



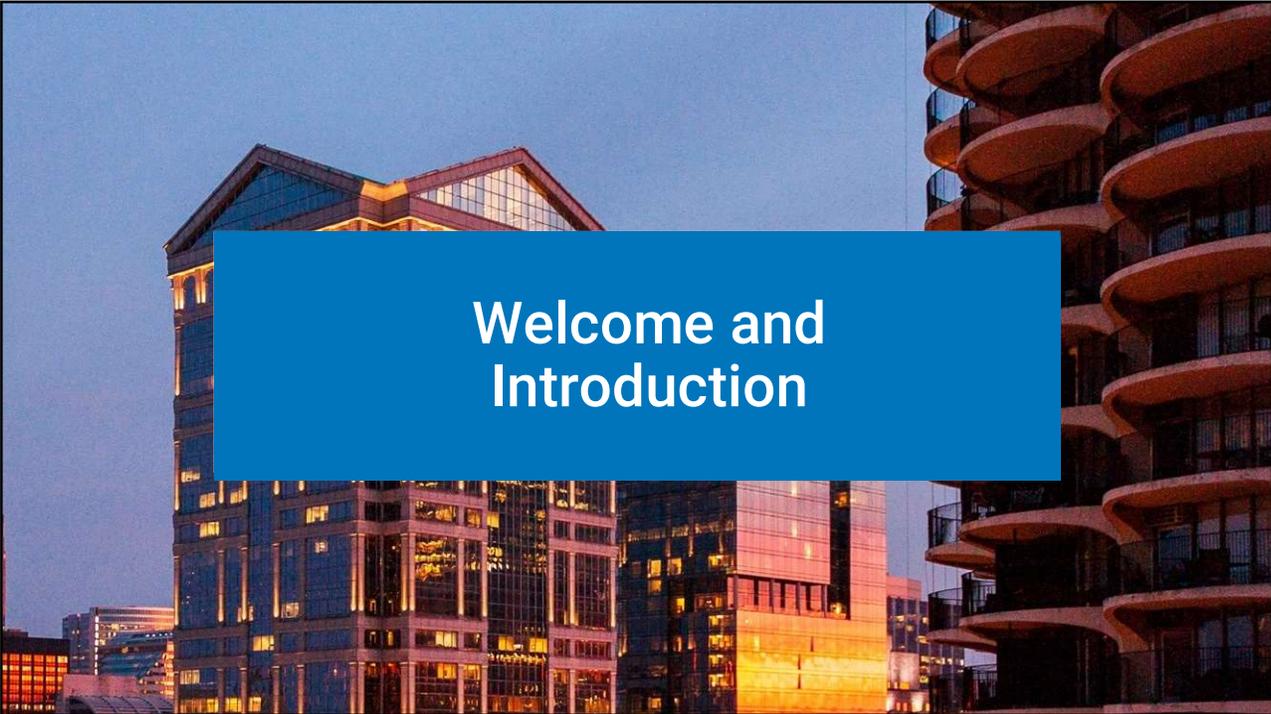
**2024 Training Class**

**Self-Certified Permit Application Program**



Brandon Johnson, Mayor  
Matthew Beaudet, Commissioner

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**Welcome and Introduction**

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# Getting Started

- Attendee Information
- Announcements
- Agenda
- Learning Objectives

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## Pre-event Survey

Start presenting to display the poll results on this slide.

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## All Participants

- This is a full three-day program.
- Participants are expected to be fully engaged. Do not plan to multitask.
- Attendance is tracked for both in-person and livestream participants.
- Participants who miss more than 30 minutes on any day have not successfully completed the class for purposes of Self-Cert Registration. (Rule Q(4)(a))

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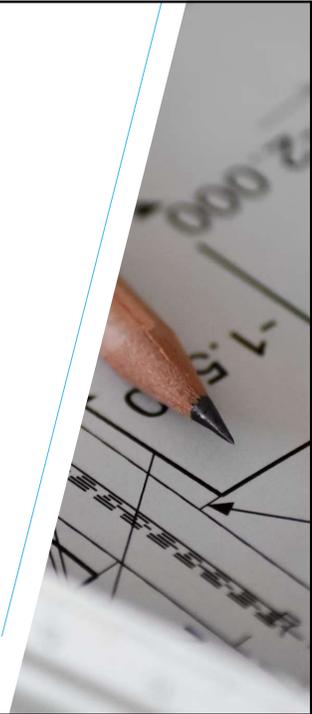
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## In-Person Participants

- Please silence your phone and devices.
- Please sign in and sign out each day.
- Your nametag will reserve your seat for all three days.
- Please validate your parking during a break or at lunch time.
- Breakfast, lunch, snacks, and beverages will be available all three days.
- Please be respectful of others if you need to get a snack or use the restroom.

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## Livestream Participants

- This is a Zoom meeting, not a Zoom webinar.
- Please remain muted and off camera, except during attendance checks during breaks.
- Use Zoom chat or email [claudette.hillock@cityofchicago.org](mailto:claudette.hillock@cityofchicago.org) for help.
- Use Slido (not Zoom) to participate in the sessions or submit questions to the presenters.
- Pay attention to information about quizzes.

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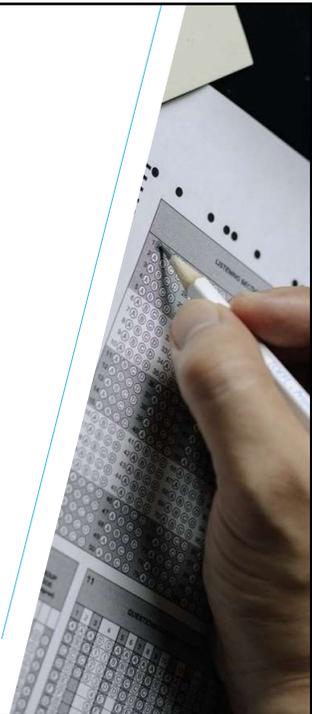
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## Quizzes

- To confirm attendance and participation, livestream participants must complete periodic online quizzes each day.
- New participants must complete one quiz following the training class.
- Links to daily quizzes will be sent by email and through Zoom chat.
- Failure to complete quizzes on time or excessive wrong answers may result in ineligibility for Self-Cert Registration.

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## Audience Q&A Session

① Start presenting to display the audience questions on this slide.

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# Continuing Professional Education

This program is approved for both AIA and ICC CEU credit. Credit earned upon completion of this program will be reported to CES records for AIA members. Certificates of Completion will be provided to all attendees by ICC.

This program is registered with the AIA/CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any manner of handling, using, distributing, or dealing in any material or product. Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.





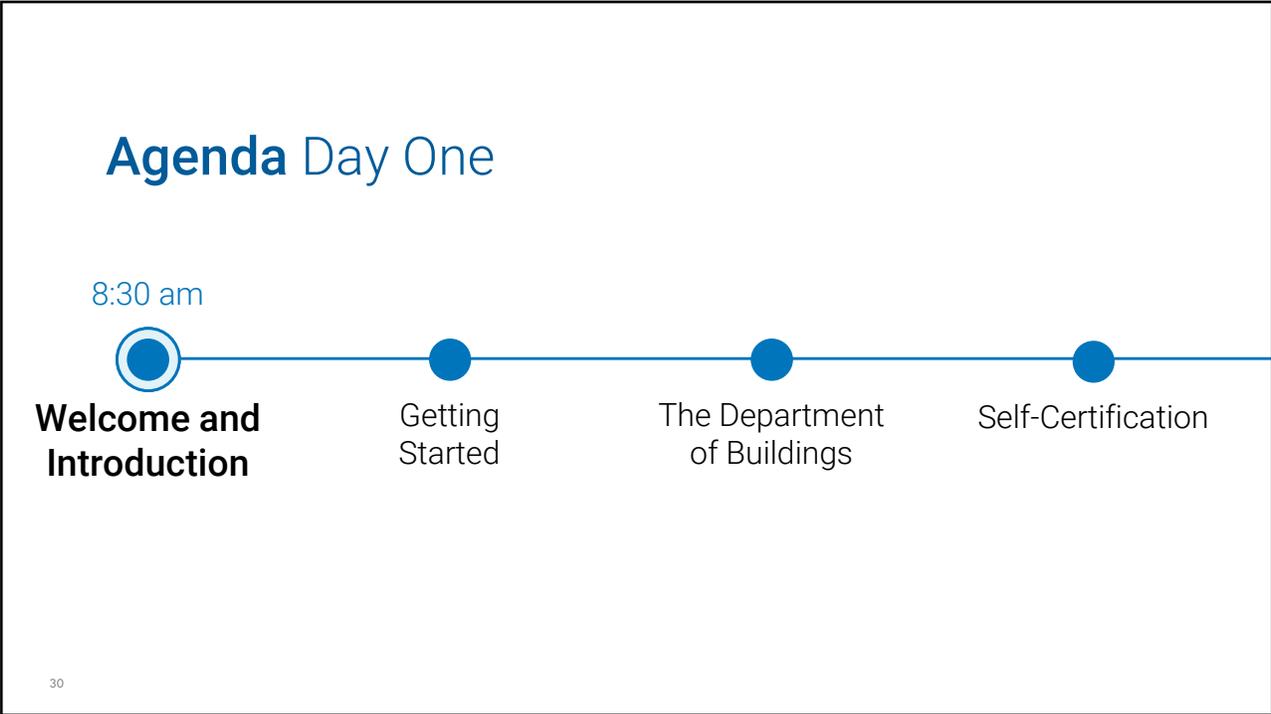


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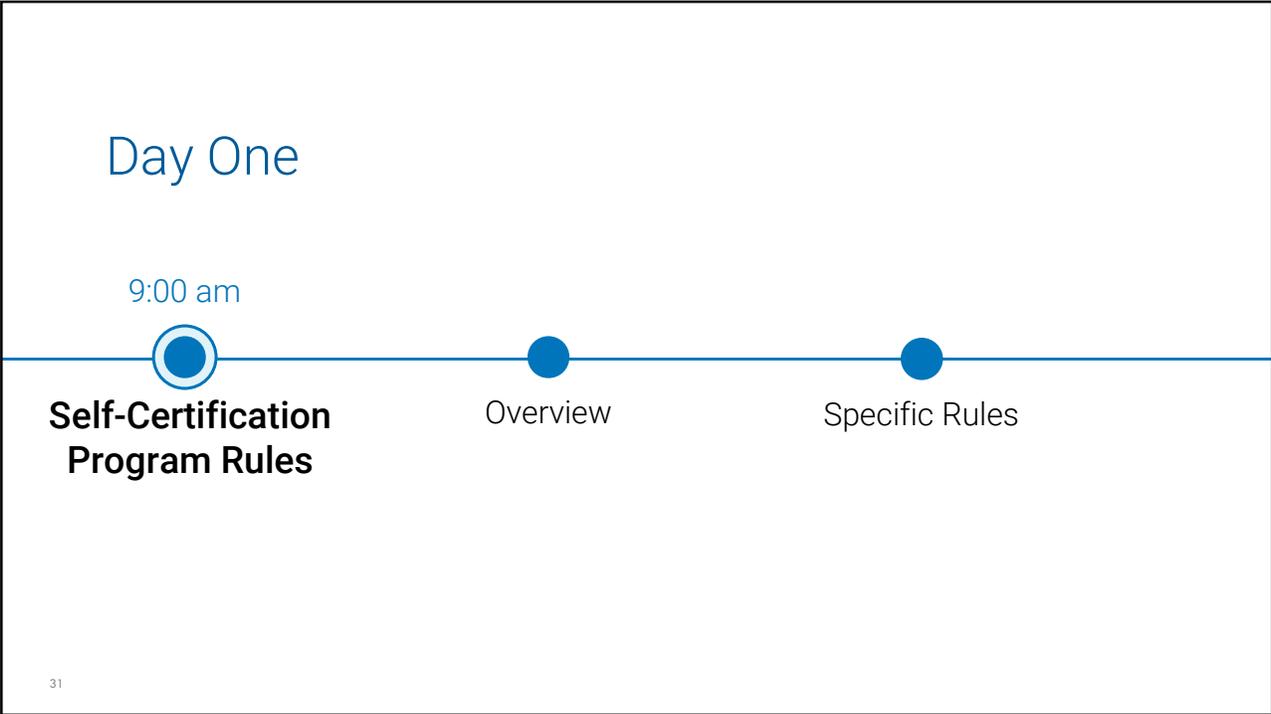
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<p style="font-size: 2em; margin: 0;">①</p> <p>Welcome and Introduction</p> <p>Self-Certification Rules and Process</p> <p>Building Code (Part 1)</p> <p style="text-align: center;">– LUNCH –</p> <p>Building Code (Part 2)</p> <p>Accessibility</p>	<p style="font-size: 2em; margin: 0;">②</p> <p>Structural Basics</p> <p>Structural Peer Review</p> <p>Building Code (Part 3)</p> <p style="text-align: center;">– LUNCH –</p> <p>Work in Existing Buildings</p> <p>The Chicago Energy Transformation Code</p>	<p style="font-size: 2em; margin: 0;">③</p> <p>Electrical, Mechanical, and Plumbing</p> <p>Building Inspections</p> <p style="text-align: center;">– LUNCH –</p> <p>Express Permits</p> <p>Debt Check</p> <p>Food Protection</p> <p>Landmarks and Historic Preservation</p> <p>Zoning</p>
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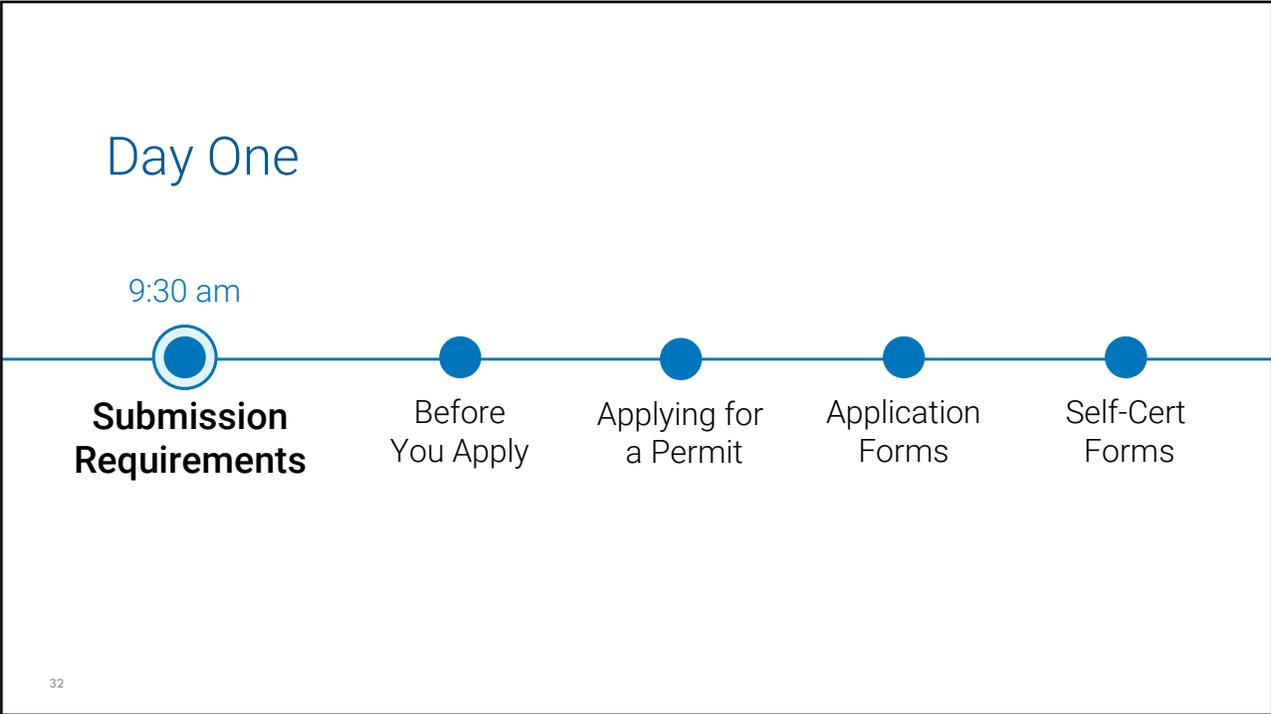
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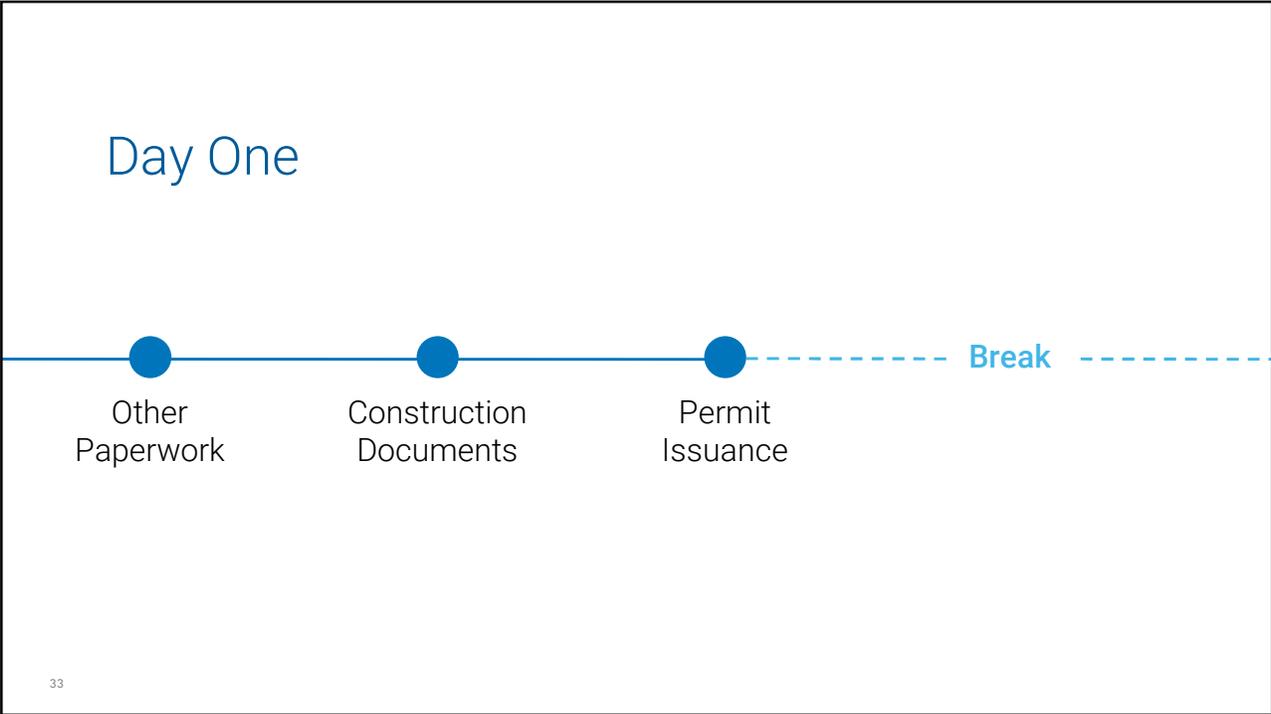
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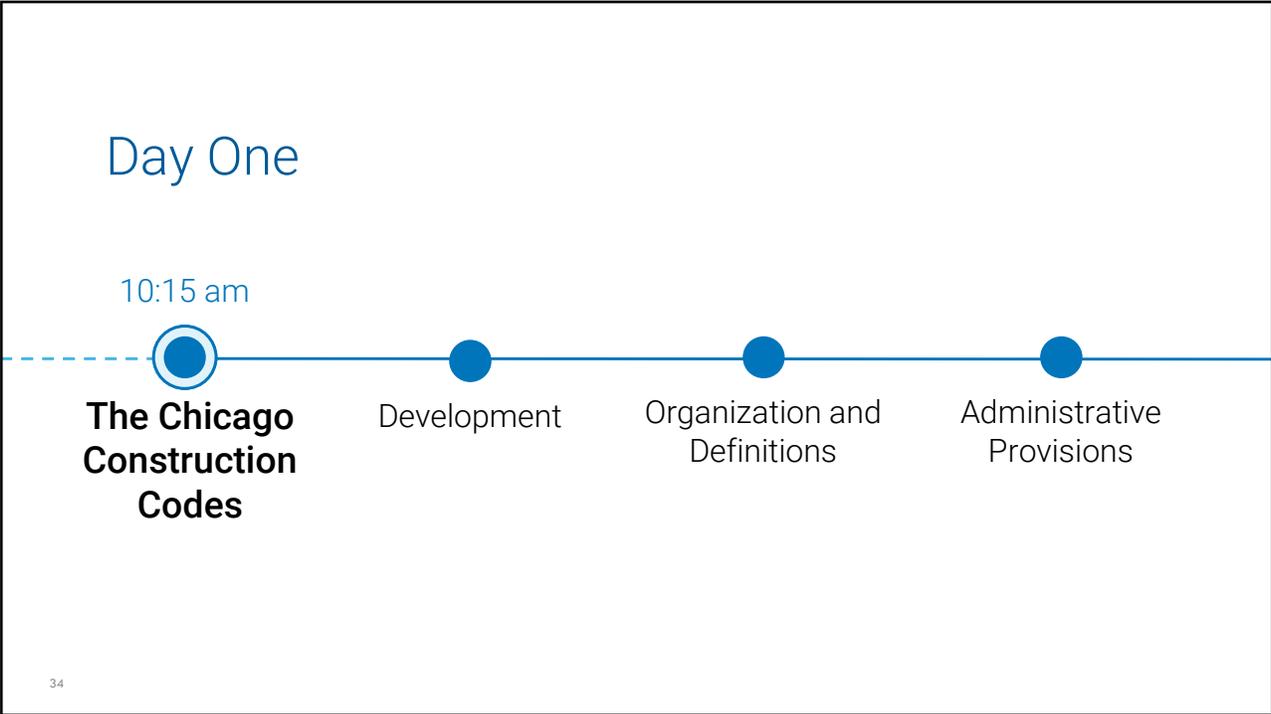
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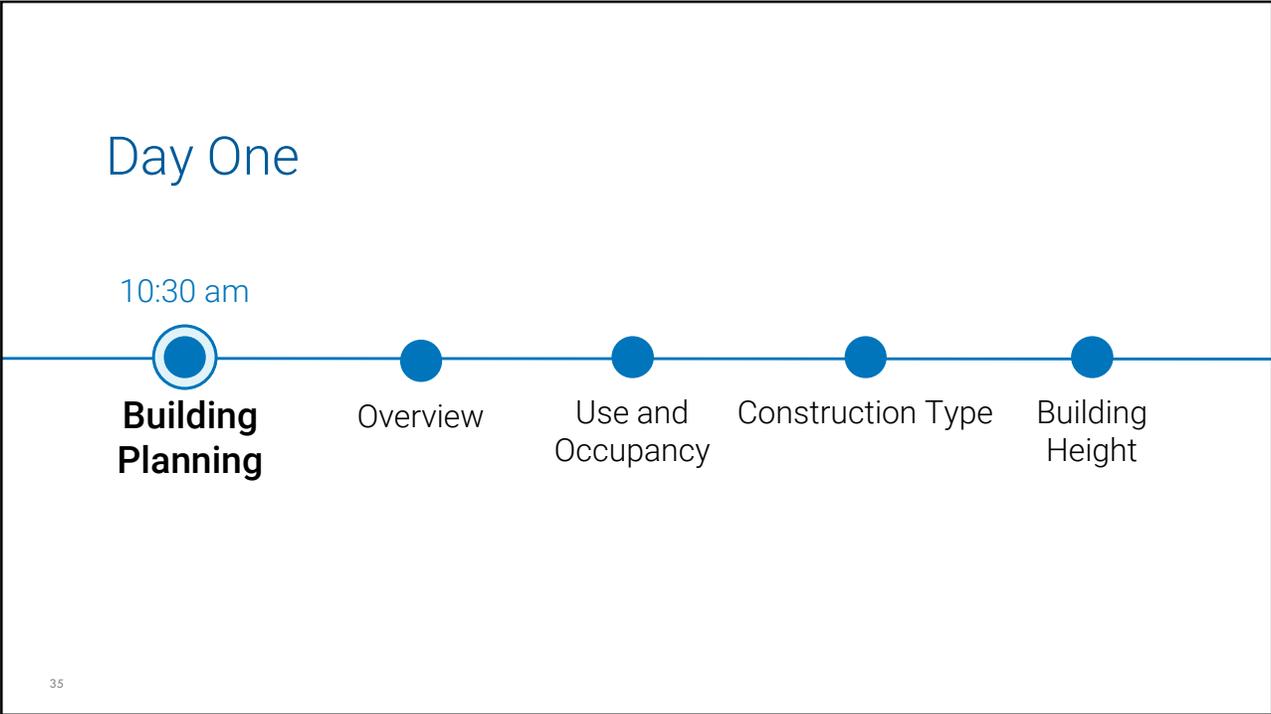
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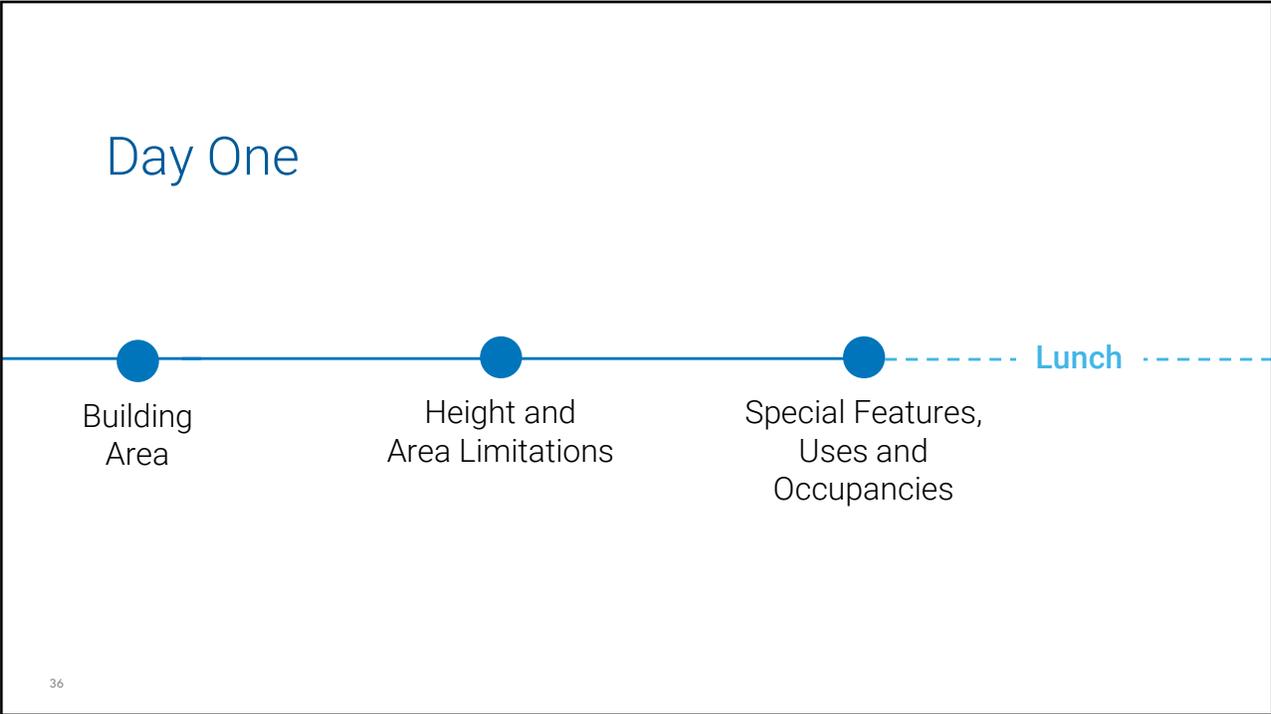
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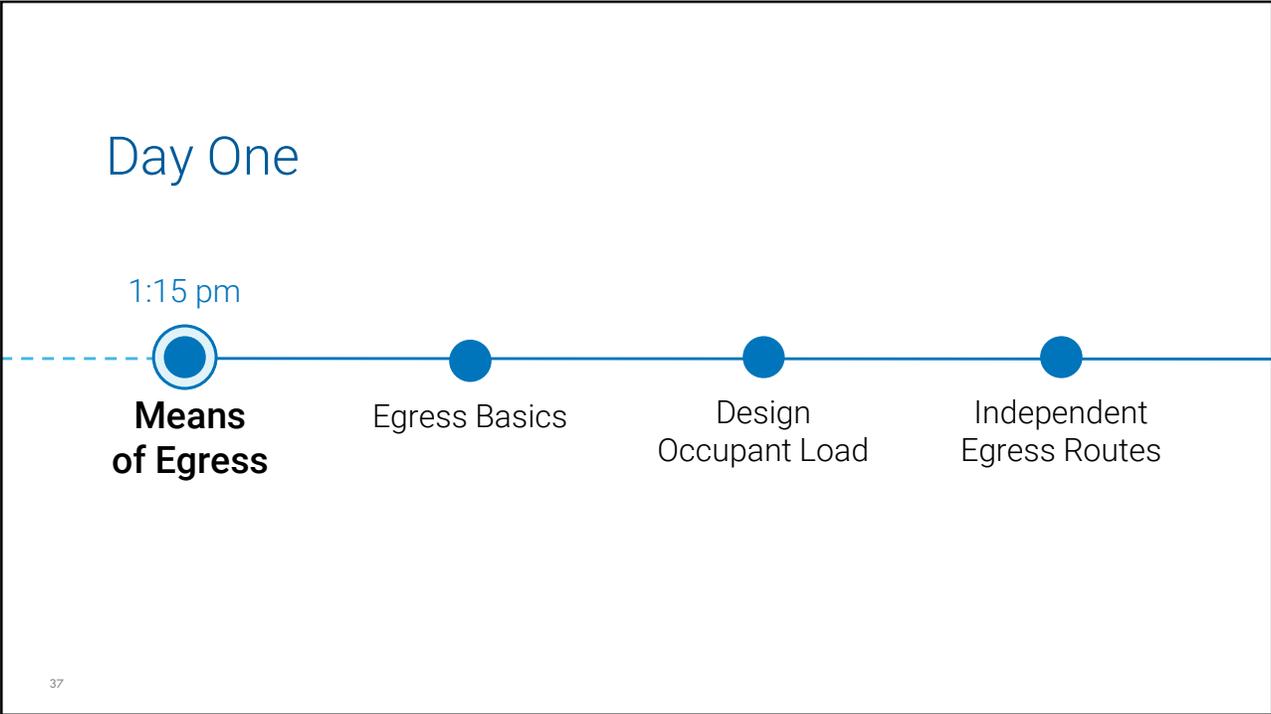
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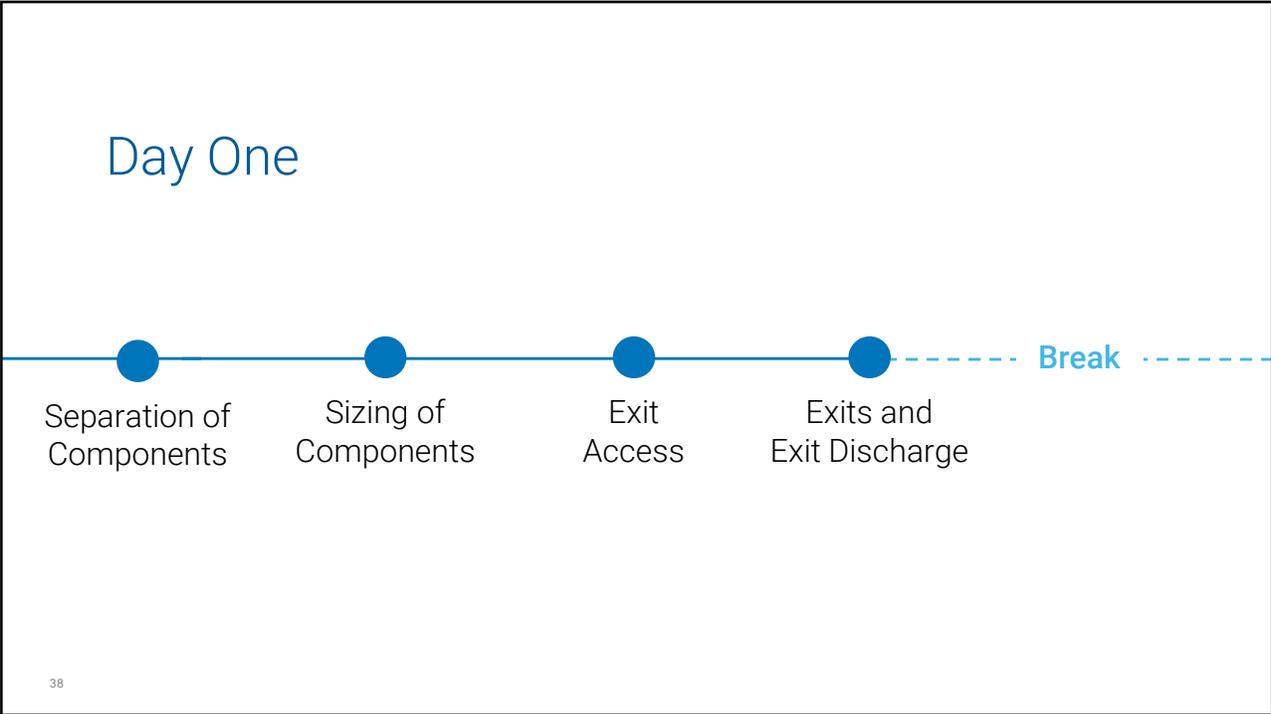
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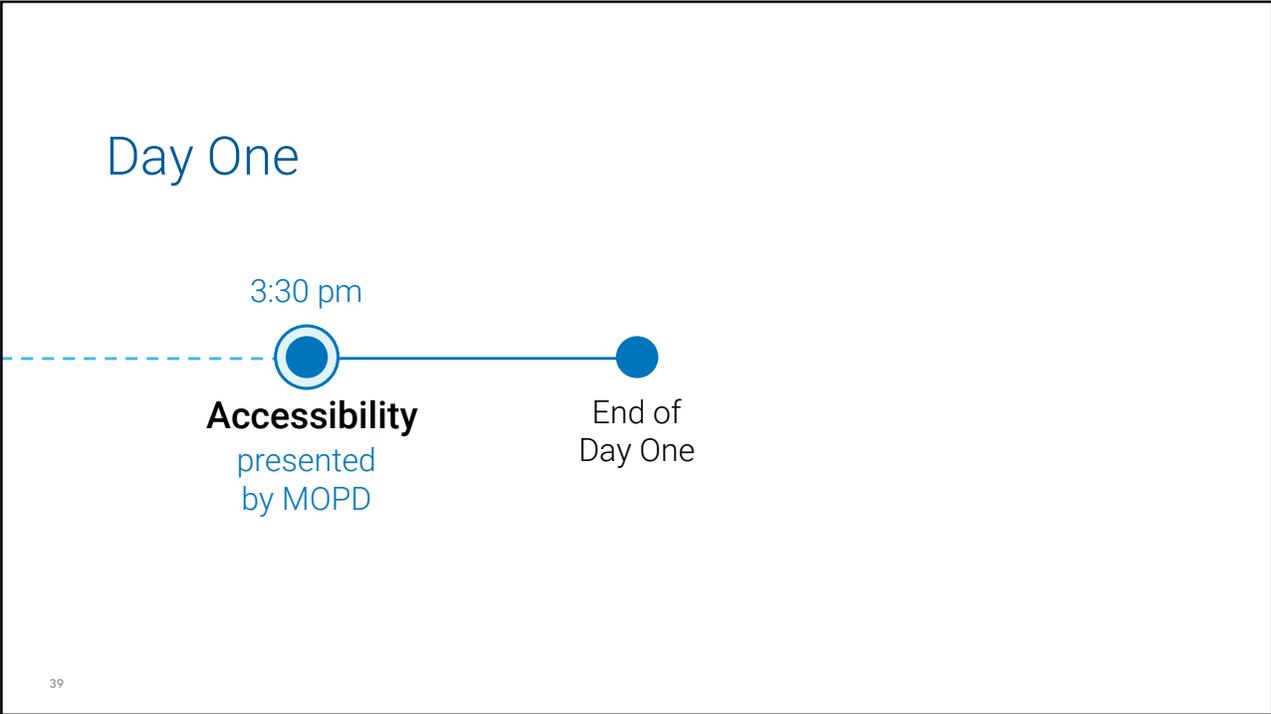
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## Learning Objectives Day One

- Apply the Rules for the Self-Certified Permit Application Program.
- Identify documents required to be submitted as part of a permit application.
- Determine whether a permit application and construction documents comply with the Chicago Construction Codes Administrative Provisions.
- Classify occupancy and construction type.
- Determine allowable building height and building area.
- Analyze means of egress for code compliance.
- Identify key requirements for usable and accessible facilities.

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# The Department of Buildings

- Mission
- 2023 in Review
- What's Ahead

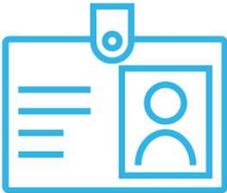
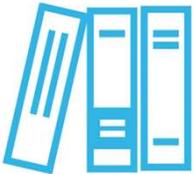
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## Department of Buildings **Mission**

The Department of Buildings enhances safety and quality of life for Chicago's residents and visitors through permitting, inspections, trade licensing, and enforcement of the Chicago Construction Codes.



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## Department of Buildings **Permit Programs**

The Department of Buildings offers permitting processes tailored for a wide variety of projects, from home repairs to skyscrapers.

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## Department of Buildings **2023 Statistics**

**Almost 37,000 permits issued**

- 7,700 based on plans
- 2,800 self-certified

**About 26,000 trade license holders**

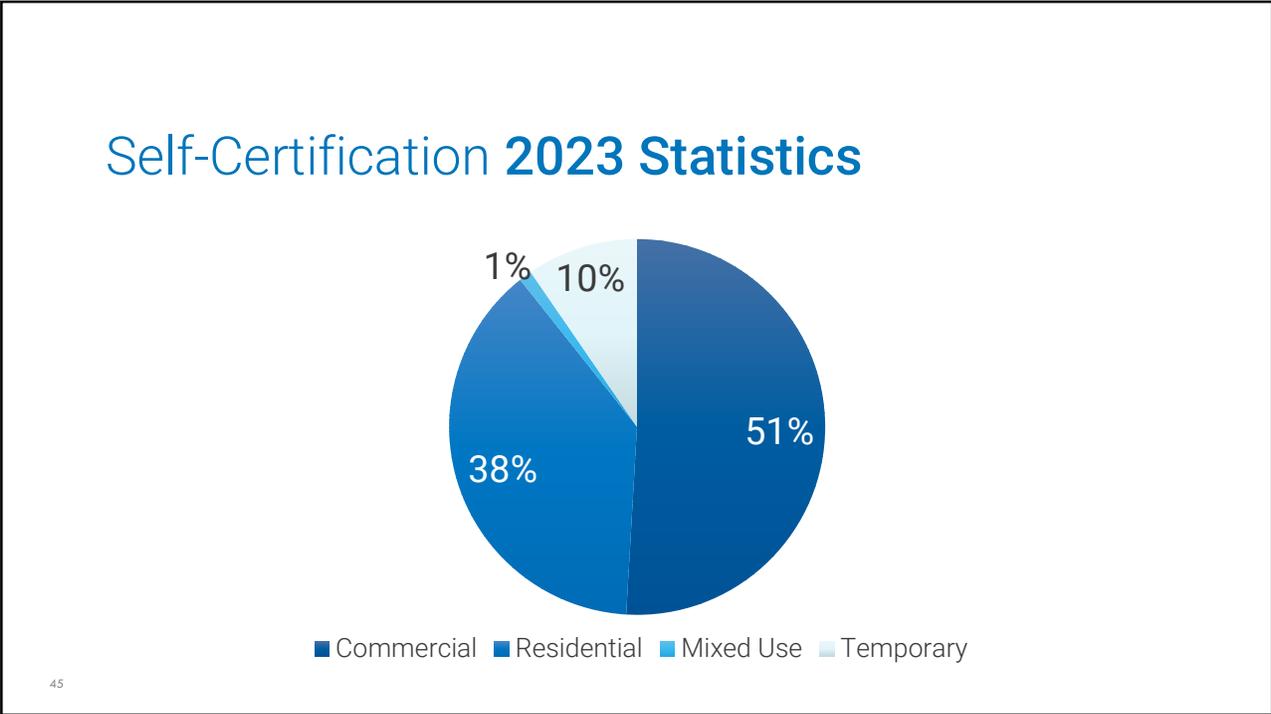
**More than 200,000 inspections**

- 45,000 311 complaint investigations

**Implementation of Energy Transformation Code**

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## Department of Buildings 2024 Initiatives



### Continued Code Modernization

- Mechanical
- Fire Prevention



### Public Safety Partnerships

- Vacates and closures



### Continued IT Improvements

- 45,000 311 complaint investigations



### Interdepartmental Cooperation

- Cut the Tape

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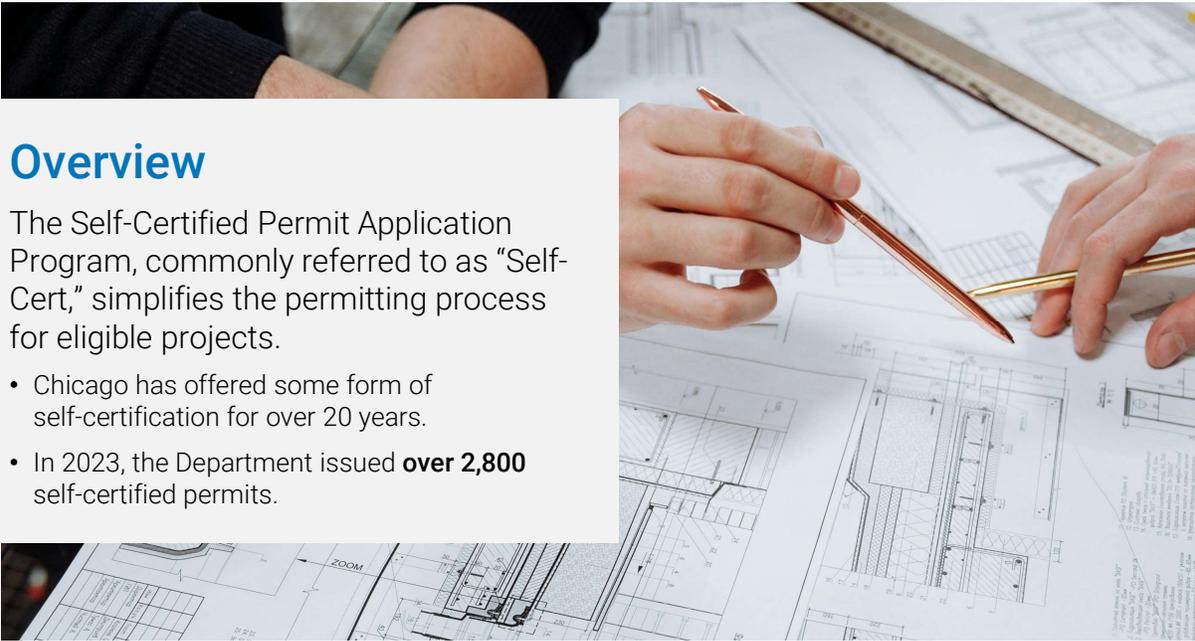


# Self-Certification

- Overview
- Professionals
- Process
- Documentation

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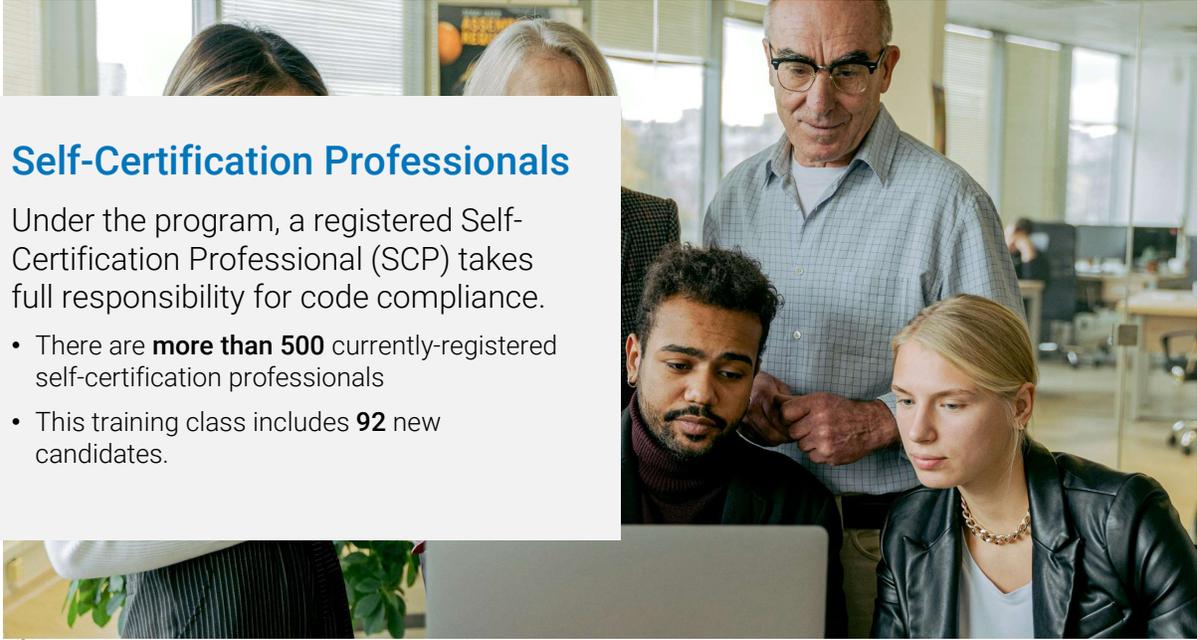
## Overview

The Self-Certified Permit Application Program, commonly referred to as "Self-Cert," simplifies the permitting process for eligible projects.

- Chicago has offered some form of self-certification for over 20 years.
- In 2023, the Department issued **over 2,800** self-certified permits.

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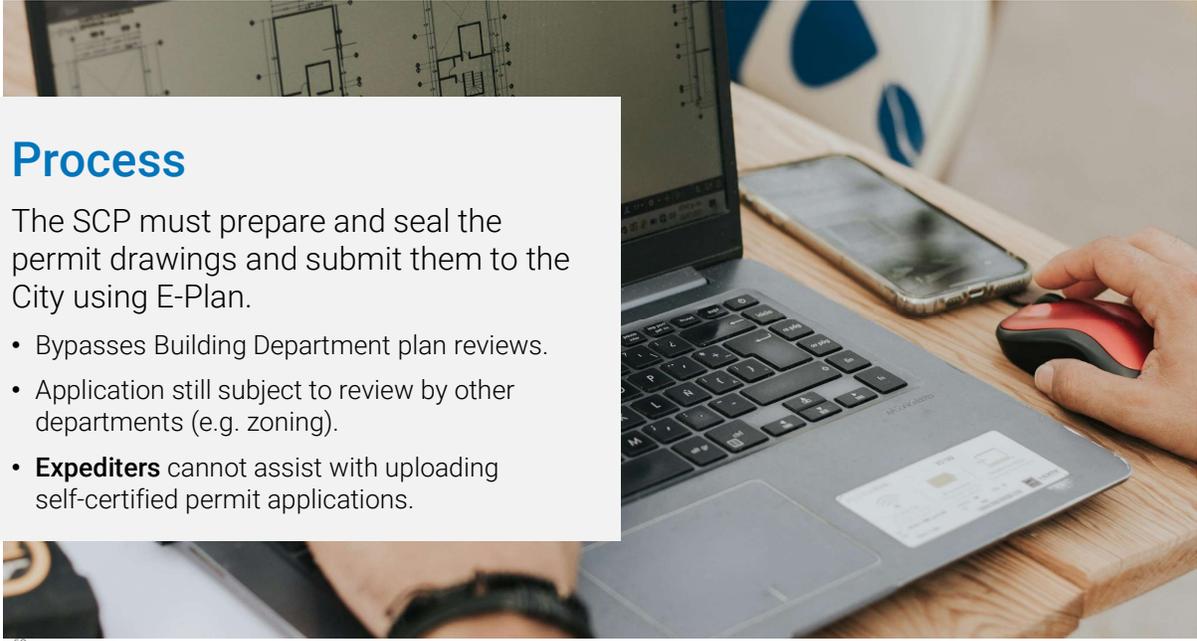


**Self-Certification Professionals**

Under the program, a registered Self-Certification Professional (SCP) takes full responsibility for code compliance.

- There are **more than 500** currently-registered self-certification professionals
- This training class includes **92** new candidates.

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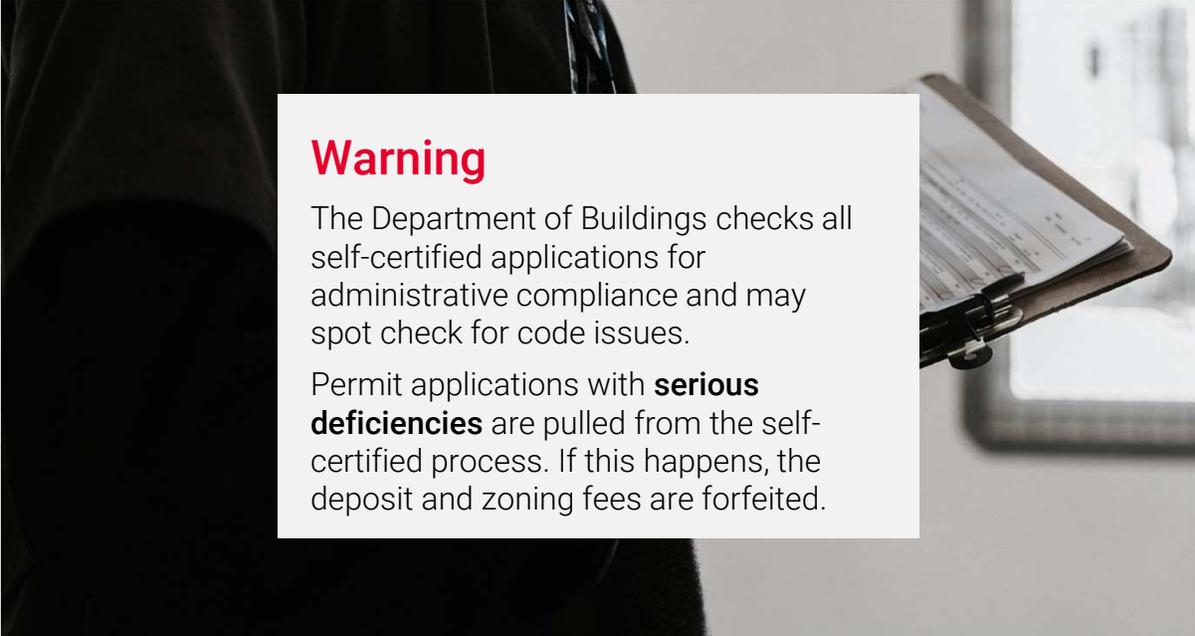


**Process**

The SCP must prepare and seal the permit drawings and submit them to the City using E-Plan.

- Bypasses Building Department plan reviews.
- Application still subject to review by other departments (e.g. zoning).
- **Expeditors** cannot assist with uploading self-certified permit applications.

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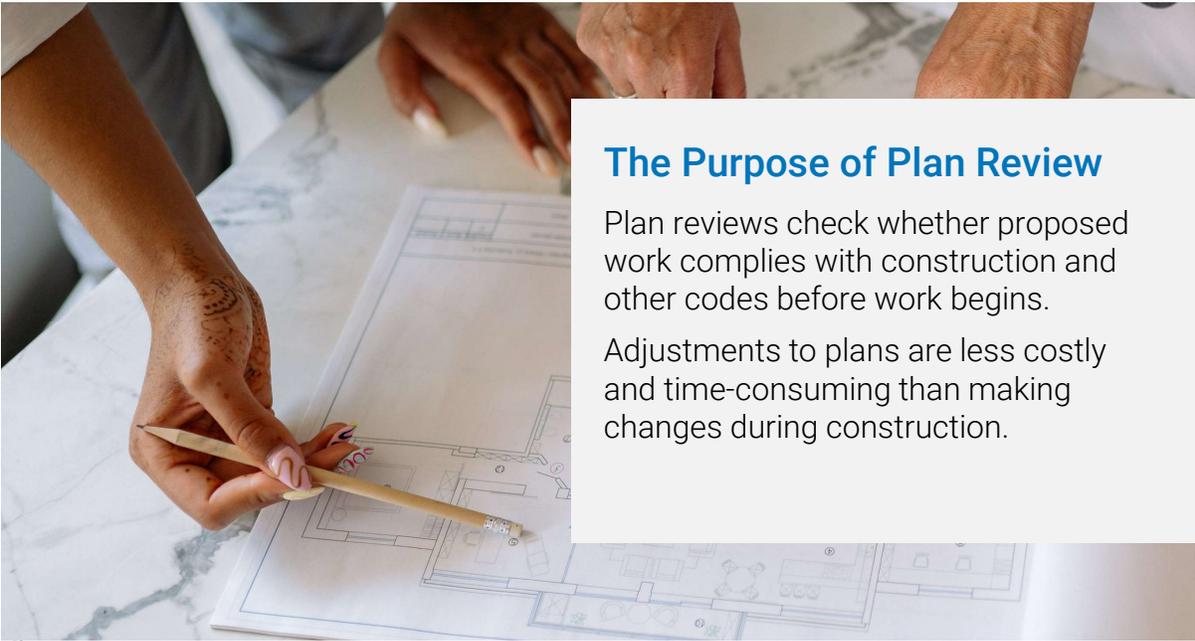
**Warning**

The Department of Buildings checks all self-certified applications for administrative compliance and may spot check for code issues.

Permit applications with **serious deficiencies** are pulled from the self-certified process. If this happens, the deposit and zoning fees are forfeited.

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**The Purpose of Plan Review**

Plan reviews check whether proposed work complies with construction and other codes before work begins.

Adjustments to plans are less costly and time-consuming than making changes during construction.

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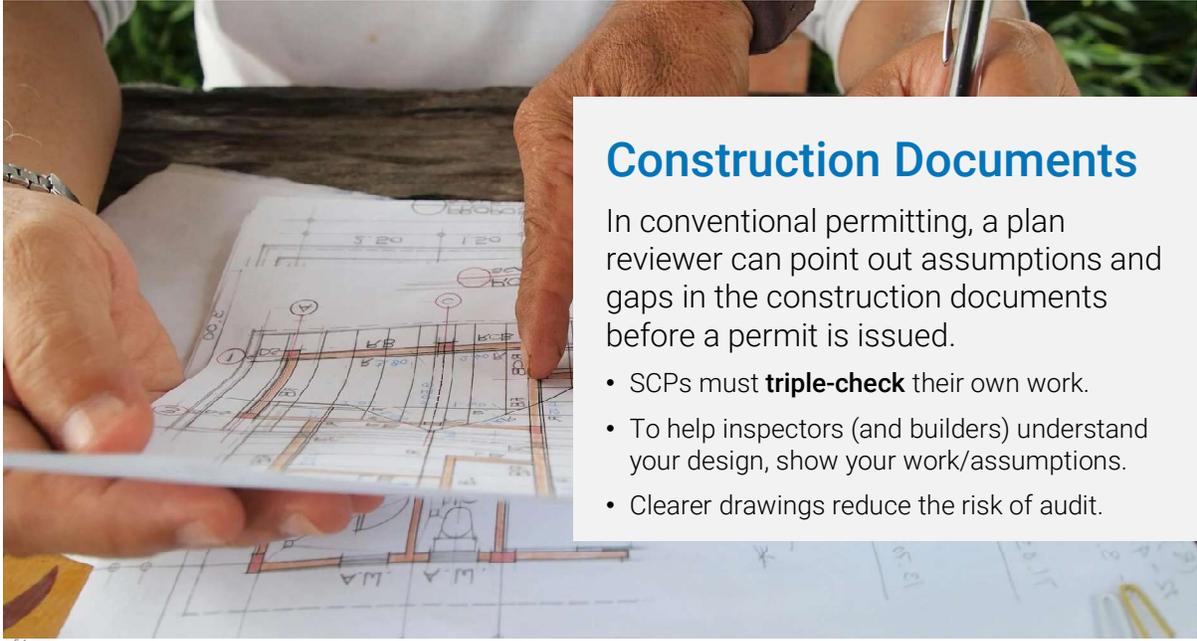


**Self-Cert Replaces Plan Review**

With self-certification, the SCP has **triple-checked** that the work shown in the construction documents complies with the Chicago Construction Codes.

Self-cert is not appropriate for “innovative” projects or unusual situations.

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**Construction Documents**

In conventional permitting, a plan reviewer can point out assumptions and gaps in the construction documents before a permit is issued.

- SCPs must **triple-check** their own work.
- To help inspectors (and builders) understand your design, show your work/assumptions.
- Clearer drawings reduce the risk of audit.

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Audience Q&A Session

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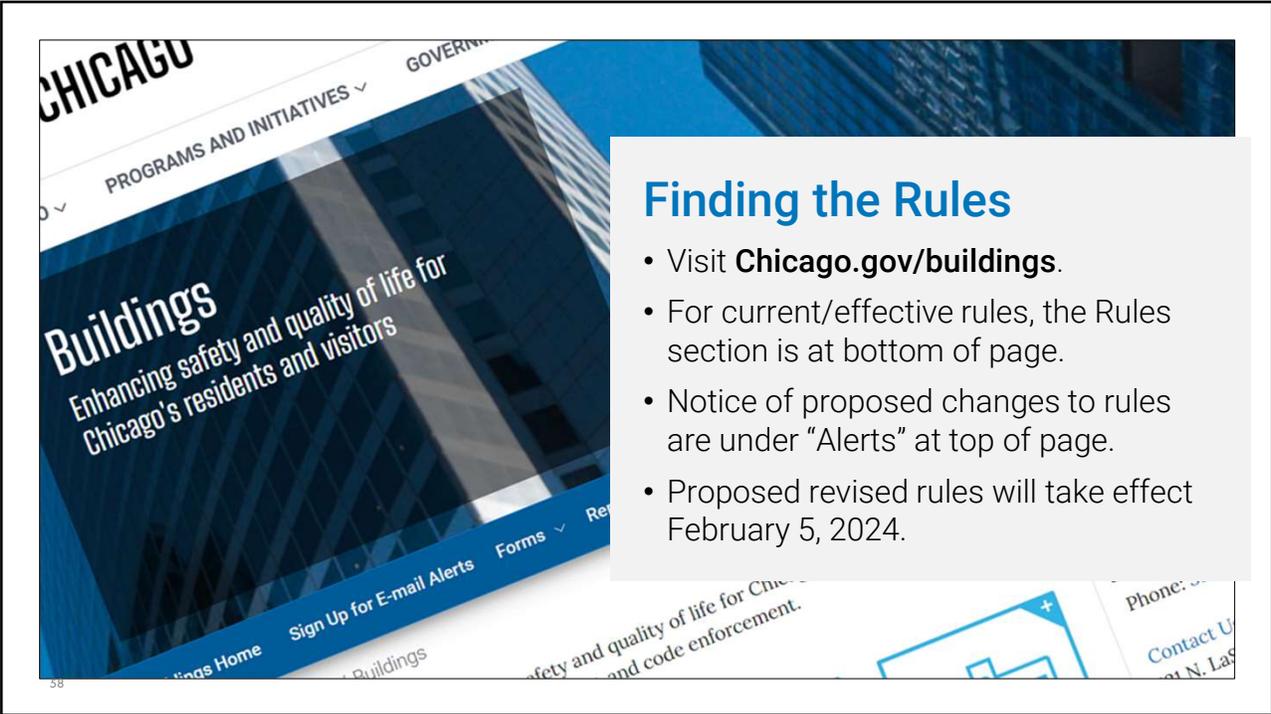


# Overview

Finding the Rules  
 Organization

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## Finding the Rules

- Visit **Chicago.gov/buildings**.
- For current/effective rules, the Rules section is at bottom of page.
- Notice of proposed changes to rules are under "Alerts" at top of page.
- Proposed revised rules will take effect February 5, 2024.

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I	General Provisions
II	General Self-Cert Requirements
III	Prototype-Based Self-Cert
IV	Temporary Structure Self-Cert
V	Professional Registration
VI	Field Inspection and Audit

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**Specific Rules**

- Eligible Projects
- Disqualifying Features
- Presubmission
- Special Cases
- Registration

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**Rule C(1):** A permit application prepared by a SCP for a project of a type listed in Table C-1 and not including any disqualifying feature listed in Table D or Rule D is eligible to be submitted through the Self-Certified Permit Application program.

**Rule C(3):** Interior demolition in an existing building in preparation for an eligible project as described in Rule C(1), excluding an intended change of occupancy, is eligible to be submitted using the Self-Certified Permit Application program as a separate permit application. A Structural Peer Reviewer's Report is required pursuant to the criteria in Rule C(2). A self-certified permit application for an interior-demolition-only scope must clearly describe the current or last known use and include photographs documenting the existing conditions to be demolished.

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### Table C-1: Eligible Projects

**Exclusively Residential Buildings and Accessory Structures**

**Single-Occupancy Nonresidential Buildings (No Mixed Occupancy)**

**Mixed-Occupancy Buildings, Work Involving More Than One Occupancy**

**Work on Individual Unit or Common Area In An Existing Building**

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**Table C-1: Eligible Projects**

**Exclusively Residential Buildings and Accessory Structures**

- Group R-1, R-2, R-3, R-4 or R-5, up to eight residential units in building
  - May include attached private garage
- Group R-1 or R-2, more than eight residential units in building
- Accessory structure (Group R-5 or U)

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**Table C-1: Eligible Projects**

**Exclusively Residential Buildings and Accessory Structures**

**Single-Occupancy Nonresidential Buildings (No Mixed Occupancy)**

- Single Group A nonresidential unit in building, total occupant load less than 300
- One to four Group B or M nonresidential unit(s) in building
- Single Group E-1, I-1, or I-2 nonresidential unit in building

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**Table C-1: Eligible Projects**

**Exclusively Residential Buildings and Accessory Structures**

**Single-Occupancy Nonresidential Buildings (No Mixed Occupancy)**

**Mixed-Occupancy Buildings, Work Involving More Than One Occupancy**

- Separated mixed occupancy (including Group A (with occupant load less than 300); B; M; R; S-2 (garage only); and/or U (private garage only))
  - Group A and M occupancies limited to basement and first story above grade plane
  - Garage areas limited to basement and first story above grade plane

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**Table C-1: Eligible Projects**

**Exclusively Residential Buildings and Accessory Structures**

**Single-Occupancy Nonresidential Buildings (No Mixed Occupancy)**

**Mixed-Occupancy Buildings, Work Involving More Than One Occupancy**

**Work on Individual Unit or Common Area In An Existing Building**

- Separately-owned dwelling unit in Group R-2, R-3, or R-5
- Single Group A (OL < 300), B or M nonresidential unit in building W/O residential
- Single Group A (OL < 300), B or M nonresidential unit in building WITH residential
- Common area or system in a building with two or more units

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## Exclusively Residential Buildings and Accessory Structures

Use or Occupancy Classification of Finished Building	Scope of Work	
	New Construction	Rehabilitation
Group R-1, R-2, R-3, R-4 or R-5, up to eight residential units in building <ul style="list-style-type: none"> <li>May include attached private garage</li> </ul>	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>May include occupiable rooftop</li> </ul>	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>May include occupiable rooftop</li> <li>Gut rehab and porch replacement allowed</li> </ul>
Group R-1 or R-2, more than eight residential units in building	<ul style="list-style-type: none"> <li>Initial buildout of individual residential unit or common area, as described below</li> </ul>	<ul style="list-style-type: none"> <li>Work in individual unit or common area, as described below</li> <li>Other work with written preapproval from the Department</li> </ul>
Accessory structure (Group R-5 or U)	<ul style="list-style-type: none"> <li>1 or 2 story building (may include occupiable rooftop)</li> </ul>	<ul style="list-style-type: none"> <li>1 or 2 story building (may include occupiable rooftop)</li> </ul>

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**Rule D(1):** A permit application for any project containing a disqualifying feature listed in Table D may not be submitted using the Self-Certified Permit Application program.

**TABLE D: DISQUALIFYING FEATURES**

Use and Occupancy:	Use and Occupancy (continued):	Specialized Review or Department Preapproval Required:
<ul style="list-style-type: none"> <li>Increase in number of permitted residential units</li> <li>New construction or addition of Group E or I occupancy</li> <li>Work involving Group A occupancy or occupancies with total occupant load greater than 299</li> <li>Work involving Group A occupancy with below-grade public areas other than restrooms</li> <li>Work involving Group E-2 or I-4 occupancy</li> <li>Work involving Group M occupancy with below-grade public areas other than restrooms</li> <li>Work involving a Group F, H, or S-1 occupancy or Group S-2 occupancy other than a garage</li> <li>Work involving congregate living facilities</li> <li>Work involving an ambulatory care facility</li> <li>Work involving use of more than one control area to avoid classification as a Group H occupancy</li> </ul>	<ul style="list-style-type: none"> <li>Work involving a Wrigley Field-adjacent rooftop deck</li> <li>Work involving a distillery (regardless of occupancy)</li> <li>Any change of occupancy where the original and new classifications are other than Group A (with occupant load less than 300), B, or M, except expansion of an existing occupancy into existing storage/utility space</li> <li>Work involving a telecommunications equipment area greater than 150 ft<sup>2</sup></li> </ul> <p><b>Height and Area:</b></p> <ul style="list-style-type: none"> <li>New construction or addition resulting in a building with building area exceeding 30,000 ft<sup>2</sup></li> <li>New construction or addition resulting in a building exceeding 4 stories above grade plane</li> <li>New construction or addition resulting in a building exceeding 55 feet in building height</li> </ul>	<ul style="list-style-type: none"> <li>Work requiring Alternative Code Approval, unless such approval has been granted prior to filing the permit application</li> <li>Work requiring approval by the Committee on Standards and Tests</li> <li>Work in a building exceeding 80 feet in height (high-rise building) if the building does not have a full sprinkler system without written preapproval from the Department</li> <li>Work involving Group E, I or M occupancy with an area of work exceeding 30,000 ft<sup>2</sup> without written preapproval from the Department</li> <li>Work involving modular construction without written preapproval from the Department</li> <li>Work involving a permanent Group U occupancy other than fences, sheds, carports, and private garages without written preapproval from the Department</li> </ul>

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### Table D: Disqualifying Features

#### Use and Occupancy

#### Height and Area

#### Specialized Review or Department Preapproval Required

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### Table D: Disqualifying Features

#### Use and Occupancy

- Increase in number of permitted residential units
- New construction or addition of Group E or I occupancy
- Work involving Group A occupancy or occupancies with total occupant load greater than 299
- Work involving Group A occupancy with below-grade public areas other than restrooms
- Work involving Group E-2 or I-4 occupancy
- Work involving Group M occupancy with below-grade public areas other than restrooms
- Work involving a Group F, H, or S-1 occupancy or Group S-2 occupancy other than a garage
- Work involving congregate living facilities
- Work involving an ambulatory care facility \*
- Work involving use of more than one control area to avoid classification as a Group H occupancy
- Work involving a Wrigley Field-adjacent rooftop
- Work involving a distillery (regardless of occupancy)
- Any change of occupancy where the original and new classifications are other than Group A (with occupant load less than 300), B, or M, except expansion of an existing occupancy into existing storage/utility space
- Work involving a telecommunications equipment area greater than 150 ft<sup>2</sup>

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## Table D: Disqualifying Features

### Use and Occupancy

### Height and Area

- New construction or addition resulting in a building with building area exceeding 30,000 ft<sup>2</sup>
- New construction or addition resulting in a building exceeding 4 stories above grade plane
- New construction or addition resulting in a building exceeding 55 feet in building height

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## Table D: Disqualifying Features

### Use and Occupancy

### Height and Area

### Specialized Review or Department Preapproval Required

- Work requiring Alternative Code Approval (ACAR), unless such approval has been granted prior to filing the permit application
- Work requiring approval by the Committee on Standards and Tests
- Work in a building exceeding 80 feet in height (high-rise building) if the building does not have a full sprinkler system without written preapproval from the Department
- Work involving Group E, I or M occupancy with an area of work exceeding 30,000 ft<sup>2</sup> without written preapproval from the Department
- Work involving modular construction without written preapproval from the Department
- Work involving a permanent Group U occupancy other than fences, sheds, carports, and private garages without written preapproval from the Department

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## Rule E: Pre-Submission Requirements

1. Prior to submitting a permit application to the Department, the SCP must:
  - a. Personally complete a thorough on-site 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.
  - b. Thoroughly review all documents to be submitted to the Department as part of the permit application, including documents sealed by other licensed professionals, to verify compliance with the Municipal Code.
  - c. Complete, sign, and seal a Self-Certification Professional Statement, on the form provided by the Department, and provide a copy to the permit applicant identified on the permit application.
  - d. Obtain a signed Permit Applicant Acknowledgement and Hold Harmless Agreement, on the form provided by the Department.

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**Rule E(2):** If the work to be permitted will be on government-owned property or receiving government construction funding, the SCP must receive prior written permission from MOPD for the project to use the Self-Certified Permit Application program.



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**Rule K(1):** An application to revise a permit issued using the Self-Certified Permit Application program may be submitted through the Self-Certified Permit Application program but only with the written preapproval of the Department.

The screenshot shows a website header with navigation links: Buildings Home, Sign Up for E-mail Alerts, Forms, Report a Problem Building, Department Records and Data, and Alerts. Below the header is a breadcrumb trail: Home / Departments / Buildings / Supporting Info / Revision Permits. The main content area is titled 'Revision Permits' and includes an 'Overview' section with text about when a revision permit is required and a 'General Requirements' section with a bullet point stating that a revision permit is a separate permit cross-referenced to the original permit number. On the right side, there is a 'Supporting Information Facts' table with the following content:

Supporting Information Facts	
Department:	
Buildings	
Permits	
People We Serve:	
Businesses & Professionals	
Builders	

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A large green stamp with the word 'APPROVED' in bold, capital letters is tilted slightly. Below the stamp, the email address 'selfcert@cityofchicago.org' is displayed in a blue, sans-serif font.

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**Rule L:** Prototype-Based Eligibility and Requirements

**Rule M:** Temporary Structure Eligibility and Requirements

**Rule N:** Required Pre-Occupancy Inspection by SCP



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### Self-Cert Professional

Just like your professional license, self-certification professional status belongs to you as an **individual**, not a firm or company, and requires periodic renewal.

- Rules allow required insurance to be held by firm or company
- Professional discipline must be reported to the Department



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**Reporting Obligations**

You must notify the Department in writing of:

- Professional discipline
- False statements
- Work contrary to permit

The time periods for reporting are set in the Rules.

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**Inspection and Audit**

Self-certified permits are subject to both field inspection (like all permits) and audit.

- Before or after issuance
- Random or judgmental
- Points assigned for deficiencies
- Rereview through Standard Plan Review

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**Suspension and Revocation**

Certain conditions are assigned points.

- 1 - 4 points = **warning**
- 5 points within 365 days or 10 points within registration period = **suspension**
- 10 points within 365 days or 20 points within registration period = **revocation**

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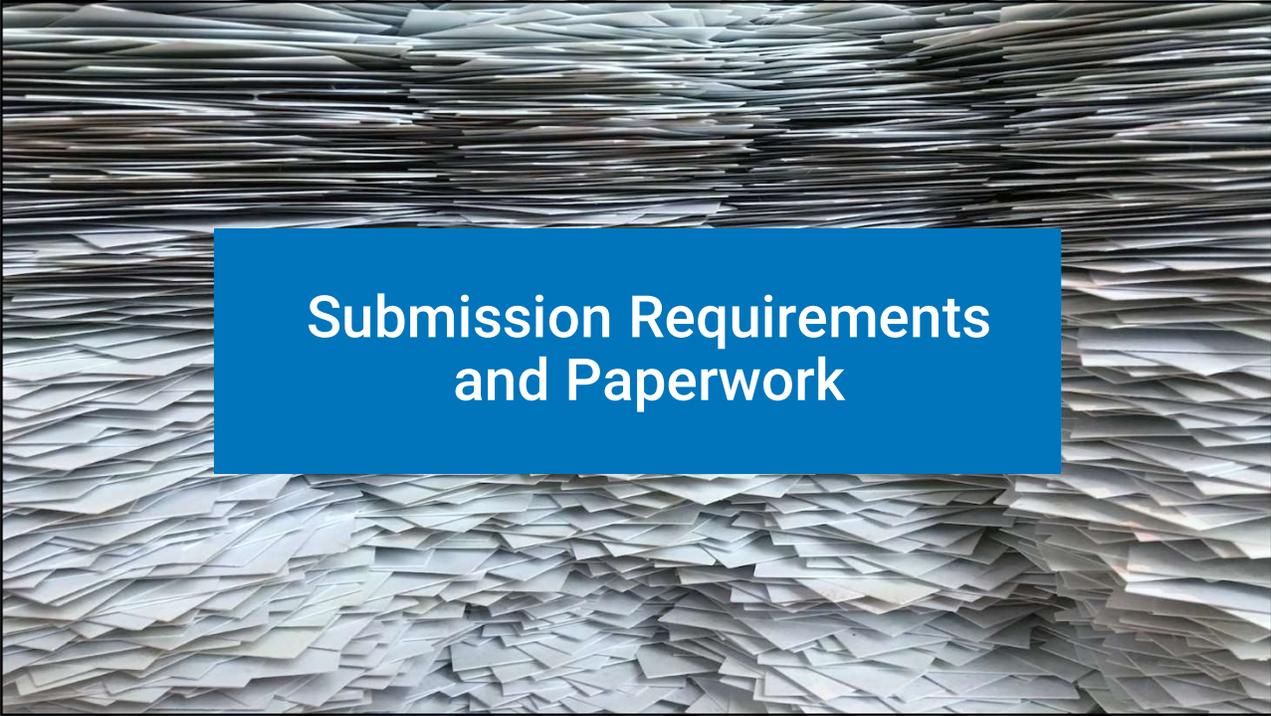


Audience Q&A Session

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# Submission Requirements and Paperwork

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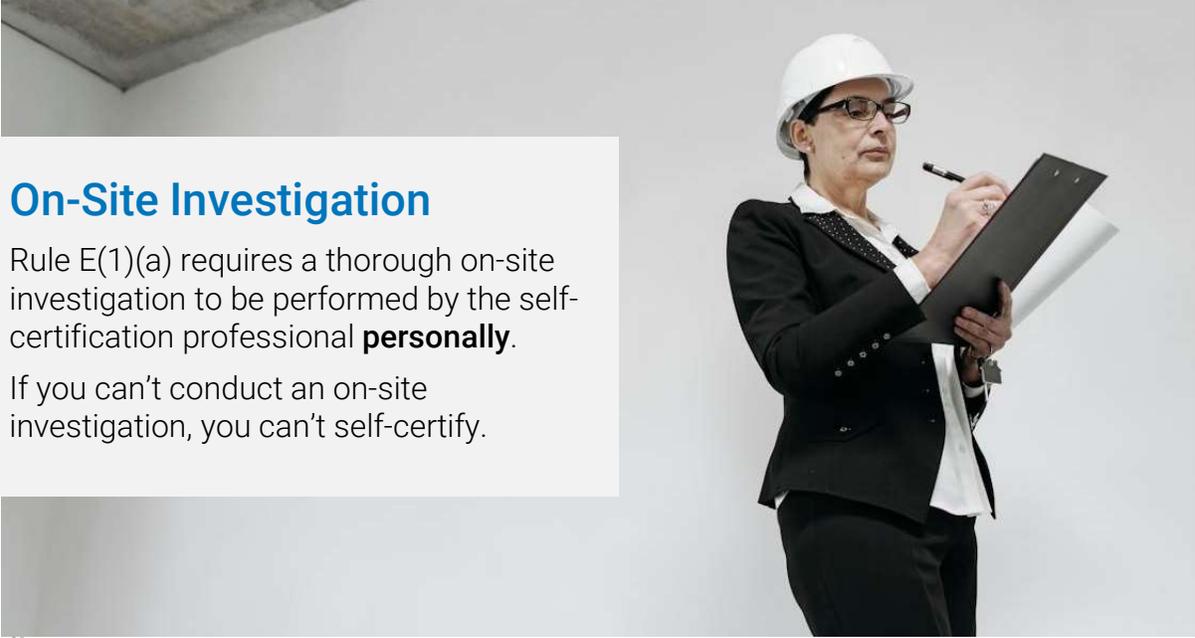


## Before You Apply

- On-Site Investigation
- Preapproval
- Debt Clearance
- Location-Based Requirements

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**On-Site Investigation**

Rule E(1)(a) requires a thorough on-site investigation to be performed by the self-certification professional **personally**.

If you can't conduct an on-site investigation, you can't self-certify.

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[selfcert@cityofchicago.org](mailto:selfcert@cityofchicago.org)

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**Debt Clearance**

For self-certified permit applications, you must obtain a Debt Clearance Certificate from the Department of Finance **before** you apply for the building permit.

Apply for Debt Clearance Certificates at [Chicago.gov/permitdebt](http://Chicago.gov/permitdebt).

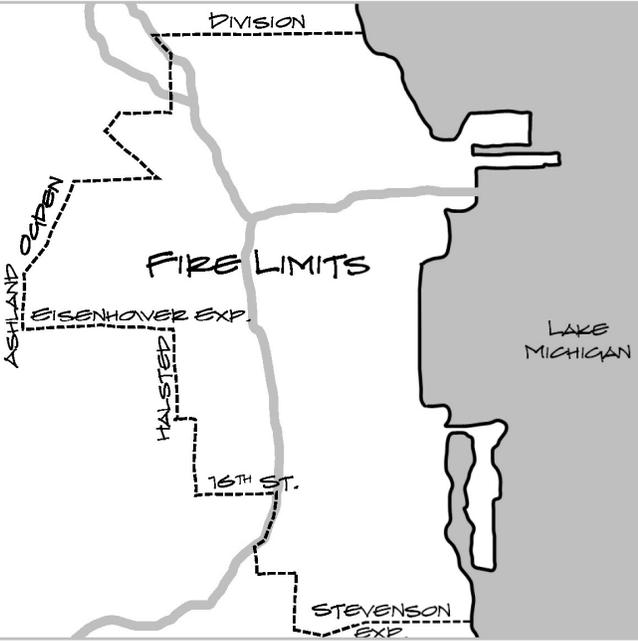
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**Fire Limits**

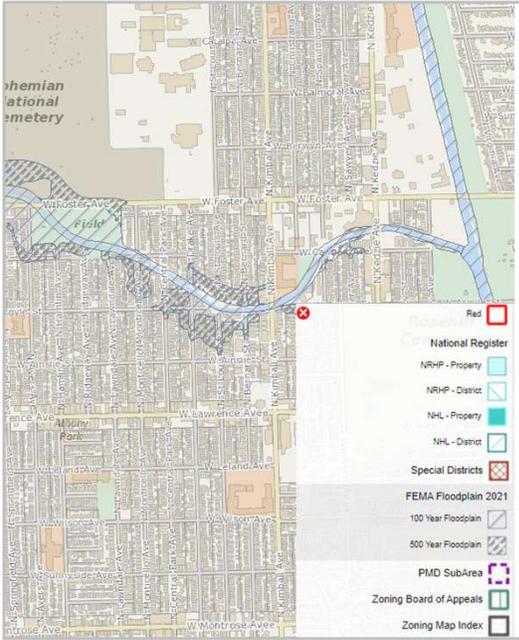
If the property is in a “D” zoning district, it’s probably within the fire limits. The boundaries are very similar.

Because of increased building density, additional limits on exterior cladding and Type V construction apply in this part of the city.

For more information, see Task 1.3 in the *Plan Review Manual* and Appendix D in the Chicago Building Code.



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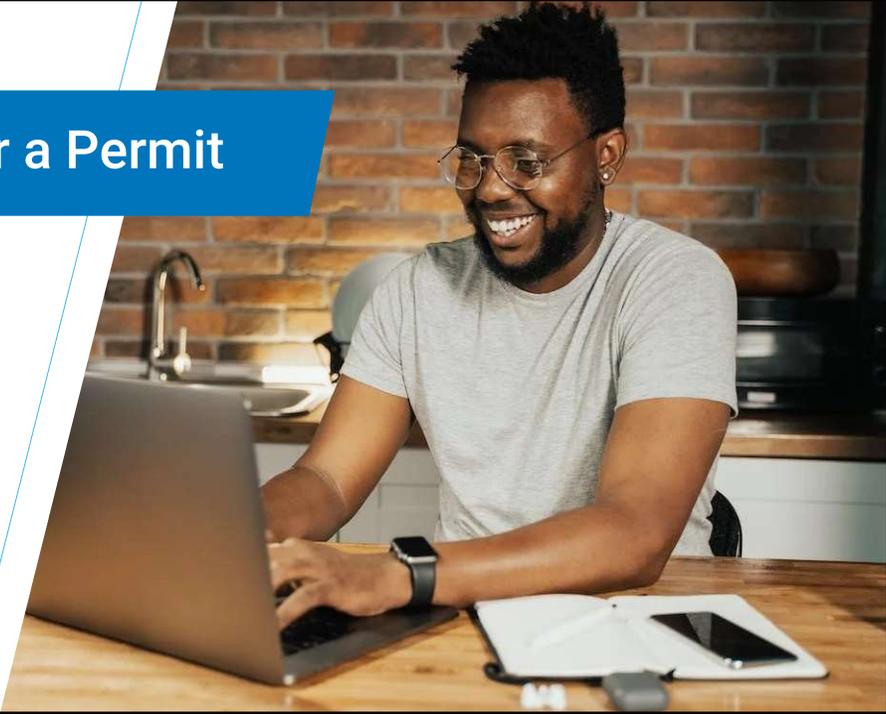
## Special Flood Hazard Area

These areas are designed by the Federal Emergency Management Agency (FEMA) for areas where there is increased risk of flooding from a river or lake.

The City is required to enforce additional building restrictions in these areas under the National Flood Insurance Program (NFIP).

The FEMA designations were last updated in 2021. You can check if a property is in a SFHA using the online zoning map, using the FEMA Floodplain layers.

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## Applying for a Permit

- Starting the Application
- Uploading
- The Review Process

90

The screenshot shows the City of Chicago's official website for Buildings. At the top, it says "City of Chicago The City of Chicago's Official Site" and "Buildings". Below this is a large image of skyscrapers. A white text box on the left contains the following text:

**E-Plan**

For more than a decade, Chicago has used electronic plan review for plan-based building permits.

Applications are started in the Dynamic Portal (Hansen). Plans are uploaded and reviewed using ProjectDox.

To the right of the text box is a login form with a text input field labeled "Email address that was used to register your username or" and a "Login" button. Below the form is a link: "If you are experiencing technical issues, you will find resolution to most issues in our FAQ document [here](#)."

91

91

The photograph shows a construction site at night. In the foreground, there are several bright orange construction lights mounted on a metal structure. In the background, a yellow excavator is visible. A white text box on the right side of the image contains the following text:

**IT Transition**

At the Department of Buildings, our IT systems have been "under construction" for longer than we'd like.

To navigate the online permit application (until it is replaced in 2025), please use the instructions at **Chicago.gov/permit**.

92

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## Plan-Based Building Permits

For building permit applications started on or after August 1, 2020, compliance with the 2019 Chicago Building Code or 2019 Chicago Building Rehabilitation Code is mandatory, with limited exceptions for phased permitting and revision permits. The current online permit application system for plan-based building permits continues to reflect some classifications and terminology from the pre-2019 code. Because planned upgrades to the City's online permit portal ("Hansen") are not expected until 2025, the Department of Buildings has prepared the following instructions to help customers navigate the Hansen Dynamic Portal to start online permit applications for work subject to the 2019 Chicago Construction Codes:

[Standard Plan Review](#) | 
 [Self-Certification](#) | 
 [Direct Developer Services](#) | 
 [Assisted Developer Services](#)

### Self-Certification (SC)

**New Construction**

How to Start an Application

How to Write the Description of Work

**Building Rehabilitation**

How to Start an Application

How to Write the Description of Work

**Temporary Structure (Tent, Stage, etc.)**

How to Start an Application

How to Write the Description of Work

93

93

## Begin the Online Permit Application

The Dynamic Portal will guide you through several pages to gather basic information about your permit application. As noted above, some of this information must match the information you provide on the PDF Building Permit Application (Form 400) later in the process, so it may be helpful if you begin filling out Form 400 before you log in to the Dynamic Portal.

Note: Many options in the Dynamic Portal are tied to your license type. If you do not see the options described in these instructions, your account may not be configured correctly, or your license may be expired. Please contact [eplan@cityofchicago.org](mailto:eplan@cityofchicago.org) for assistance. When requesting assistance with the Dynamic Portal, it is helpful if you include screenshots of the problem you are encountering.

### Job Type

Select "New Construction with Plans" as the permit application type.

In the "Workbenches" section, select "Architectural Work" only. **Do not select any other choices.**

Permit Application Type\*

Please visit <http://www.chicago.gov/permit> for instructions before completing this online application.

Please indicate which of the following items will be worked on during your project.

**Workbenches**

<input type="checkbox"/> Heating/Mechanical	<input type="checkbox"/> Porch/Deck	<input type="checkbox"/> Fire Prevention
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Open Space
<input type="checkbox"/> Electrical	<input type="checkbox"/> Natural Ventilation	<input type="checkbox"/> Tent/Canopy/Stage/Platform
<input type="checkbox"/> Driveway	<input type="checkbox"/> Accessibility	<input checked="" type="checkbox"/> Architectural Work
<input type="checkbox"/> Garage	<input type="checkbox"/> Environmental	

**Other Construction**

<input type="checkbox"/> Antenna Free Standing < 50 ft	<input type="checkbox"/> Cell Tower Equipment Cabinet	<input type="checkbox"/> Hoist
<input type="checkbox"/> Antenna Free Standing >= 50 ft	<input type="checkbox"/> Crane	<input type="checkbox"/> Parking Lot

94

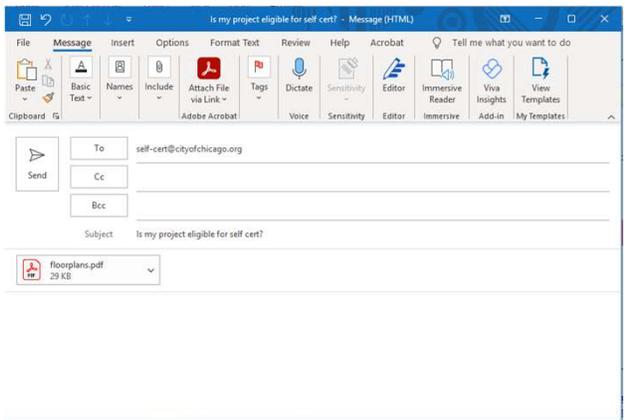
94

# Voluntary Confirmation

After reviewing the rules, are you still unsure if a project is eligible to be self-certified?

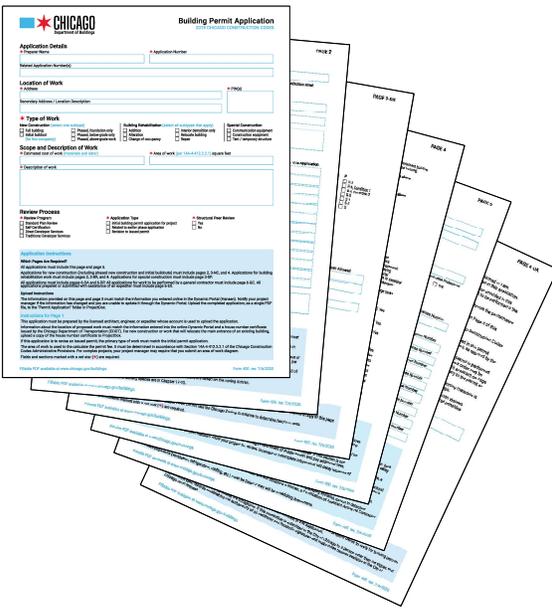
Send us an email at **selfcert@cityofchicago.org**.

- Voluntary confirmation of eligibility
- Required preapproval
- Helpful to include schematic plans



95

95



# Form 400

We recommend that you start filling out the PDF Building Permit Application (Form 400) **before** you start the online application.

It's a good worksheet for gathering required information and preparing the description of work.

96

96



The screenshot shows the 'City of Chicago' logo at the top left, with the tagline 'The City of Chicago's Official Site'. Below the logo is a large image of skyscrapers with the word 'Buildings' overlaid. On the left side, there is a section titled 'Online Permits & Trade License Renewals' with a link 'Click Here for Trade License Renewal Instructions'. The main content area is titled 'Login to Your Account' and contains a login form with fields for 'Username:' and 'Password:'. Below the form is a link 'Create a new login' and a note 'New to the system? Click here to get started.' A small number '97' is visible in the bottom left corner of the screenshot.

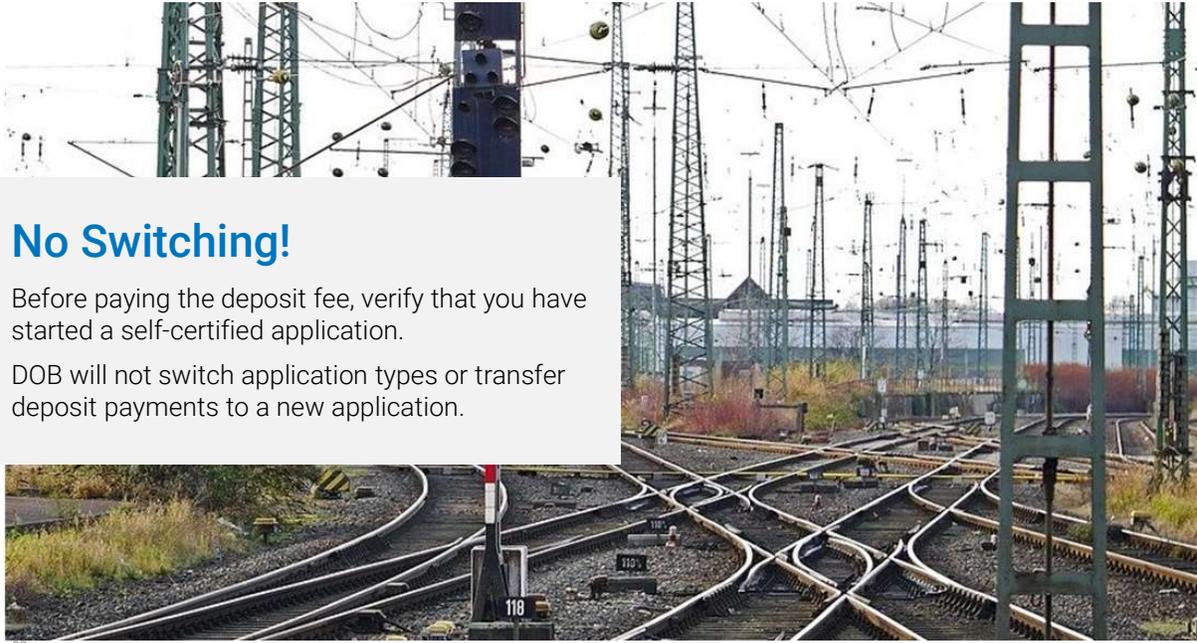
## The Dynamic Portal

For Self-Certified Applications, the online application must be started using the SCP's **personal** account. Self-certification is only shown as an option in your account when you have valid self-cert credentials.

Expeditors are not allowed to create the application or upload for self-certified applications.

**Do not** give an expeditor your account information to circumvent this rule.

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The background image shows an electrical substation with numerous high-voltage power lines and metal towers. In the foreground, there are several sets of railroad tracks curving through the scene. A small number '98' is visible in the bottom left corner of the image.

## No Switching!

Before paying the deposit fee, verify that you have started a self-certified application.

DOB will not switch application types or transfer deposit payments to a new application.

98

## Permit Fee Deposit

To continue with an application, someone must pay a \$300 deposit toward the building permit fee and a \$75 zoning fee.

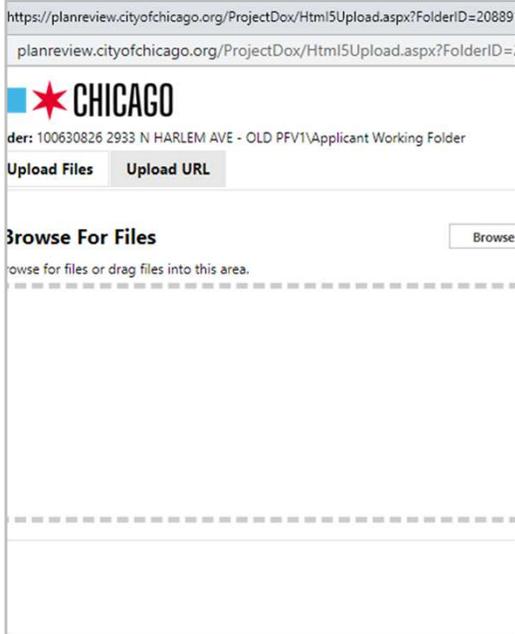
This fee can be paid online (credit card or electronic check) or in person at a Department of Finance payment center with the 9-digit application number.

The Department considers the date this fee is paid as the date the application is started.



99

99



## Uploading to ProjectDox

For self-certified projects, make sure to **triple-check your files** before uploading.

Upload construction documents to the drawings folders and supporting documents to the documents folders.

Follow the E-Plan user guide for naming conventions and file format requirements.

Make sure to upload the Structural Peer Review Report, if required.

100

100

### Zoning Review

All permit applications receive a zoning review. For some types of work, an expedited zoning review is available. To facilitate this, make sure your scope of work is **clear and complete**.

If there are any doubts, an application is routed for full zoning review.

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### Other Reviews

Self-certification only applies to the Chicago Construction Codes. If a permit application is subject to review by another department, that review will still occur. Other reviews include:

- Stormwater regulated development or sunken driveway
- Landmarks/historic preservation
- Air-pollution control (Environmental)
- Office of Underground Coordination (OUC)/Geotechnical

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### Responding to Comments

If you receive corrections, either from DOB or another department, please respond in a timely and complete manner.

All changes must be bubbled and noted.

If you do not respond within **120 days** (or secure a 90-day extension) your permit application is legally withdrawn.

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Chicago.gov | [Select Language](#)

START HERE
SEARCH
STATUS
OPEN CORRECTIONS
COMPLETED CORRECTIONS
APPLICANTS
HELP

## Building Permit Application Status

### Application Status

As part of E-Plan, we offer several tools for you and your clients to check the status of permit applications in near real time.

The Building Permit Application Status website was updated in fall, and it will be able to directly pull a ProjectDox status report later this spring.

Application Start Date	Permit Issue Date
Friday, January 13, 2023	
VERSION FROM A 2 D.U TO 3 D.U PER ADDITIONAL DWELLING UNIT	
<input type="text" value="Search within these results"/>	

Review Type	Review Date	Status
City Debt (Revenue) Review	05/11/2023	Approved
Plumbing Review	05/02/2023	Approved
Architectural & Fire Review	04/25/2023	Denied

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slido



## Audience Q&A Session

① Start presenting to display the audience questions on this slide.

105

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# Application Documents

- Finding the Documents
- Form 400
- Other Forms



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107

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# BUILDING PERMIT APPLICATION FORMS + DOCUMENTS

For fillable PDF documents, please download a copy to your computer before using. Attempting to fill out PDF forms in your internet browser may cause errors or lost data.

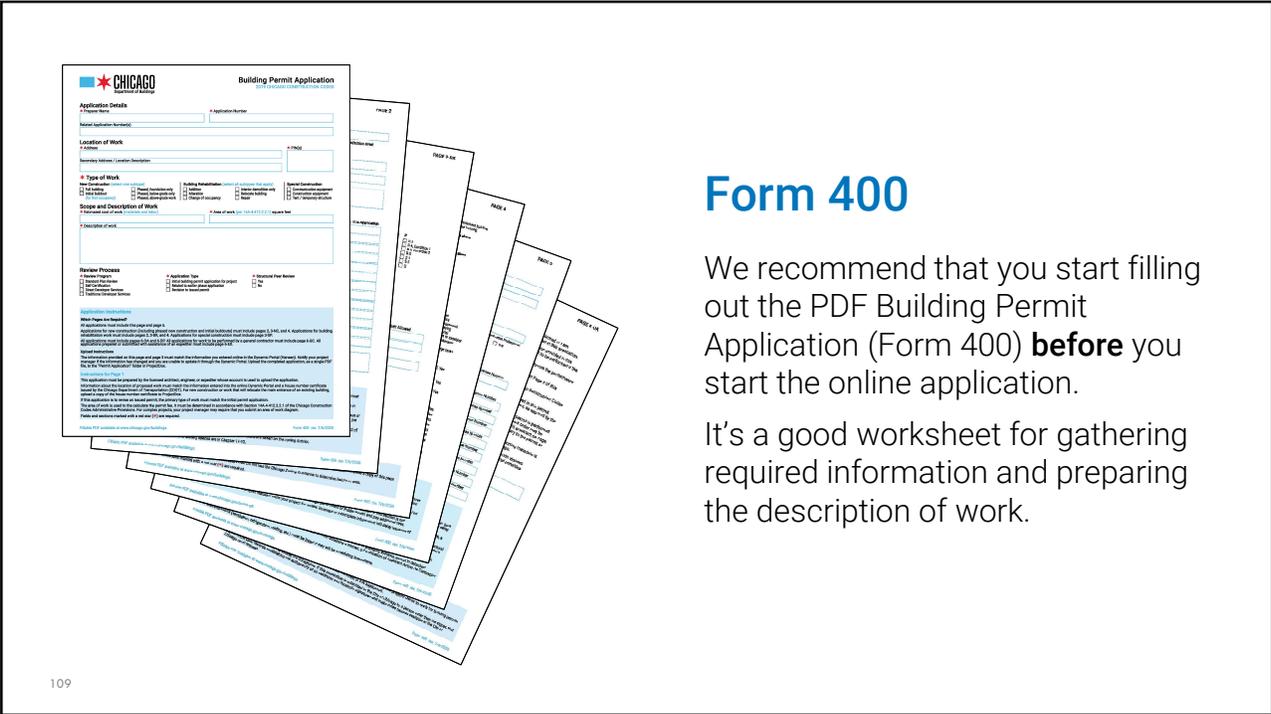
### Plan-Based Building Permits

- General +
- Standard Plan Review +
- Self-Certification -

- Self-Certification Professional Statement (Form 410)
- Applicant Acknowledgement and Hold Harmless (Form 411)
- Self-Certification Debt Check Process

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# Form 400

We recommend that you start filling out the PDF Building Permit Application (Form 400) **before** you start the online application.

It's a good worksheet for gathering required information and preparing the description of work.

109

109

## Form 400, Page 1

- Complete this page carefully.
- Failure to complete this page accurately may result in your application being denied for self-certification.
- Permit will be delayed if information does not match what was entered online.

**Building Permit Application**  
2019 CHICAGO CONSTRUCTION CODES

**Application Details**

\* Preparer Name:       \* Application Number:

Related Application Number(s):

---

**Location of Work**

\* Address:       \* PIN(s):

Secondary Address / Location Description:

---

**\* Type of Work**

<p><b>New Construction</b> (select one subtype)</p> <p><input type="checkbox"/> Full building</p> <p><input type="checkbox"/> Initial building (or first occupancy)</p>	<p><b>Building Rehabilitation</b> (select all subtypes that apply)</p> <p><input type="checkbox"/> Phased, foundation only</p> <p><input type="checkbox"/> Phased, below-grade only</p> <p><input type="checkbox"/> Phased, above-grade work</p>	<p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Alteration</p> <p><input type="checkbox"/> Change of occupancy</p>	<p><b>Special Construction</b></p> <p><input type="checkbox"/> Interior demolition only</p> <p><input type="checkbox"/> Relocate building</p> <p><input type="checkbox"/> Repair</p> <p><input type="checkbox"/> Communication equipment</p> <p><input type="checkbox"/> Construction equipment</p> <p><input type="checkbox"/> Tent / temporary structure</p>
---	--	---	--

---

**Scope and Description of Work**

\* Estimated cost of work (materials and labor):       \* Area of work (per 16A-4-412.2.1) square feet:

\* Description of work:

---

**Review Process**

<p>* Review Program</p> <p><input type="checkbox"/> Standard Plan Review</p> <p><input type="checkbox"/> Self-Certification</p> <p><input type="checkbox"/> Direct Developer Services</p> <p><input type="checkbox"/> Traditional Developer Services</p>	<p>* Application Type</p> <p><input type="checkbox"/> Initial building permit application for project</p> <p><input type="checkbox"/> Related to earlier phase application</p> <p><input type="checkbox"/> Revision to issued permit</p>	<p>* Structural Peer Review</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
--	--	--

---

Application Instructions

**Which Pages Are Required?**

All applications must include this page and page 5.

Applications for new construction (including phased new construction and initial buildouts) must include pages 2, 3-NC, and 4. Applications for building rehabilitation work must include pages 2, 3-R, and 4. Applications for special construction must include page 3-SR.

All applications must include pages 6-CA and 6-CP. All applications for work to be performed by a general contractor must include page 6-GC. All applications prepared or submitted with assistance of an expediter must include page 6-EX.

**Upload Instructions**

The information provided on this page and page 5 must match the information you entered online in the Dynamic Portal (Harsnet). Notify your project manager if the information has changed and you are unable to update it through the Dynamic Portal. Upload the completed application, as a single PDF file, to the "Permit Application" folder in ProjectDox.

Instructions for Page 1

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### Form 400, Page 2

- Most information on this page is optional, but providing this information will expedite your zoning review.

PAGE 2

**Zoning Lot Information**  
 Zoning district (or planned development number) \_\_\_\_\_ **\* Land area (or FAR) (square feet)** \_\_\_\_\_

Special Conditions  Chicago Landmark  Lakefront protection  Overlay district  Pedestrian street

**Zoning Use Information**  
 \* Existing zoning use(s) (per 17-17-0100) \_\_\_\_\_  
 \* Proposed zoning use(s) (per 17-17-0100) \_\_\_\_\_  
 Zoning use narrative \_\_\_\_\_

**Bulk and Density Standards**

	Requirement	Existing on Zoning Lot	Proposed Under this Application
Front setback (feet)	minimum		
Rear setback (feet)	minimum		
Left side setback (feet)	minimum		
Right side setback (feet)	minimum		
Combined side setbacks (feet)	minimum		
* Floor area (F <sup>2</sup> ) (per 17-17-0305.A)			
Floor area ratio (FAR)	maximum		
* Building height (feet) (per 17-17-0311)	maximum		
* Number of dwelling units			
Lot area per dwelling unit (F <sup>2</sup> /unit)	minimum		
Rear yard open space (F <sup>2</sup> )	minimum		
On-site parking spaces	minimum		
On-site loading spaces	minimum		

Bulk and density narrative \_\_\_\_\_

Instructions for Page 2  
 Complete this page based on the Chicago Zoning Ordinance (Title 17 of the Municipal Code of Chicago) and not the Chicago Building Code. In most cases, the building height and floor area entered on this page will be different from the values entered on Page 3. Fields and sections that are not marked with a star are optional, however providing complete information on this form will assist city employees in quickly and accurately reviewing this application.

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### Form 400, Page 3

- Submit only one version of page 3:
  - New construction (3-NC)
  - Building rehabilitation (3-BR)
  - Special construction (3-SP)
- Strike out or remove the inapplicable pages

**Form 400-3-NC**

**Type of Work-New Construction**  
 \* New construction  Building rehabilitation  Special construction

**Occupancy Classification(s)**  
 \* \_\_\_\_\_

**Building Characteristics**  
 \* Construction Type:  New construction  Building rehabilitation  Special construction

**Compliance Details**  
 \* Building Code: \_\_\_\_\_  
 \* Building Department: \_\_\_\_\_

**Form 400-3-BR**

**Type of Work-Building Rehabilitation**  
 \* Building rehabilitation  New construction  Special construction

**Occupancy Classification(s)**  
 \* \_\_\_\_\_

**Building Characteristics**  
 \* Construction Type:  New construction  Building rehabilitation  Special construction

**Form 400-3-SP**

**Special Construction, Temporary Structures, and Temporary Events**  
 \* Special construction  Temporary structure  Temporary event

**Construction Equipment**  
 \* \_\_\_\_\_

**Communications Equipment**  
 \* \_\_\_\_\_

Instructions for Page 3  
 This page is used to provide the Type of Work, Occupancy Classification(s), Building Characteristics, Compliance Details, and Building Characteristics for the application. The information provided on this page will be used to determine the appropriate zoning district and to ensure that the application complies with the applicable zoning ordinance. Fields and sections that are not marked with a star are optional, however providing complete information on this form will assist city employees in quickly and accurately reviewing this application.

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### Form 400, Page 4

- Complete this page carefully.
- Failure to complete this page accurately may result in your application being denied for self-certification or routed for unnecessary reviews.

PAGE 4

**\* Special Uses/Occupancies**  
Select all that apply or "None of the above"

<input type="checkbox"/> Aircraft-related occupancy	<input type="checkbox"/> Dwelling units/sleeping units	<input type="checkbox"/> Live/work unit	<input type="checkbox"/> Special amusement building
<input type="checkbox"/> Ambulatory care facility	<input type="checkbox"/> Group 12 or 13	<input type="checkbox"/> Motion picture projection room	<input type="checkbox"/> Underground building
<input type="checkbox"/> Museum	<input type="checkbox"/> High-rise building	<input type="checkbox"/> Motor vehicle-related occupancy	<input type="checkbox"/> None of the above
<input type="checkbox"/> Combustible storage	<input type="checkbox"/> Hazardous material control area	<input type="checkbox"/> Stage/platform/tech. production	

**\* Fire Protection and Life Safety Systems**  
Select all that apply or "None of the above"

<input type="checkbox"/> Automatic sprinkler system	<input type="checkbox"/> Fire alarm system	<input type="checkbox"/> Individual smoke alarms	<input type="checkbox"/> None of the above
<input type="checkbox"/> NFPA 13 (Full)	<input type="checkbox"/> City fire alarm box	<input type="checkbox"/> Carbon monoxide detection	
<input type="checkbox"/> NFPA 13B (Full)	<input type="checkbox"/> Electrically-locked egress doors	<input type="checkbox"/> Portable fire extinguishers	
<input type="checkbox"/> NFPA 13D (Full)	<input type="checkbox"/> Delayed egress locking system		
<input type="checkbox"/> Partial	<small>These features/systems require an additional permit from the Department of Buildings based on a review of shop drawings.</small>		
<input type="checkbox"/> Other automatic fire extinguishing system			
<input type="checkbox"/> Standpipe system			
<input type="checkbox"/> Fire pump			

These features/systems require an additional permit from the Chicago Fire Department.

**\* Fire Department-regulated Materials/Uses**  
Select all that apply or "None of the above" Consult the Fire Department to determine if an additional permit or license is required.

<input type="checkbox"/> Acetylene gas	<input type="checkbox"/> Dry cleaning	<input type="checkbox"/> Hazardous dusts	<input type="checkbox"/> Organic peroxides
<input type="checkbox"/> Aerosols	<input type="checkbox"/> Drying activities	<input type="checkbox"/> Highly flammable materials	<input type="checkbox"/> Oxidizing materials
<input type="checkbox"/> Aircraft-related occupancy	<input type="checkbox"/> Explosives	<input type="checkbox"/> Highly toxic materials	<input type="checkbox"/> Oxygen gas (compressed)
<input type="checkbox"/> Ammonium nitrate	<input type="checkbox"/> Energy storage system	<input type="checkbox"/> Hydrogen gas (compressed)	<input type="checkbox"/> Paint mixing/spraying
<input type="checkbox"/> Asphalt, tar, pitch, resin or paraffin	<input type="checkbox"/> Fire command center (high-rise)	<input type="checkbox"/> LP gas	<input type="checkbox"/> Reflective materials
<input type="checkbox"/> Calcium carbide	<input type="checkbox"/> Finewood	<input type="checkbox"/> Lumber dry kilns	<input type="checkbox"/> Sealcoat, slurrings or extender
<input type="checkbox"/> Chlorine gas	<input type="checkbox"/> Flammable liquids	<input type="checkbox"/> Lumber storage	<input type="checkbox"/> Smokehouse/unlockroom
<input type="checkbox"/> Combustible solids/fibers	<input type="checkbox"/> Fuel oil	<input type="checkbox"/> Matches	<input type="checkbox"/> Solid fuels
<input type="checkbox"/> Compressive liquids	<input type="checkbox"/> Fume hazard gas	<input type="checkbox"/> Nitromethane	<input type="checkbox"/> Underground storage tanks
<input type="checkbox"/> Flipping and roll coating	<input type="checkbox"/> Hazardous chemicals		<input type="checkbox"/> None of the above

**\* Air Pollution Control-regulated Features/Activities**

Is the work to be covered under this permit application include the installation or alteration of "regulated equipment" as defined in Section 14A-2-202 of the Municipal Code of Chicago (excluding equipment within individual dwelling units or sleeping units)?  No  Yes

Does the scope of work covered under this permit application include sandblasting, grinding of masonry, or chemical cleaning of any architectural surface?  No  Yes

Does the scope of work covered under this permit application require asbestos abatement (excluding within a detached single-family residence)?  No  Yes

**\* Application Routing Questions**

Is the work to be done under this permit government-owned or receiving government construction funding?  No  Yes

Does the work include construction/rehabilitation of structural elements or means of egress for an occupiable space?  No  Yes

Does the scope of work include electrical wiring or equipment?  No  Yes

Does the scope of work include mechanical ventilation or heating systems or equipment?  No  Yes

Does the scope of work include refrigeration or air conditioning systems or equipment?  No  Yes

Does the scope of work include plumbing?  No  Yes

Does the scope of work include foundation, excavation, or soil penetration work that is 12 feet or more below existing grade (or, where grade is below street level, 12 feet or more below the curb elevation at the nearest public street)?  No  Yes

Does the scope of work include construction on, above, or below the public way, such as a foundation, subsidedeek space, balcony, canopy, or raised planter?  No  Yes

Does the scope of work include or require a new, relocated, or resized driveway?  No  Yes

Will the work create a "regulated development" other than a "residential development" under the Stormwater Management Ordinance (Chapter 11-18 of the Municipal Code)?  No  Yes

Does the work require a new or upgraded water service? (A separate water service permit is required.)  No  Yes

Instructions for Page 4

Complete this page based on the Chicago Building Code and Chicago Construction Codes Administrative Provisions. All sections are required. Special uses and occupancies must comply with Chapter 4 of the Chicago Building Code.

Fire protection and life safety systems must comply with Chapter 9 of the Chicago Building Code, and may require additional permits as noted above.

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### Form 400, Page 5

- For self-certified permits, this page must be complete at initial upload unless pursuing zoning-only review.
- Contractor information must also be entered online.
- For Standard Plan Review, this page is not required until permit is ready to issue.

PAGE 5

**Permit Applicant**  
The permit applicant name and emergency contact information will print on the permit certificate.

\* Name  \* Email  \* Phone

\* Address  \* Emergency Contact

\* City  \* State  \* ZIP  \* Emergency Contact Phone

**Design Professional of Record**

\* Name  \* Email  \* Phone

\* Address  \* Illinois License Number  Registered Self-Certification Professional  No  Yes

\* City  \* State  \* ZIP

**General Contractor**

General Contractor Business Name  City of Chicago License Number

**Other Contractors and Subcontractors**

Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>
Contractor Business Name <input type="text"/>	Contractor Type <input type="text"/>	City of Chicago License Number <input type="text"/>

Instructions for Page 5

This page is required with all permit applications.

Fields and sections marked with an asterisk (\*) are required.

Contractor information must match what is entered into the Dynamic Portal (online application). Applicants must update contractor information both on this page of the permit application and in the Dynamic Portal before permit issuance. Incomplete or inconsistent contractor information will delay issuance of your permit. Changing contractors after permit issuance requires an additional permit and fee.

A General Contractor is required for most types of work. If the permit applicant is eligible to act as general contractor without obtaining a license, a Certification of Applicant Acting As Contractor (Form 402) must be filed.

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The screenshot shows the Chicago.gov website. At the top left is the Chicago logo. To the right, it says 'Chicago.gov | Select Language'. Below this is a navigation menu with links: START HERE, ALL, ELECTRICAL, ELEVATOR, GENERAL, MASON, PLUMBING, and HELP. The main heading is 'Licensed Trade Contractors'. Below this, it states: 'The City of Chicago Department of Buildings administers licenses for contract buildings and building systems. Using this site, you can find currently licensed'. A large blue box on the right contains the text: 'Checking Licenses. In October 2023, DOB improved the online license lookup site for contractors. (Chicago.gov/DOB) You can use this tool to determine if a contractor's license or insurance/bond is expired.' Below the text are icons for 'ALL TRADE CONTRACTORS', 'ELECTRICAL', 'GENERAL CONTRACTORS', 'MASON CONTRACTORS', and 'PLUMBING CONTRACTORS'. A small number '115' is visible in the bottom left corner of the screenshot.

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### Form 400, Page 6

- Verification pages for:
  - Property owner/agent
  - Design professional of record
  - General Contractor (if applicable)
  - Expediter (if applicable)
- Conditions for e-signatures described on bottom of page.

The image shows several overlapping copies of Form 400, Page 6. The top-most form is clearly visible and contains the following sections:
 

- Qualification by Property Owner or Property Owner's Agent:** A section with numbered requirements for the agent's qualifications.
- Signature:** A section with fields for Name, Title, and Date.
- Professional Seal:** A section for the agent's professional seal.
- Signature of Design Professional:** A section for the design professional's signature.
- Signature of General Contractor:** A section for the general contractor's signature.
- Signature of Expediter:** A section for the expeditor's signature.
- Conditions for e-signatures:** A section at the bottom of the page detailing the requirements for electronic signatures.

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## Form 401 (GC, MC, PC)

Form(s) required if:

- Owner-occupant of residential building with 6 or fewer units on site (3 stories or less) acting as General Contractor
- Owner-occupant of detached single-family home performing all plumbing work
- Owner-occupant of residential building with 6 or fewer units on site (3 stories or less) acting as Mason Contractor

**CHICAGO**  
Department of Buildings  
2019 CHICAGO CONSTRUCTION CODES

**Applicant Acting as General Contractor**

**Application Details**  
Project Address: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

**Certification by Occupant of Property as Primary Residence**  
By signing below, I certify that:  
 • I am named in the permit application as primary applicant.  
 • I live at the property where work will be done under this permit. This property is my primary (main) residence.  
 • The property will contain, upon completion of work under this permit:  Less than equal units in a non-residential use or  Less than equal units in a residential use.  
 • The property does not currently contain any non-residential uses and the property will not contain any non-residential uses upon completion of work under this permit.  
 • During this calendar year, I have not claimed another property as my primary residence for the purpose of obtaining a contractor licensing certification.  
 • I am assuming of the responsibilities assigned to a general contractor by the Municipal Code of Chicago, including but not limited to ensuring that construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

**Certification by Representative of Governmental Entity**  
By signing below, I certify that:  
 • I am an authorized representative of the local, state, federal, or foreign governmental entity named as primary applicant in the associated building permit application.  
 • The property where work will be performed under this permit is owned or controlled by the governmental entity.  
 • Work under this permit will only be performed by employees of the governmental entity, not contractors or independent contractors.  
 • The governmental entity named as primary applicant is assuming all the responsibilities assigned to a general contractor by the Municipal Code of Chicago, including but not limited to ensuring that construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

**Instructions**  
 Form 401-PC must be completed when the primary applicant listed in the building permit application intends to act as general contractor without a primary contractor license. The primary applicant (or an authorized representative of a governmental entity) is required to verify digital signatures and facsimile signatures are acceptable. If this form is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.  
 Fields and sections marked with a red star (\*) are required. Where a section is applicable, all fields in that section are required.  
 Form 401-PC available at [www.chicago.gov/permits](http://www.chicago.gov/permits) Form 401-PC Rev. 11/13/2023

**Mason Contractor**  
 I am a mason contractor by the 2019 Chicago Construction Codes.  
 I am assuming of the responsibilities assigned to a mason contractor by the Municipal Code of Chicago, including but not limited to ensuring that construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

**Plumbing Work**  
 I am performing plumbing work under this permit.  
 I am assuming of the responsibilities assigned to a plumbing contractor by the Municipal Code of Chicago, including but not limited to ensuring that construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

**Form 401-PC**  
 Form 401-PC must be completed when the primary applicant listed in the building permit application intends to perform plumbing work without a plumbing contractor license. The primary applicant (or an authorized representative of a governmental entity) is required to verify digital signatures and facsimile signatures are acceptable. If this form is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.  
 Fields and sections marked with a red star (\*) are required. Where a section is applicable, all fields in that section are required.  
 Form 401-PC available at [www.chicago.gov/permits](http://www.chicago.gov/permits) Form 401-PC Rev. 11/13/2023

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## Form 402

An excavation certification and supporting documents must be uploaded if:

- Excavation (including demolition) more than 5 feet below grade and within 5 feet of a building on another lot
- Excavation more than 5 feet below grade and within 5 feet of the public way (street, sidewalk, alley, etc.)
- Excavation more than 10 feet below grade at any location

**CHICAGO**  
Department of Buildings  
2019 CHICAGO CONSTRUCTION CODES

**Excavation Certification**

**Application Details**  
Project Address: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

**Certification by Property Owner or Property Owner's Agent**  
By signing below, I certify:  
 • I am an owner of the property (real estate) where the excavation work is to be performed or I am authorized to act as agent of the property owner(s) for the purpose of executing this excavation certification and obtaining a permit for excavation work.  
 • The requirement to notify owners of adjacent properties (described below) has been complied with as of:  
 Date notice(s) mailed or personally delivered  Earliest date excavation work may begin (30 days after notice date)  
 • A copy of the notice and proof of mailing and/or affidavits of personal delivery are attached to this form.

**Certification by Licensed Design Professional**  
By signing below, I certify:  
 • I have evaluated the property where work is to be performed and the scope of work described in the permit application noted above. In my professional opinion as an Illinois-licensed architect or structural engineer, (select one)  
 This work **REQUIRES** reinforcement or bracing to protect the public way or  This work **DOES NOT REQUIRE** reinforcement or bracing to protect the public way or structures on adjacent properties.

**Instructions**  
 This form must be completed and signed by both the property owner (or agent) and an Illinois-licensed architect or structural engineer and filed with the building permit or wrecking permit application when the permit includes excavation, construction, or demolition work occurring either:  
 • More than 5 feet vertically below existing grade and within 5 feet horizontally of a building or structure on a different lot.  
 • More than 5 feet vertically below existing grade and within 5 feet horizontally of the public way (including sidewalks, streets, and alleys).  
 • More than 10 feet vertically below existing grade at any location.  
 Fields and sections marked with a red star (\*) are required.  
 Excavation work must be performed or overseen by a general contractor. Where a property owner is authorized to act as general contractor pursuant to Chapter 4-36 of the Municipal Code, a certificate of liability insurance naming the City of Chicago as an additional insured on a primary, non-contributory basis and meeting other requirements for general contractor insurance must be submitted with this form.  
 Digital, electronic and facsimile signatures and seals are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.  
**Notice Requirement**  
 Before submitting this form, the property owner must provide written notice to the owners of adjacent properties of the anticipated start date and

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# Form 408C or 408R

- To facilitate compliance with the Energy Code, an architect or engineer must complete and seal a compliance form and file it with the building permit application.
- The information required on this form is in addition to the energy information that is required on the construction documents.

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## Summary of Compliance Methods

There are multiple methods for demonstrating compliance with the 2022 Chicago Energy Transformation Code. The Department of Buildings has prepared the following summary of requirements for each compliance method to assist permit applicants. Different compliance methods are available for nontransient residential buildings up to 4 stories (Group R-2, R-3, R-4 and R-5 occupancies) and all other projects.

### Compliance Methods (Commercial)

The commercial provisions of the Chicago Energy Transformation Code apply to buildings with more than four stories above grade plane. Commercial projects must demonstrate compliance with the following methods:

COMcheck Compliance Certificate (2021 IECC)	
COMcheck Compliance Certificate (2019 ASHRAE 90.1)	
COMcheck Compliance Certificate (2022 CETC)	
CETC Prescriptive Path	
CETC Total Building Performance Method	
ASHRAE 90.1 Prescriptive Path	
ASHRAE 90.1 Energy Cost Budget	
ASHRAE 90.1 Performance Rating Method	+
Phius Certification	+
2020 NGBS Certification – Gold	+
2020 NGBS Certification – Emerald	+

## Energy Code Advice

Do you need advice on navigating the Energy Transformation Code?

Visit [Chicago.gov/energycode](http://Chicago.gov/energycode) for an overview of compliance methods and Chicago-specific requirements.

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# Self-Cert Documents

- Professional Statement
- Applicant Form
- Debt Clearance

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## Form 410

The Self-Certification Professional Statement (Form 410) must be completed by you and uploaded with every self-certified permit application.

This form acknowledges your compliance with the Self-Cert Rules.

*(Look for an updated version when the updated rules take effect in February.)*

**Self-Certification Professional Statement**  
SELF-CERTIFICATION PERMIT PROGRAM

**Application Details**

\* Project Address  \* Permit Application Number

**\* Certification by Self-Certification Professional**

By signing and sealing this form, I certify:

- I am currently registered as a Self-Certification Professional, and I meet all eligibility requirements set forth in Rule O of the Rules for the Self-Certification Permit Program effective January 3, 2020 ("the Rules").
- I have determined that this scope of work is eligible to use the Self-Certification Permit Program pursuant to the Rules.
- I have determined, pursuant to the Rules, that this scope of work:
  - Does NOT require a Structural Peer Review Report.
  - Requires a Structural Peer Review Report and one is included with the application.
- I have reviewed all documents being submitted in connection with this permit application, including any documents prepared and signed or sealed by others, and I have determined that the work described in the permit application and construction documents will conform to the requirements of the Chicago Construction Codes.
- Before submitting this application for review by the Department of Buildings, I have obtained all approvals required by the Chicago Construction Codes and resolved any questions I have about how to apply the Chicago Construction Codes to the proposed work.
- This Self-Certification Professional Statement and all other documents which are part of this permit application and sealed by me were prepared in accordance with the standard of care applicable to the practice of architecture in the State of Illinois.
- All information and assertions made by me in this permit application are true and correct.
- I understand and will comply with my ongoing obligations under Rule T of the Rules.
- I understand that the City of Chicago is relying on the truth and accuracy of this Self-Certification Professional Statement as the basis for issuing a permit, and such permit will be subject to field inspection and/or audit in accordance with the Rules.

\* Signature

\* Printed Name

\* Date

\* Illinois License Number

\* Professional Seal

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## Form 411

The Applicant Acknowledgment and Hold Harmless (Form 411) must be completed by your client and uploaded with every self-certified permit application.

This form acknowledges conditions of participation in the Self-Cert program.  
*(Look for an updated version when the updated rules take effect in February.)*

**Applicant Acknowledgement and Hold Harmless**  
SELF-CERTIFICATION PERMIT PROGRAM

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**Application Details**

\* Project Address  \* Permit Application Number

**Permit Applicant Acknowledgement of Self-Certification Permit Program Terms**

By signing below, I acknowledge:

- I have authorized this permit application to be submitted under the City of Chicago's Self-Certification Permit Program and understand that it will be subject to the program's rules, which are available on the Department of Buildings web site.
- Under the Self-Certification Permit Program, an Illinois-licensed architect or structural engineer who has completed additional training with the Department of Buildings (a "Self-Certification Professional") takes full responsibility for code compliance of proposed work for small and mid-sized projects that do not present unusual hazards. For some types of work, an additional architect or structural engineer must prepare a Structural Peer Review Report to verify the structural design is code compliant. The City conducts only limited reviews of the proposed work before issuing the permit, resulting in a shorter permitting process.
- The permitted work is subject to both field inspection and audit after the permit has issued.
- I have reviewed the permit application (including the associated drawings) with the Self-Certification Professional and, to the best of my knowledge, the application accurately and completely describes the existing condition of the property and the scope of intended work, including the contractor(s) that will perform the work.
- If I later become aware that the permit application contains any false or inaccurate statement, I have an obligation to notify the Department of Buildings in writing.
- If it is later determined during field inspections or post-issuance audit of the permit application that the proposed work does not comply with the Chicago Construction Codes, the permit applicant and/or property owner will be responsible for undertaking additional work, at their own expense, to bring the property into compliance and/or to remove noncompliant work.

\* Signature  \* Date

\* Printed Name  \* Role

**Hold Harmless Agreement**

By signing below, I agree:

- I the owner of the property where work will be performed or I am authorized to act on behalf of the owner.
- The permit applicant and/or owner of the property where work will be performed will protect, defend, indemnify and hold harmless the City of Chicago and its officers, representatives, agents, and employees against any and all claims, liabilities, judgments, costs, expenses, delays, demands, or injuries arising out of or in any way connected with the design, construction, code compliance review, or issuance of a permit based on this application.
- The permit applicant and/or owner of the property where work will be performed will promptly take all action necessary to bring the project into conformance with the Chicago Construction Codes including but not limited to securing a revised permit, modifying work performed under the conditional permit, or removing work performed under the conditional permit, at no cost to the City of Chicago, if the Department determines through a field inspection or post-issuance audit that the self-certified drawings and/or work performed under the conditional permit do not comply with the Chicago Construction Codes.

\* Signature  \* Date

\* Printed Name  \* Role

**Instructions**  
This form must be completed and uploaded to the 'Documents' folder in ProjectDox for each permit application submitted under the Self-Certification Permit Program.

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## Debt Clearance Certificate

Building permits cannot be issued if the permit applicant or property owner has unresolved city debt.

In the self-certification process, you (or an expediter) must apply for a "Debt Clearance Certificate" before you apply for the building permit.

Apply at: **Chicago.gov/permitdebt**

The certificate is valid for 120 days. (This means it must be uploaded to ProjectDox within this time.)

**City of Chicago** | The Official Website

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**Building Permit Applicant Debt Check Request Form**

Please use this form to request a debt clearance certificate from the Department of Finance.

The debt clearance certificate will be valid for 120 days from issuance. Currently, this website is not accepting requests for debt clearance certificates.

A debt clearance certificate obtained through this site will not be valid under any other permit or licensing process may delay processing of your permit or license application.

**WHO IS REQUESTING THIS DEBT CLEARANCE CERTIFICATE?**

Requests may only be filed by a registered self-certification architect or licensed expediter.

**Architect/Expediter Name (\*)**

**Registration / License Type (\*)**  Registered Self-Certification Architect

**Registration / License Number (\*)**

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# Other Paperwork

- House Number Certificate
- Survey
- Demo Permit
- Geotech Report
- Public Way Use

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## House Number Certificate

A house number certificate must be obtained before an application is started for:

- New principal buildings (not required for accessory buildings without dwelling units, such as garages and sheds)
- Building alterations that will relocate the main building entrance
- Building additions that will use a separate street address



**House Number Certificate**  
City of Chicago Department of Transportation  
Division of Maps and Plats

This certificate is valid only for the type listed below:  
New Construction Date of Issue: 03/19/2020

Certificate Number: 08700

**This is to certify that the correct number of the building is:**  
SEE SITE PLAN AND PLAT FOR LEGAL DESCRIPTION ATTACHED

**In the City of Chicago in number**  
104 N FLORIDA ST

In accordance with plats on file and approved by the Division of Maps and Plats of the City of Chicago, By order of the Commissioner of the Department of Transportation

**Gia Biagi**  
Commissioner of Transportation

Any Variation or changes made to the site plan will invalidate this certificate

When the permit that the above listed address will be corrected to the Office of Emergency Management and Communications. This is the address to which the CHIEF OF POLICE and FIRE DEPARTMENTS will respond in the event of an EMERGENCY. The above address of your building must be located on the active address roll clearly labeled. This will also be the location of the fire alarm panel where fire alarm system is required. The panel must be located within hearing distance of the entrance, as approved by the Fire Prevention Bureau during the Plan Review Process.

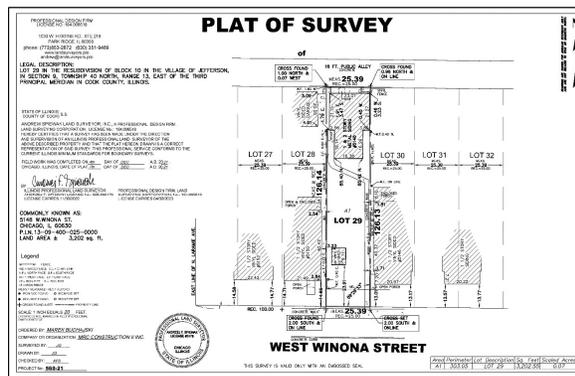
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## Survey

A plat of survey, prepared by an Illinois-licensed land surveyor, must be submitted with a permit application for the following types of work:

- Erecting a new building
- Adding new occupiable floor area to an existing building
- Relocating an existing building
- Work affecting exterior openings or party walls

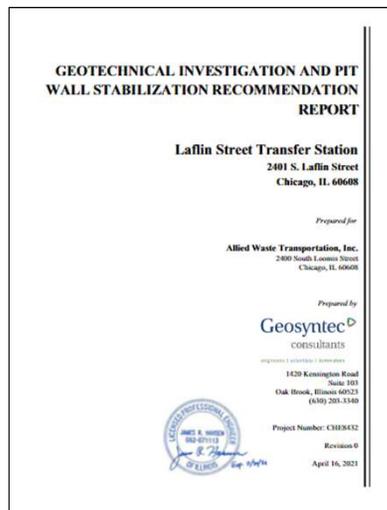


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## Geotechnical Report

- For very small projects, a report is not required.
- For some mid-sized projects, the report is not required for permit but must be obtained and confirm the assumptions used for structural design prior to the start of work.
- For larger projects, a geotechnical report must be submitted with the permit application as a basis for structural design (incl. self-cert).



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## Demolition Permit

A permit for construction that anticipates demolition of an existing structure may not be issued without a substantially complete demo permit application or issued demo permit.

The construction permit is conditional, subject to lawful demolition of the existing buildings and existing structures before occupancy.

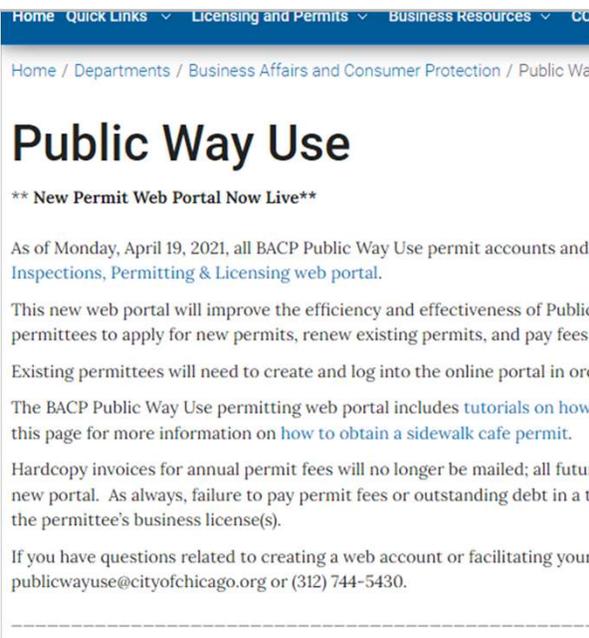


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## Public Way Use

- Online application, processed by the Department of Business Affairs and Consumer Protection (BACP)
- 5-year duration
- May require City Council approval
- Cannot be used for required building features (egress door swing, insulation, etc.)



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## Audience Q&A Session

① Start presenting to display the audience questions on this slide.

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## Construction Documents

- Code Compliance Summary
- Site Plan
- Other Requirements

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## Code Compliance Info

Applicants must summarize code compliance on the 1st or 2nd page of the construction documents. This information may be presented in the form of a matrix, a narrative, or diagram(s), so long as all necessary information is included.

### Sample Code Compliance Matrix – Chicago Zoning Ordinance and 2019

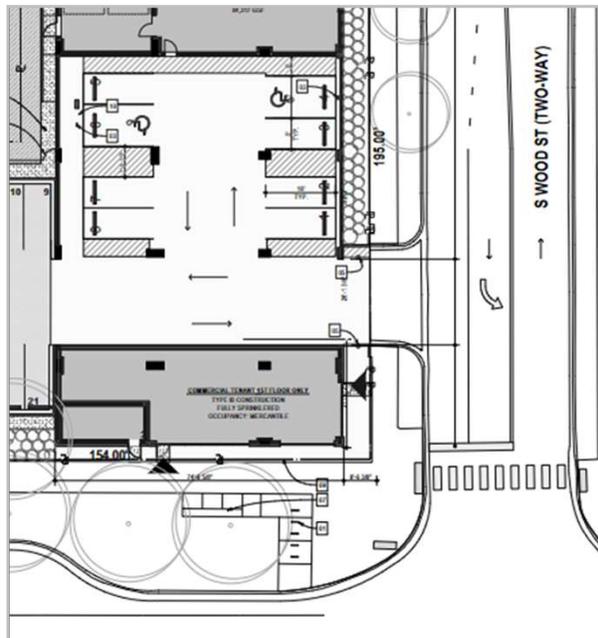
The Zoning Ordinance portion of this sample matrix should be completed and incorporated into the construction documents for every building permit which requires an application. The remainder of this document is only a suggestion, and you may omit rows that do not apply to your project or elect to use another format to summarize. Format adequately directs a reviewer to the specific sheet or location in the permit application documents where the requirement is shown to be met. Additional data may be included.

Item	Subject	Code Reference	Ordinance Requirement
<b>Chicago Zoning Ordinance Requirements</b>			
Z.01	Zoning District / Planned Development No.	zoning map	
Z.02	Existing Zoning Use(s)	17-17-0100	
Z.03	Proposed Zoning Use(s)	17-17-0100	
Z.04	Chicago Landmark Designation	recorded deed restriction	
Z.05	Lakefront Protection District	zoning map, Ch. 16-4	
Z.06	Zoning Overlay District	zoning map, Ch. 17-7	
Z.07	Pedestrian Street	zoning map, 17-3-0500	
Z.08	Lot Area	17-17-0302	
Z.09	Floor Area Ratio (FAR)	varies by district	
Z.10	Total Floor Area	17-17-0305, varies by district	
Z.11	Building Height	17-17-0311, varies by district	
Z.12	Front Setback	17-17-0306, varies by district	
Z.13	Combined Side Setbacks	17-17-0308, varies by district	
Z.14	Rear Setback	17-17-0307, varies by district	
Z.15	Rear Yard / On-site Open Space	17-2-0207, 17-4-0410	
Z.16	Number of Dwelling Units	varies by district	
	Number of Efficiency Units (include above)	varies by district	
Z.17	Number of Off-street Parking Spaces	17-10-0200	
	EVSE-ready Parking Spaces (include above)	17-10-1011 (eff. 11/1/20)	
Z.18	Number of Off-street Loading Spaces	17-10-1100	
Z.19	Landscape Ordinance Compliance	Ch. 17-11	
Z.20	Townhouse Development Standards	17-2-0500	
Z.21	Planned Development Standards	Ch. 17-8	
Z.22	Open Space Impact Fee Worksheet	Ch. 15-18	
Z.23	Affordable Requirements Ordinance (ARO) Forms	Ch. 2-44	
Z.24	Plot of Survey	17-13-1303-B	
<b>2019 Chicago Building Code Requirements</b>			
B.03.01	Proposed Occupancy Classification(s)	14B-3-302.1	--
B.03.02	Existing Occupancy Classification(s)	14B-3-302.6, Ch. 14B-3	--
B.04.01	Special Occupancy Conditions	Ch. 14B-4	

City of Chicago Department of Buildings

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## Site Plan

Construction documents must include a scaled site plan showing:

- The size and location of existing and proposed structures on the lot
- Distances from buildings and structures to property lines
- The established grade of the adjoining public way
- Proposed finished site grade(s)

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## Occupancy and Use

Construction documents must indicate the existing and proposed occupancy classification and use designation of every existing building, and every building proposed to be erected, added to, or moved onto the lot under the permit.

Chapter / Article	Ordinance Requirement	Actual
<b>REQUIREMENTS</b>		
14B-3-201 4B-4-406.3.1	occupancy:	R-2 residential
14B-3-201, 4B-4-406.3.1	occupancy:	M mercantile
14B-3-201, 4B-4-406.3.1	occupancy:	S storage
14B-3-201, 4B-4-406.3.1	occupancy:	A-3 assemblies
14B-5-508.4	Separated occupancies shall be individually classified in accordance with 302.1. Each separated space shall comply with this code based on the occupancy classification of that portion of the building. The most restrictive provisions of Chapter 9 that apply to the separate occupancies shall apply to the total non fire-barrier-separated occupancy areas. Occupancy separations that serve to define fire area limits established in Chapter 9 for requiring a fire protection system shall also comply with Section 901.7.	complies
4B-5-508.4.2	In each story, the building area shall be such that the sum of the ratios of the actual building area of each separated occupancy divided by the allowable building area of each separated occupancy shall not exceed 1.	complies

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### Special Occupancies and Uses

Interim Chicago Fire Prevention Code (Title 14F)	Chicago Building Code (Title 14B)
Acetylene gas (15-4-160, Ch. 15-26)	• Aircraft-related occupancies (412)
Aerosols (15-26-790)	• Ambulatory care facilities (422)
Ammonium nitrate (15-4-130, Ch. 15-28, Art. VI)	• Atriums (404)
Asphalt, tar, pitch, resin, and paraffin (Ch. 15-28, Art. V)	• Combustible storage (413)
Calcium carbide (15-4-160, Ch. 15-26)	• Groups I-1, R-1, R-2, R-3, R-4, and R-5 (420)
Chlorine gas (15-26-800)	• Group I-2 (407)
Combustible solids, including combustible fibers (Ch. 15-28, Art. XII)	• Group I-3 (408)
Corrosive liquids (15-4-130, Ch. 15-28, Art. X)	• Hazardous materials (414)
Dipping and roll coating (Ch. 15-24, Art. VII)	• High-rise buildings (403)
Dry cleaning (Ch. 15-24, Art. IX)	• Live/work units (419)
Drying activities (Ch. 15-24, Art. VIII)	• Motion picture projection rooms (409)
Explosives (15-4-300, Ch. 15-20)	• Motor-vehicle related occupancies (406)
Energy storage systems (Ch. 14F-12)	• Stages, platforms, and technical production areas (410)
Firewood (15-4-256, -257)	• Special amusement buildings (411)
Flammable liquids (15-4-210, Ch. 15-24, Arts. II-V)	• Underground buildings (405)
Fuel oil (15-4-258, -259)	
Fume hazard gas (15-4-130, 15-4-230)	
Hazardous chemicals	

## Special Occupancies/Uses

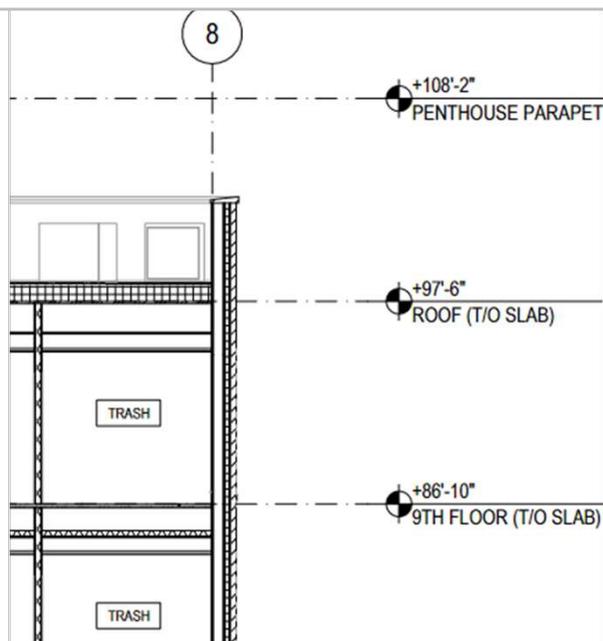
The permit application and construction documents must indicate where an existing or proposed building contains an occupancy or use for which specialized requirements are provided in the Chicago Fire Prevention Code or Chapter 4 of the Chicago Building Code.

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## Height and Area

Where height and area measurements determined in accordance with the Zoning Ordinance differ from the measurements determined in accordance with Chapter 2 of the Chicago Building Code (usually), both measurements must be indicated on the construction documents, and the basis of measurement must be clearly identified.



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FIRE SEPARATION	construction classification primary structural frame	14B-6-601	I-B: 2 hr and per
	construction classification exterior bearing walls	14B-6-601	I-B: 2 hr and per 602
	exterior bearing walls fire separation distance 5 <X<10	14B-6-602	I-B construct R-2, M, A-3
	exterior bearing walls fire separation distance X>30	14B-6-602	I-B construct R-2, M, A-3
	exterior nonbearing walls fire separation distance 5 <X<10	14B-6-601	I-B construct R-2, M, A-3
	exterior nonbearing walls fire separation distance X>30	14B-6-601	I-B construct R-2, M, A-3
	exterior nonbearing walls fire separation distance X>30	14B-6-602	I-B construct R-2, M, A-3
	construction classification interior bearing walls	14B-6-601	I-B: 2 hr
	construction classification interior nonbearing walls and partitions	14B-6-601	I-B: 0 hr
	construction classification floor construction and associated secondary members	14B-6-601	I-B: 2 hr
	construction classification roof construction and associated secondary members	14B-6-601	I-B: 1 hr

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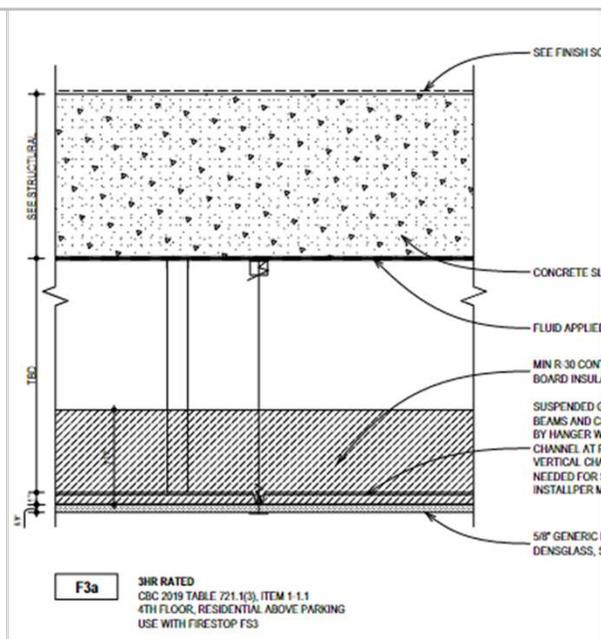
## Construction Type

Construction documents must indicate the construction type as determined in accordance with Ch. 6 of the Chicago Building Code.

Construction type must be determined for existing buildings. Resource A, at the end of the Chicago Building Rehabilitation Code, may be used to determine the equivalent fire-resistance or fire-protection rating of archaic materials.

## Fire Resistance

Construction documents must indicate the fire-resistance rating or fire-protection rating and basis of the rating for all elements, components, and assemblies where a fire-resistance rating is required by the Chicago Construction Codes.



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## Fire Protection Systems

Construction documents must indicate the general type and location of fire protection systems, including:

- Fire pump and riser rooms
- Automatic sprinkler systems (NFPA 13, 13R, or 13D)
- Alternative automatic fire-extinguishing systems
- Standpipes
- Portable fire extinguishers
- Fire alarm and detection systems
- Smoke control systems
- Smoke and heat removal features
- Fire command centers
- Fire department connections
- Fire pumps
- City fire alarm boxes

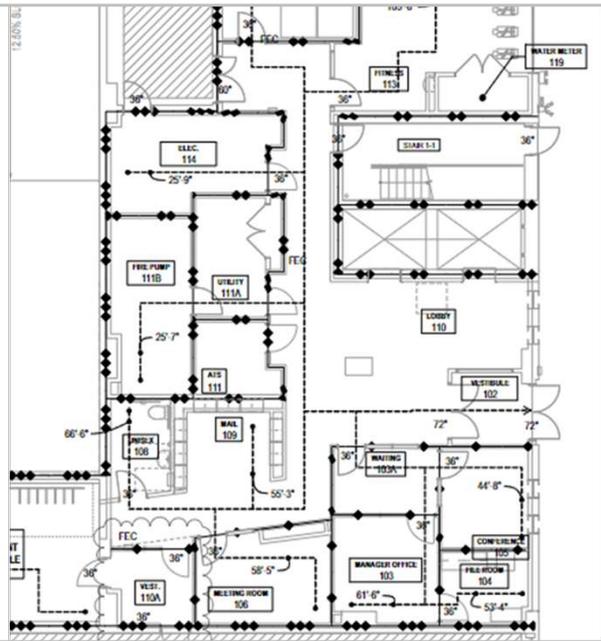
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## Means of Egress

Construction documents must show the location, construction, size, and character of all portions of the means of egress, including the path of discharge to the public way.

To meet this requirement, it may be necessary to provide occupant load and/or egress diagrams separate from the building floor plans.



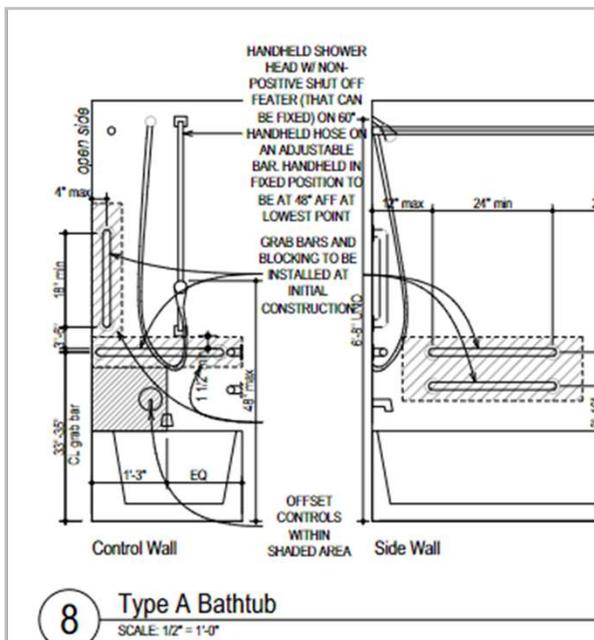
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## Accessibility

The seal of a registered design professional is a certification that the construction documents comply with the applicable accessibility requirements of the Chicago Construction Codes and the Illinois Accessibility Code.

This provision does not prevent plan examination or inspection to confirm compliance with accessibility requirements.



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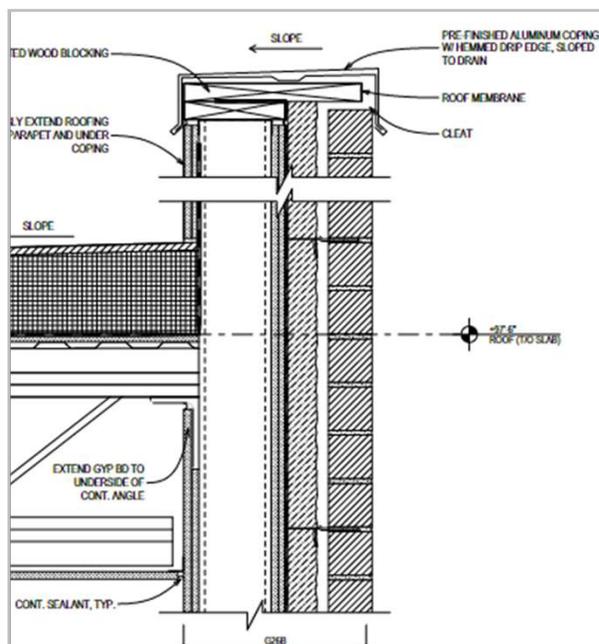
## Energy Efficiency

In addition to the Energy Code compliance form, construction documents must include the following details related to energy performance for all materials or systems to be installed under the permit:

- Insulation materials and R-values
- Fenestration U-factors and solar heat gain coefficients (SHGCs)
- Area-weighted U-factor and solar heat gain coefficient calculations
- Mechanical system design criteria
- Mechanical and service water heating equipment type, size, and efficiency
- Economizer description
- Equipment and system controls
- Fan motor horsepower and controls
- Duct sealing and duct and pipe insulation locations
- Lighting fixture schedule with wattage and control narrative
- Location of required daylight zones
- Air sealing details

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## Building Envelope

Construction documents must detail the exterior wall in sufficient detail to determine compliance.

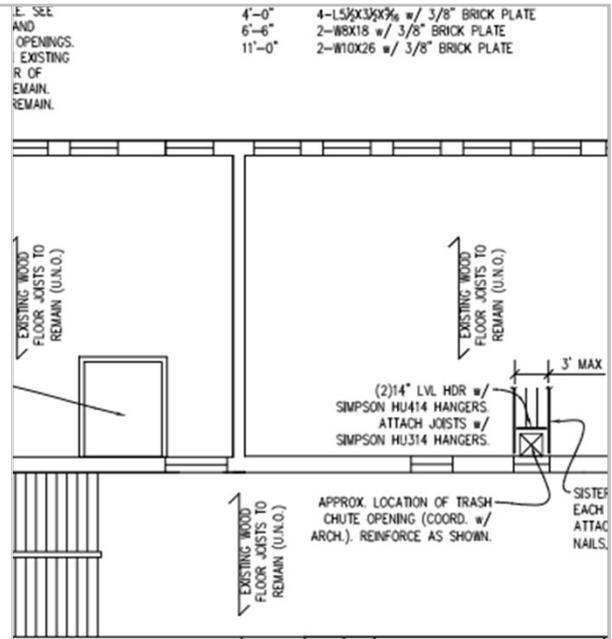
The code requires showing details of the exterior wall envelope including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves, and parapets, means of drainage, water-resistant membrane, and details around openings.

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## Structural Information

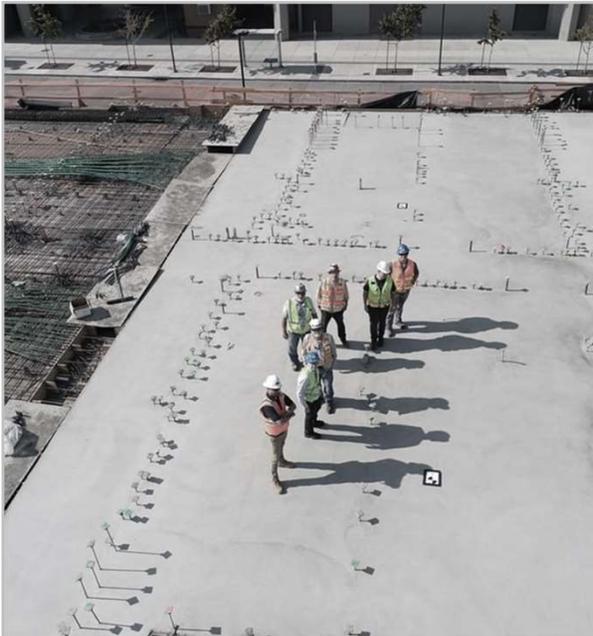
Construction documents must include information specified in the code, including:

- Floor live load(s)
- Roof live load
- Roof snow load data
- Wind design data
- Earthquake design data
- Geotechnical information
- Special loads (where applicable)



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## Concrete

For structural concrete work, construction documents must include information specified in Section 1901.5, including:

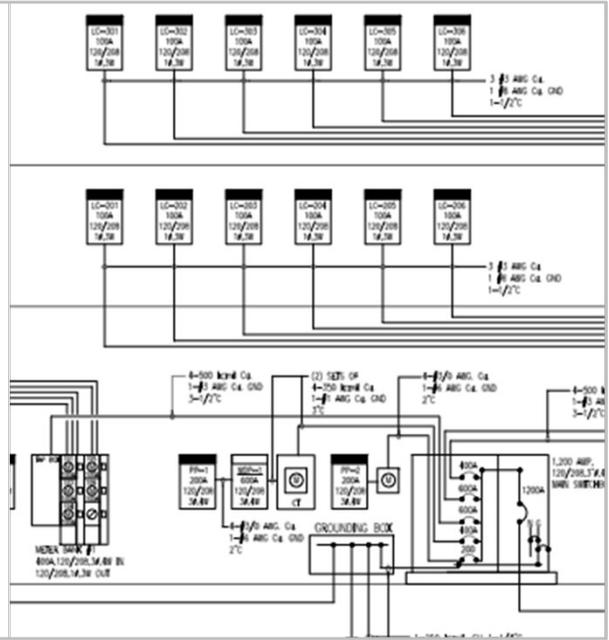
- Compressive strength of concrete at specific age(s)
- The specified strength or grade of reinforcement
- The size and location of structural elements, reinforcement, and anchors

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### Electrical Information

Separate electrical drawings (E sheets) are required for:

- Residential > 2 stories abv. grade
- Non-residential > 1 story or greater than 10,000 ft<sup>2</sup>
- Services rated 400 amps +
- Certain electric and illuminated signs
- Emergency electrical power systems



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1	10.239	3.00	N/A	KING ELECTRIC KDSRU2030-1	208	14.4
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**ELECTRIC HEATER NOTES**

CEILING OR RECESSED-MOUNTED HEATERS. ALL ELECTRIC HEATERS SHALL BE FURNISHED BY THE MECHANICAL CONTRACTOR. HEATERS SHALL BE U.L. LISTED, HAVE STANDARD SAFETY FEATURES, AND BE WIRING DIAGRAMS AND PHASES AS REQUIRED, AND HAVE A MINIMUM 5 YEAR WARRANTY.

ENAMELED FINISH WITH COLORS APPROVED BY ARCHITECT.

HEATERS TO BE U.L. LISTED FOR ZERO CLEARANCE TO COMBUSTIBLE SURFACES, BEAR U.L. LISTED LABELING AND MARKING. TERMINAL BOX, CONTROL CABINET, REMOTE CONTROL CABINET AND ELEMENT HOUSING SHALL BE U.L. LISTED.

**FURNACE SCHEDULE**

HEATING AND COOLING FURNACE WITH DX COOLING COILS, CARRIER OR TRANE EQUALIZER SERIES, CARRIER INFINITY SERIES, VARIABLE SPEED, DIRECT VENT-CLOSED COMBUSTION, MULTIPHASE

FURNACE TAG	CARRIER MODEL NO.	RATED HEATING OUTPUT (MBH)	MAX/MIN AIR QUANTITY (CFM)	MIN AIR PRESSURE ("SP)	BLOWER MOTOR (HP)	MAXIMUM COOLING CAPACITY TOTAL (TONS)	FURNACE SIZE ("Dx" H)
F-1	59SC5A040 S17-12	40/39	1100	0.4	1/2.	2 to 3 TON	29.5x36
F-2	59SC5A060 S17-14	60/58	1200	0.4	1/2.	2 to 3 TON	29.5x36

**FURNACE NOTES:**

CARRIER COMFORT SERIES GAS-FIRED, CONDENSING-TYPE, UP-FLOW, MULTIPHASE, FURNACE (AFUE) OF 95 PERCENT; HIGH/LOW INPUT AND OUTPUT UP TO 1 HP, 120 VOLT/1 PHASE, 4 WIRE CONNECTION, CARRIER CASED, A-TYPE MATCHING R-410A COOLING COIL, WITH PLENUM

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### HVAC Information

Construction documents involving mechanical heating, ventilation, refrigeration, and/or fuel gas systems must establish code compliance.

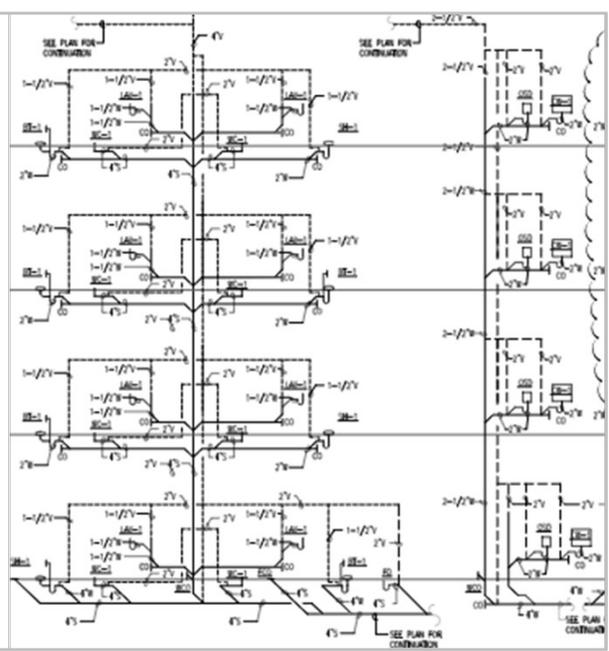
If ventilation work, must include ventilation schedules in the format specified in Section 18-28-403.14 of the Mechanical Code.

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### Plumbing Information

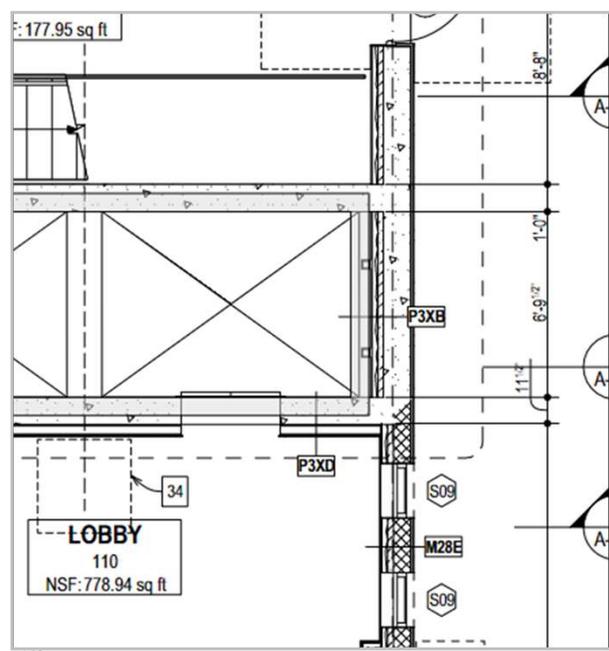
Construction documents must show the size and location of all water distribution, sewerage, and drain pipes and the location and type of all plumbing fixtures.

Construction documents should include calculations or schedules to show compliance.



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### Conveyance Devices

Construction documents must indicate the general type and location of conveyance devices (elevators, escalators, moving walks, etc.) within or serving the work area.

Show elevator cab dimensions if required for accessible means of egress, fire service, or paramedic access

### Rehabilitation Work

Where rehabilitation work is limited to repairs, Level 1 alterations, and/or change of occupancy (without alterations), DOB may waive any requirement for the construction documents that is not necessary to determine code compliance.  
(But get approval in advance.)

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### Permit Issuance

- Paying for the Permit
- Inspections
- Revision Permits

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## Pay for the Permit

You will be emailed when your permit is ready to issue.

The balance of the permit fee may be paid online or at a Department of Finance payment center.

Stamped construction documents can be downloaded from ProjectDox.

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## Starting Work

Work cannot start until you have paid the permit fee, printed the permit certificate and posted it at the work site.

Progress inspections must be requested online.

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## Revision Permits

### Overview

A revision permit is required when changes are made to the design or scope of work after a building permit is issued. If the changes involve an increase to the originally-permitted area of work, reconfiguration affecting massing, height, or construction type then the original permit may need to be voided and an entirely new permit issued.

### General Requirements

- A revision permit is a separate permit that is cross referenced to the original permit number when the original permit is modified after permit issuance.
- A new permit application must be created and a new application number generated by the permit system (iFansen).
- Revised construction documents are required. These are submitted to the City electronically through the permit system. Revised construction documents must be prepared, signed and sealed by the same architect or engineer who prepared the original construction documents.

## Revisions

All self-cert revisions require written **preapproval** from DOB.

Follow DOB **requirements** for revision permits when preparing construction documents.

Significant changes may require a **replacement** permit.