Technical Inspections

Technical Inspection Bureaus

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CONTENTS

General Information
• Mission Statement
• Online Request for Building Permit Inspections

Technical Inspection Bureaus
• New Construction
• Electrical
• Ventilation
• Refrigeration
• Plumbing
• Boiler
• Iron
• Elevator
• Construction Equipment
• Certificate of Occupancy
• Conservation
• Special Inspection Program (SIP)
• Troubled Building Initiative
  – Strategic Task Force (STF)
  – Vacant & Abandoned Buildings
  • Building Demolition
MISSION STATEMENT

The Department of Buildings supports the safety and quality of life for the residents and visitors of the City of Chicago through enforcement of the Chicago Building Code. The permitting and inspection process promotes high quality design standards as well as the conservation, rehabilitation and reuse of the City’s existing buildings.

Technical Inspections

Online Request for Building Permit Inspections
ONLINE REQUEST FOR BUILDING PERMIT INSPECTIONS

Include:
- New Construction
- Masonry
- Electrical
- Ventilation
- Refrigeration
- Plumbing
- Boiler
- Iron
- Conservation

Apply for an Inspection Request
For building-related complaints, for example, to report a property that is in violation of the City of Chicago Building Code, call 311.

Certificate of Occupancy Inspections: These inspections are for any new or substantially rehabilitated multiple dwellings consisting of four (4) or more dwelling units. To learn more about COO, or to reschedule a COO inspection, click here. Otherwise, please continue to read the materials that follow regarding booking an inspection online for the types of inspections listed below.

Please note: If you have an active Administrative Hearing case or Housing Court case, you should not be requesting an online inspection.

For an Administrative Hearing case:
Your appointment will be scheduled at your last Hearing; please review your documentation that was given to you at the Hearing. Normally your reinspection is scheduled one week prior to your hearing date. If your case involves a repair or replacement of a part, please notify your contractor of the scheduled reinspection date. Your contractor should be at the scheduled reinspection with the approved set of plans and permit.

For an active Housing Court Case:
You must make an appointment with the Court Inspector assigned to your case. Please call the number on your notice to obtain the name and phone number of the Court Inspector.

Request an Inspection:
The Department of Buildings' inspection bureau requires anyone requesting an inspection to submit that request via an online form. Only requests done on-line will be accepted. As mentioned previously, inspections generated by an Administrative Hearing or Housing Court case are not scheduled using the online request form.

Contractor and/or Building Owner's: The Department of Buildings responds to all requests for inspections on a first-come, first-served basis, unless one chooses to schedule an appointment for a particular date. When picking a date, please allow a minimum of 4 business days.

Click on the button below to schedule appointments for the following businesses listed below. Note: due to the implementation of a new e-mail system, for the time being an automatic response to your Online request form will not be sent to you confirming the appointment. We hope to have this issue resolved shortly.
Technical Inspections

NEW CONSTRUCTION BUREAU

New Construction inspections (building permits for both new buildings and building alterations) include:

- Architecture
- Excavation & Foundations
- Framing
- Masonry
- Verify that the scope of work matches the approved permit drawings
- Verify that the general contractor and mason performing work are licensed and listed on the building permit
- Respond to 311 citizen complaints for working without a building permit and working beyond the scope of the building permit
- Building permit inspections are requested online at www.cityofchicago.org/buildings

Technical Inspections

ELECTRICAL BUREAU

Electrical inspections include:

- Inspections for new construction, alteration and repair permits
  - Distribution & wiring
  - Emergency Lighting & Fire Alarms
  - Power & devices
  - Signage
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Signs and generators are inspected annually
- Business Affairs & Consumer Protection’s License Task Force
- Respond to 311 citizen complaints
- Building permit inspections are requested online at www.cityofchicago.org/buildings
Ventilation inspections include:
• Inspections for new construction, alteration and repair permits
  – Ventilation & furnace equipment & distribution
• Verify that the scope of work matches the approved permit drawings
• Verify that the contractors performing work are licensed and listed on the building permit
• Annual equipment inspections for highrise & commercial buildings
• Department of Business Affairs & Consumer Protection’s License Task Force
• Respond to 311 citizen complaints
• Building permit inspections are requested online at www.cityofchicago.org/buildings

Refrigeration inspections include:
• Inspections for new construction, alteration and repair permits
  – Refrigeration systems
  – Air conditioning units
• Verify that the scope of work matches the approved permit drawings
• Verify that the contractors performing work are licensed and listed on the building permit
• Annual equipment inspections
• Respond to 311 citizen complaints
• Building permit inspections are requested online at www.cityofchicago.org/buildings
### Technical Inspections

**PLUMBING BUREAU**

Plumbing inspections include:

- Inspections for new construction, alteration and repair permits
  - Underground plumbing
  - Rough plumbing
    - Supply piping and connections
    - Waste piping and connections
    - Distribution
  - Fixtures
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Business Affairs & Consumer Protection’s License Task Force
- Respond to 311 citizen complaints
- Building permit inspections are requested online at www.cityofchicago.org/buildings

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**BOILER BUREAU**

Boiler inspections are performed for all buildings except residential buildings with less than 4 dwelling units. Inspections include the following:

- Inspections for new construction, modernization and repair permits
  - Boilers used for generating heat or power and all pressure vessels
- Verify that the scope of work matches the approved permit drawings
- Annual equipment inspections
- Respond to 311 citizen complaints
- Building permit inspections are requested online at www.cityofchicago.org/buildings
Iron inspections include:
- Inspections for new construction, alteration and repair permits
  - Structural steel
  - Structural reinforcement bar
  - Water tanks
  - Scaffold
  - Marquees
  - Canopies
  - Fire escapes
  - Balconies
- Iron Hoist Inspection
- Verify that the scope of work matches the approved permit drawings
- Respond to 311 citizen complaints
- Building permit inspections are requested online at www.cityofchicago.org/buildings

Elevator inspections include:
- Inspections for new construction, modernization and repair permits
  - Passenger & freight elevators
  - Platform lifts
  - Stage lifts
  - Escalators
  - Window washing rigs
  - Amusement rides
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Accident investigation
- Annual equipment inspections
- Respond to 311 citizen complaints
- Building permit inspections are requested via email at dob-elevator-inspections@cityofchicago.org
Technical Inspections

Construction Equipment inspections include:

- Inspections for new construction, alterations & wrecking permits
  - Construction Cranes
  - Heavy Construction Equipment
  - Verify that the cranes are erected & reconfigured according to the approved plans
  - Verify that the crane company and operator on site hold valid licenses
- Periodic crane & heavy equipment inspections
- Respond to 311 citizen complaints
- Inspections are requested via email dob_constructionequipment@cityofchicago.org

Certificate of Occupancy team inspections are performed from construction start to finish for the following building permit types:

- New construction with any of the following
  - Residential buildings with 4 or more dwelling units
  - Non-residential buildings 10,000 sq.ft. and greater
  - Institutional or Assembly occupancy types

- Major building alterations with any of the following
  - Residential buildings with 4 or more dwelling units & more than one subcontractor
  - Change of Occupancy
  - Non-residential buildings 10,000 sq.ft. and greater
  - Institutional or Assembly occupancy types
### Technical Inspections

**CERTIFICATE OF OCCUPANCY INSPECTION**

Certificate of Occupancy team inspections include the following. Additional bureaus are included as required.

- **New Construction**
  - Architecture, excavation, foundations & masonry
- **Electrical**
- **Plumbing**
- **Ventilation**
- **Department of Zoning**
- **Fire Department**
- Verify that the scope of work matches the approved permit drawings
- Verify that the contractors performing work are licensed and listed on the building permit
- Building permit inspections are requested online at www.cityofchicago.org/buildings & via fax to 312-743-7398

### Conservation Inspections

**CONSERVATION INSPECTION BUREAU**

Conservation Inspections include:

- Annual maintenance inspections on existing buildings
  - Exterior walls, parapets, overhangs
  - Windows, doors, gutters, downspouts & roof
  - Porches & fences
  - Interior walls & ceilings
  - Carbon monoxide & smoke detectors
  - Excludes single family homes & 3 story residential buildings without a basement dwelling unit
- Alteration permits inspected by Conservation Bureau:
  - Exterior wall repair
  - Porch repair & replacement
  - Deconversion of illegal dwelling units
- Administrative Hearings & Circuit Court reinspections
- Respond to 311 citizen complaints regarding existing buildings
- Request inspections for building permits that address building violations and the alteration permits listed above online at www.cityofchicago.org/buildings
### Special Inspections Program (SIP)

- Inspection of exit doors, exit corridors & exit stairs, exit capacity, travel distance, exit signs, emergency lighting, occupancy capacity signs & fire rated separations
- Department of Business Affairs & Consumer Protection’s – License Task Force
  - Liquor Licenses (new inspections)
  - Public Place of Amusement License (new & annual renewal inspections)
  - Single Room Occupancy License (new & renewal inspections)
  - Nursing Homes (new & renewal inspections)
- Assembly Occupancies of more than 100 persons (new & annual inspections)
- Respond to 311 citizen complaints

### Troubled Buildings Initiative

- Inspecting buildings with criminal activity
- Inspecting buildings with drug & gang activity
- Administrative Hearings & Circuit Court (inspections and re-inspections)
- Provide testimony at Administrative Hearings & Circuit Court
- Attend Police Department’s CAPS Meetings
- Department of Business Affairs & Consumer Protection’s License Task Force
Vacant & Abandoned Buildings inspections include:

- Inspection of vacant & abandoned buildings and open garages
- Inspection of fire damaged buildings
- Fast Track Demolition Process inspections
- Circuit Court Demolition Process inspections
- Process demolition bids for abandoned buildings and authorize wrecking contractor start
- Manage the registration of vacant buildings
- Respond to 311 citizen complaints

**CONTACTS**

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