings** except Hazardous occupancy (excludes landmark buildings and landmark districts)

A building permit is NOT required for the following construction or alteration work at any building:

- **Temporary tents max. 400 sq. ft.** that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings & erected for not more than 60 consecutive days
A building permit is NOT required for the following repair or replacement work in non-mixed use residential buildings (excluding hotels):

- **Shingle roofing with slope of 5 in 12** or steeper on residential buildings with max. of 3 dwelling units & 3 stories
- In-kind replacement of non-fire rated doors/windows, hot water heaters, boilers, furnaces and AC condensers in buildings with max. of 3 dwelling units & 3 stories (excludes windows and exterior doors in landmark buildings and landmark districts)
- In-kind replacement of toilets, sinks, faucets and tubs
- Interior stairs in same location within a single dwelling unit
- Not more than **1,000 sq. ft. of drywall** without any alteration of underlying structural, plumbing, electrical or ventilation systems
- **Low voltage wiring** for phones, speakers, burglar alarms, doorbells, thermostats and computers (excluding fire alarm systems)
- Replacement of not more than **250 bricks** in buildings with max. of 3 dwelling units & 3 stories (excludes landmark buildings and landmark districts)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural exterior finishes on residential buildings not more than 3 stories in height (excludes landmark buildings and landmark districts)

When is a permit NOT required?

A building permit is NOT required for the following construction or alteration work in residential buildings with 1-3 dwelling units:

- Alteration of existing interior stair system with no change to existing stair opening in detached single family residences
- Alteration of low voltage wiring for phones, speakers, burglar alarms, doorbells, thermostats and computers inside non-mixed use buildings (excluding fire alarm systems)
- Gazebos max. 150 sq. ft. (open air with roof and no walls) that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings. Combustible gazebos shall not be less than 3 feet from property lines.
- Enclosed sheds max. 70 sq. ft., that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings. Combustible enclosed sheds shall not be less than 3 feet from interior property lines. Only one enclosed shed is allowed per lot.

Note: This does not constitute a waiver from the regulations of Title 13 (Building & Construction) and Title 17 (Chicago Zoning Ordinance) of the Municipal Code of Chicago.
Visit www.cityofchicago.org/buildings & select “Apply For”.... “Building Permit (online)”
CREATE PERMIT APPLICATION

Welcome HAROLD L. HUTCHINSON

Online Building Applications
Welcome to the City of Chicago's online permit process. Here you can apply for a permit online, or choose to take your application to a building. You may also modify your account, such as changing your password.

Apply for a permit

Application Types and Instructions
Please make sure that the type of permit application you'd like is listed below. Select a permit type below to get instructions on the application requirements. Please print out the instructions before continuing with a permit application.

- Commercial
- Residential
- Construction
- Any other type that you may need

Required Information
You will need the following information in order to apply online for a permit:

- Applications for permits related to the type of work and the building location or address
- Applicant's name, address, phone number, and e-mail address as well as pertinent licensed contractor information.

If you are having trouble with the website, please contact the City of Chicago by emailing delwebhelp@cityofchicago.org to report your problem and a technician will respond to you.

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Self-Certification Permit Program
Class Frequency

• The Self-Cert Training Class is generally offered every two years. Registration expires on December 31 of the 5th year.
• The Structural Peer Review Training Class is generally offered every two years. This class is limited to Structural Engineers. Registration expires on June 31 of the 5th year.

Class Objectives

• Explain the rules, procedures and benefits of the Self-Certification Permit Program.
• Present key concepts of the new Chicago Construction Codes including Occupancy, Egress, Fire prevention, Accessibility, Energy Conservation and Structural codes.
• Present key concepts of the existing codes for electrical, ventilation, refrigeration, and plumbing.
• Identify the critical aspects of each discipline review.
**AOR First Time SC Registration**

- First time self-cert architects who complete this class can create SC permits using ONLY the new building code.

- First time self-cert architects attending this class can begin submitting self-cert permit applications on:
  - January 1, 2020 if no structural peer review required
  - February 1, 2020 if a structural peer review is required

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**AOR Renewing SC Registration**

- Renewing self-cert architects who complete this class can continue to create SC building permits using the *existing building code* until July 31, 2020.

- Renewing self-cert architects who complete this class can begin submitting self-cert permit applications using the *new code* on:
  - January 1, 2020 if no structural peer review required
  - February 1, 2020 if a structural peer review is required

**NO MIX AND MATCH!**

- The AOR must select and commit to use of old or new building code for all permit phases of each project including all revisions to the permit.
Application forms and SC rules

- The 2018 Self-Cert Rules and the 2020 Self-Cert Rules will both be available on the DOB website through July 31, 2020.
- A new building permit application form is being finalized for the 2020 Building Code.
- The building permit application form for the old building code and the building permit application form for the new building code will both be available on the DOB website through July 31, 2020.

The Self-Certification Permit Program simplifies and shortens the building permitting process for eligible projects by allowing architects and structural engineers who meet the qualifications specified in these Rules to take full responsibility for code compliance on small and mid-sized projects that do not present unusual hazards. Department of Buildings plan reviews are eliminated because a Self-Certification Professional certifies that the proposed work fully complies with the Building Code or Chicago Construction Codes, as applicable. Reviews and approvals by other city departments, including zoning, are still required before a permit will be issued. The Department selectively verifies compliance of work permitted under the Self-Certification Program through both field inspections and audits.
E-Plan = Dynamic Portal + ProjectDox

- The AOR’s Dynamic Portal account is online at DOB’s website. This is where permit applications are created and permits are paid/printed.
- The AOR’s ProjectDox account is where the permit documents are uploaded and approved plan sets are downloaded.
- The applicant should attend DOB’s free E-Plan training class offered twice a month in City Hall Room 906. Google search “Chicago eplan” to locate DOB webpage and sign up for this 2-hour class.

Self-Certification Overview

- The Self-Cert. Permit Program simplifies and shortens the permit process for eligible projects.
- The architect of record self performs the technical plan reviews and certifies that the project complies with the Chicago Building Code. The technical plan reviews by building department plan examiners are eliminated.

- Permit inspections are required.
- Just because a project meets the criteria for SC eligibility does not mean that it is a good idea.
Self-Certification Program Rules

Part I: General Provisions
A. Definitions
B. Scope and Effect
   The Commissioner Reserves the right to amend these Rules at any time in accordance with law.

Self-Certification Program Rules (continued)

Part II: General Self-Certification Requirements
C. Eligible Projects
D. Ineligible Projects
E. Pre-Submission Requirements
   Complete an adequate investigation of the site where work is to be performed to determine that the self-certified drawings accurately reflect site conditions and existing building conditions, if applicable.
Self-Certification Program Rules (continued)

F. Submission Requirements
   Permit applications must be submitted by the SCP using the SCP’s personal E-Plan account. A SCP may not designate any other person to begin an electronic permit application, upload documents to the E-Plan system, or request that the Department process or not process an existing permit application under the Self-Certification Permit Program.
   Evidence that, if any specialized review by the Department is required, including but not limited to Alternative Code Approval or Committee on Standards and Tests consideration, such review has been completed and approved prior to submission of the permit application.
   The Structural Peer Review (if applicable) is required at time of submission.
   General Contractors are required at time of submission.

Self-Certification Program Rules (continued)

G. Architect’s Self-Certification Statement

H. Permit Applicant Acknowledgement
   The permit applicant agrees to take all measures necessary to correct any false or inaccurate statement made by the permit applicant, knowingly or negligently, in the permit application or any document submitted in support of the permit application, either by the permit applicant or the permit applicant’s agents, contractors, or employees.
   The permit applicant understands that the permit will be a conditional permit, subject to post-issuance audit and/or field inspection by the Department in accordance with these Rules.

I. Hold Harmless Letter

J. Review and Issuance

K. Permit Revisions
### TABLE C-1 (2020): ELIGIBLE PROJECTS

<table>
<thead>
<tr>
<th>Mixed Occupancy Buildings (including Group A; with occupant load less than 300; B; M; R; S-2; garage only); or U (private garage only)</th>
<th>Single-Occupancy Non-Residential Buildings (No Mixed Occupancy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A: occupant load less than 300</td>
<td>- Up to 2 stories above grade plane</td>
</tr>
<tr>
<td>Group B: occupant load less than 300</td>
<td>- Up to 4 stories above grade plane</td>
</tr>
<tr>
<td>Group C: occupant load less than 300</td>
<td>- Building area maximum 30,000 square feet</td>
</tr>
<tr>
<td>Group D: occupant load less than 300</td>
<td>- Maximum of 30 dwelling units</td>
</tr>
<tr>
<td>Group E: 1-4; or I-2</td>
<td>- Single tenant buildings</td>
</tr>
<tr>
<td>Group F: tenancy space for non-residential occupancy and uses</td>
<td>- Up to 4 stories above grade plane</td>
</tr>
<tr>
<td>Group G: tenancy space for non-residential occupancy and uses</td>
<td>- Building area maximum 30,000 square feet</td>
</tr>
<tr>
<td>Group H: tenancy space for non-residential occupancy and uses</td>
<td>- Maximum of 4 non-residential tenant spaces in building</td>
</tr>
<tr>
<td>Group I: tenancy space for non-residential occupancy and uses</td>
<td>- Maximum of 6 dwelling units and/or sleeping units in building</td>
</tr>
<tr>
<td>Group J: tenancy space for non-residential occupancy and uses</td>
<td>- Occupable rooftops allowed</td>
</tr>
<tr>
<td>Group K: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group L: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group M: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group N: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group O: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group P: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group Q: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group R: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group S: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group T: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group U: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group V: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group W: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group X: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group Y: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
<tr>
<td>Group Z: tenancy space for non-residential occupancy and uses</td>
<td>- Alterations or repairs only; NO additions</td>
</tr>
</tbody>
</table>

### TABLE C-2 (2020): STRUCTURAL PEER REVIEW REQUIREMENTS

<table>
<thead>
<tr>
<th>Use and Occupancy Classification of Finished Building</th>
<th>Scope of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction &amp; Additions</td>
<td>Repairs, Renovations &amp; Alterations</td>
</tr>
<tr>
<td>All buildings</td>
<td>- Includes adding balcony to existing building</td>
</tr>
<tr>
<td>- Includes construction in 1 foot of property line</td>
<td></td>
</tr>
<tr>
<td>- Includes excavation 0-10 feet below grade</td>
<td></td>
</tr>
<tr>
<td>- Includes earth retention system</td>
<td></td>
</tr>
<tr>
<td>Exclusively residential use</td>
<td>- Structural scope of work in building greater than 3 stories above grade plane</td>
</tr>
<tr>
<td>- Structural scope of work in building greater than 1 story above grade plane</td>
<td></td>
</tr>
<tr>
<td>Any non-residential use</td>
<td>- 1 story above grade plane</td>
</tr>
</tbody>
</table>

### TABLE D (2020): DISQUALIFYING FEATURES

<table>
<thead>
<tr>
<th>Use and Occupancy</th>
<th>Use and Occupancy (continued)</th>
<th>Construction Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase in number of permitted dwelling units</td>
<td>- Any work involving a Wrigley Field adjacent rooftop deck</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group A occupancy or occupancies with total occupant load greater than 299</td>
<td>- Any work involving a distillery</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group B occupancy</td>
<td>- Any change of occupancy where the original and new classifications are other than Group A (with occupant load less than 300)</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group C occupancy</td>
<td>- Any work involving a technology equipment area greater than 150 feet</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group D occupancy with gross area exceeding 30,000 square feet</td>
<td>- Height and Area:</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group E-2 or I-4 occupancy</td>
<td>- Any new construction or addition resulting in a building exceeding 4 stories above grade plane</td>
<td></td>
</tr>
<tr>
<td>Any work involving Group G occupancy or Group S-2 occupancy other than a garage</td>
<td>- Any new construction or addition resulting in a building exceeding 50 feet in building height</td>
<td></td>
</tr>
<tr>
<td>Any work involving a Group U occupancy other than forges, sheds, garages, and private garages and temporary tents, canopies and stages</td>
<td>- Any work involving a modular construction without written preapproval of the Commissioner</td>
<td></td>
</tr>
<tr>
<td>Any work involving ambulatory care facility</td>
<td>- Specialized Review or Department Pre-Approval Required:</td>
<td></td>
</tr>
<tr>
<td>Construction Method:</td>
<td>- Any work requiring Alternative Code Approval, unless such approval has been granted prior to filing the permit application</td>
<td></td>
</tr>
<tr>
<td>Specialized Review or Department Pre-Approval Required:</td>
<td>- Any work requiring approval by the Committee on Standards and Tests</td>
<td></td>
</tr>
<tr>
<td>- Any work in a building exceeding 80 feet in height (high rise building) without written pre-approval from the Department to use the Self-Certification Permit Program for such work</td>
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<td></td>
</tr>
</tbody>
</table>

28
Self-Certification Program Rules—Prototypes

Part III: Prototype-Based Self-Certification

L. Eligibility and Requirements

<table>
<thead>
<tr>
<th>Occupancy Classification</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A (occupant load less than 300)</td>
<td>- up to 2 stories above grade plane</td>
</tr>
<tr>
<td>Group B</td>
<td>- up to 4 stories above grade plane</td>
</tr>
<tr>
<td>Group M</td>
<td>- up to 2 stories above grade plane</td>
</tr>
<tr>
<td>Group R</td>
<td>- up to 4 stories above grade plane, any number of dwelling units or sleeping units</td>
</tr>
<tr>
<td>Group S-2 (garage only)</td>
<td>- up to 1 story above grade plane</td>
</tr>
<tr>
<td>Mixed Occupancy (any combination of A, B, M, R, or S-2 allowed above)</td>
<td>- up to 4 stories above grade plane with only Group B or R more than 1 story above grade plane</td>
</tr>
</tbody>
</table>

Self-Certification Program Rules—Temporary Structures

Part IV: Temporary Structure Self-Certification

M. Eligibility and Requirements

N. Required Pre-Occupancy Inspection by SCP
Self-Certification Program Rules—Temporary Structures (continued)

• Primarily intended for tents, canopies, stages and platforms with less than 300 persons and do not exceed 4000 sq ft
• Also available for Business (Group B), Mercantile (Group M), and Assembly (Group A) occupancies with less than 300 persons and do not exceed 4000 sq ft
• Temporary means “to be erected at same location for 60 days or less”
• Time cannot be extended beyond 60 days through self cert program – requires Standard Plan Review

Self-Certification Program Rules—Temporary Structures (continued)

• Self-cert professional must **inspect** and **certify** temporary structure before occupancy to confirm:
  • Compliance with plans and building code
  • Temporary structure is safe for occupancy
  • Permit applicant has been informed in writing on use limits
Self-Certification Program Rules (continued)

Part V: Professional Registration

O. Eligibility

P. Duration and Registration

Q. Training Class

R. Initial Application Procedure

S. Renewal Procedure

T. Ongoing Obligations

• Notify the Department in writing within 5 business days if he or she becomes aware of any false or inaccurate statement in the permit application or self-certified drawings.

• Notify the Department in writing within 5 business days (or 24 hours for a temporary structure) if he or she becomes aware of work done contrary to a permit issued under the Self-Certification Permit Program and provide the permit number and details of such non-compliant work;

• Cooperate with the Department in addressing any conditions in the self-certified drawings that the Department determines do not comply with the Building Code or Chicago Construction Codes, as applicable.

• Work with the permit applicant to prepare and submit an application for a revision to the permit in a timely manner.
Self-Certification Program Rules—Audits

Part VI: Audit and Field Inspection

U. Pre-Issuance Review and Audit

V. Field Inspection and Post-Issuance Audit

Self-Certification Program Rules—Audits (continued)

W. Suspension and Revocation

a. Submission of a permit application for a project determined by the Department to be ineligible. **1 POINT.**

b. Submission of a permit application for an eligible project found by the Department to contain substantial defects, errors, omissions or deficiencies prior to issuance. **2 POINTS.**

c. Submission of a permit application found to contain a false statement. **2 POINTS.**

d. Submission of self-certified drawings in which, during a field inspection and/or post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code. **2 POINTS.**

e. Submission of self-certified drawings in which, during a field inspection and/or post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code and pose a serious risk to health, safety, or welfare. **5 POINTS.**

f. Failure to comply with any ongoing obligation identified in Rule T. **5 POINTS.**
Self-Certification Program Rules—Audits (continued)

Part VI: Audit and Field Inspection (continued)

W. Suspension and Revocation

• If a SCP accrues 5 points within a 365-day period, or 10 points within a registration period, his or her SCP status may be suspended by the Department.

• If a SCP accrues 10 points within a 365-day period, or 20 points within a registration period, his or her SCP status may be suspended or revoked by the Department.

Create a Self-Cert Permit Application

1. The building permit application must be created online through the AOR's Dynamic Portal account at cityofchicago.org/buildings. Select the “Getting Started Online button” to login.

2. Select from drop downs menus and boxes:

   **Permit Application Type:** New Construction or Renovation/Alterations/Addition

   **Workbenches:** Scope of work by trade

   **Review Program:** Interior Alteration, Tenant Build Out or New Construction

   **Type of Permit:** Commercial, Residential or Institutional
3. “Self-Cert. Project” should be included in the description of work. “...with Structural Peer Review” should also be included if applicable.

4. The SC Architect is added to the permit automatically. Do not add the SC Architect as a contractor. However, all other contractors must be included at the initial submission or the SC permit application will be rejected.

5. The Self-Cert. permit application must be completed and all “Required Documents” boxes must be checked before shopping cart will appear. Pay the building permit fee deposit and zoning fee. A payment confirmation will be emailed to the AOR.

6. The ProjectDox Upload Task is assigned to the AOR immediately upon payment of the building permit fee deposit and zoning fee.

7. Print the completed permit application for AOR’s signature and seal. The General Contractor and Owner signatures are also required. Upload to ProjectDox.

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**Required documents screen**

(Must check all boxes to trigger the shopping cart)
AOR's ProjectDox Account:

8. The following documents are uploaded to ProjectDox (as dwf or pdf). DOB's file naming convention must be followed. Drawing file names are limited to 65 characters and must follow the naming convention. All sheets must include an empty 3”x3” box for DOB use in upper right corner. Refer to the Standard Plan Review Project Submittal Checklist.

1. Permit drawings with professional's seal and graphic scales
2. Building permit application signed by AOR, Owner and GC
3. Electrical permit application signed by the Owner & Electrician
4. Professional of Record Self-Certification Statement form
5. Owner/Tenant Certification Statement form
6. Owner/Tenant Hold Harmless letter
7. AOR's Certificate of Professional Liability Insurance
8. Chicago Energy Conservation Code statement on coversheet
9. Structural Peer Review report (if applicable)
10. Prototype Plans (if applicable)
11. Excavation Certification form (if applicable)
12. Aldermanic Acknowledgement Letter (optional)

9. Self-Cert. projects should only be uploaded to three folders:

1) Upload Application forms, landscape forms, calculations, etc. directly into the PERMIT APPLICATION folder. ProjectDox arranges uploaded files in alphabetical order by file name within a folder. Please name drawing sheet files that are necessary for the Zoning review (coversheet, site plan, etc.) such that they will appear first in the ARCHITECTURAL folder. This will greatly assist the Zoning plan examiner when reviewing your Self-Cert. project.

2) Upload AMEP drawing sheets to the ARCHITECTURAL folder within the DRAWING SUBMITTALS folder.

3) Upload Landscape drawing sheets (if applicable) to the LANDSCAPE folder within the DRAWING SUBMITTALS folder.

10. A partial set of drawings and applications can be uploaded to for a Zoning Only Review by the Dept. of Planning and Development prior to submitting the complete set of drawings to DOB for review. Select “ZONING” from the REQUESTED REVIEW TYPE drop down menu on the Upload Confirmation Task Assignment.
11. Select “YES” from the SELF-CERTIFICATION drop down menu on the Upload Confirmation Task Assignment.

12. AOR can delete uploaded files prior completing the Upload Confirmation Task Assignment. Only DOB staff can delete uploaded files after the AOR completes the Upload Confirmation Task Assignment.

13. Uploaded files are not visible to DOB & Zoning staff until the Upload Confirmation Task Assignment is completed by selecting the “UPLOAD COMPLETE” button. An email to the AOR will confirm a successful upload.

14. DOB staff will perform a Pre-Screen Review within 7 calendar days after the AOR completes the Upload Confirmation Task Assignment. The Pre-Screen Review is an administrative review to verify that the project is eligible for the program and that the documents are complete. It includes routing the project to other departments if required. Structural Peer Review reports are routed for a cursory review. Missing or incomplete documents can result in the project being delayed or rejected.

15. DOB has discretion to perform the zoning review on interior alteration projects with no change of occupancy. However, the Depart. of Planning and Development will perform the zoning review for new buildings and building additions. No DOB technical plan reviews are performed on Self-Certification projects.
16. DOB staff may perform zoning reviews on the following project types:
   a. Repairs and rehabilitation of existing residential buildings with 1-3 units only;
   b. Residential buildings with interior alteration only, with no increase of units;
   c. Dormer addition to a residential building with 1-3 units only;
   d. Individual detached residential garages;
   e. Tenant build out for offices in the central business district zoned as DC-12, DC-16, DX-10, DX-12 and DX-16;
   f. Eating and drinking establishments including taverns in the central business district zoned as DC-12, DC-16, DX-10, DX-12 and DX-16;
   g. Retail to retail space with no increase of gross floor area or additional parking requirements in business, commercial and downtown districts only; and Interior professional office space being renovated for same use with no increase of gross floor area.

17. The AOR is required to address any Prescreen review and zoning review corrections. Corrections will extend the permit process.

18. Self-Certification building permits are typically issued in less than 30 calendar days after the Pre-Screen review if all contractor licenses are valid and there are no building violations or Stop Work Orders on the property.

19. Once approved, the electronic drawings are stamped by DOB and the permit fee is tabulated. The AOR will receive an email notification that the permit is approved. The AOR can pay the permit fee and print the permit certificate online or at the Dept. of Revenue window in City Hall Room 900.
20. DOB staff move the approved permit set to the “RELEASED DRAWINGS AND DOCUMENTS” folder. The AOR can now download and print approved copies of the permit set.

21. DOB performs random and judgmental audits of Self-Cert. projects as part of Self-Certification Permit Program. The audits may be conducted prior to or after the issuance of the permit.

22. Self-Certification permits require inspections by DOB Inspectors. Inspections are requested at www.cityofchicago.org/buildings.

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**KEY CONCEPT**

**Voluntary Confirmation of SC eligibility**

Email selfcert@cityofchicago.org with the following:

1. Identify the address and suite/floor number in the subject line.
2. Identify the AOR and cc AOR on the email.
3. Concise description of the scope of work.
4. Identify the existing and proposed occupancy classifications
5. Identify the building height
6. Identify any remarkable features
7. Attach demo and proposed floor plans (furniture plans)

DOB will respond within 7 calendar days.
**No change to the permit program selected by the AOR**

- The selected permit program (Standard Plan Review or Self-Cert) can not be changed once the permit application is created.
- DOB will not change the permit process selected by the AOR from Standard Plan Review to Self Cert or vice versa.
- A new building permit application must be created and a new building permit fee deposit ($375) must be paid if the wrong permit process was selected. The incorrect permit application will be voided by DOB.

**SC Registration**

- Certificates of Completion with CEUs will be distributed on Wednesday to attendees who complete this class.

- Payment of the class fee is required before SC registration will be activated in the Department’s computer system.
SC Contacts

Project eligibility confirmation via email (voluntary):
selfcert@cityofchicago.org

Procedural questions and preliminary meeting requests:
hal.hutchinson@cityofchicago.org

Hal Hutchinson, RA
Deputy Commissioner
City Hall Room 906
312-446-5624 work mobile