



CITY OF CHICAGO

# DEPARTMENT OF BUILDINGS

## Memorandum

**To:** Registered Self-Certification Architects; Self-Certification Project Managers

**From:** Judith Frydland, Commissioner 

**Date:** June 19, 2017

**RE:** **New Online Process for Pre-Permit Debt Clearance  
Required for Self-Certification Permits Beginning July 10, 2017**

I am excited to announce a new online process for registered self-certification architects to work directly with the Department of Finance prior to submitting a self-certified building permit application to determine if permit applicants and/or property owners have outstanding debt that could delay permit issuance. The new process will be available beginning June 26, 2017, and will be mandatory for all self-certification permit applications submitted on and after July 10, 2017.

### STEP 1

Visit [www.cityofchicago.org/PermitDebt](http://www.cityofchicago.org/PermitDebt).

### STEP 2

Provide basic information about the address of work to be permitted, permit applicant, and property owner(s). If the permit applicant is a corporation or other business entity, you must identify any person or entity that owns more than 25% of the applicant. To help you gather the required information from your clients, a worksheet is attached.

### STEP 3

Within 7 business days of your request, the Department of Finance will issue a Debt Clearance Certificate by e-mail. The certificate will either state that no debt is due or identify outstanding debt.

### STEP 3B

If debt is identified, take a copy of the Debt Clearance Certificate to the payment center, City Hall room 107A, to resolve the debt. Then, go to City Hall room 700 to obtain an approval stamp on the Certificate.

### STEP 4

Complete a self-certification permit application online. After receiving your E-Plan invitation, upload the drawings and other forms as usual. Upload the Debt Clearance Certificate into the "Document Submittals" folder. A Debt Clearance Certificate is valid for 120 days from issuance.

### STEP 5

A Department of Buildings project manager will validate the uploaded Debt Clearance Certificate as part of the permit issuance process.

# Worksheet: Pre-Permit Debt Clearance Request

*Tips to expedite processing of your request:*

- Resolve known debt(s) to the City of Chicago before applying for a Debt Clearance Certificate.
- For individuals, provide a residential address; for businesses, provide the main office address.
- Provide a drivers' license or state ID number to help identify individuals, especially ones with common names.
- If any person or entity uses a nickname or assumed name, provide both the full legal name and nickname or assumed name.

<b>1. Who is requesting the Debt Clearance Certificate?</b>	
Architect / Expediter Name:	
Registration / License Type:	<input type="checkbox"/> Registered Self-Cert. Architect <span style="margin-left: 100px;"><input type="checkbox"/> Licensed Expediter</span>
Registration / License Number:	
Phone Number:	
E-mail Address:	

<b>2. Building Permit Information</b>	
Project Street Address:	
Estimated Permit Application Date:	<i>please allow 7 business days to obtain a Debt Clearance Certificate</i>

<b>3. Permit Applicant Information</b>			
<i>This information must match the information you provide on the permit application.</i>			
Name:			
Street Address:			
City:			
State:		Zip:	
Country:			
What type of address is this?	<input type="checkbox"/> residence <span style="margin-left: 100px;"><input type="checkbox"/> business</span>		
Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		
Is this permit applicant a corporation, partnership, limited liability company or other legal entity?	<i>If no, skip to part 5.</i>		
Does any person or entity own, directly or indirectly, more than 25 percent of the permit applicant?	<i>If no, skip to part 5.</i>		

<b>4. Permit Applicant Ownership Information</b>				
<i>Because the applicant is a corporation, partnership, limited liability company or other legal entity, you must disclose each person or entity owning, directly or indirectly, more than 25 percent of the interest in such applicant or owner.</i>				
<b>Applicant Owner 1</b>	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence <span style="margin-left: 100px;"><input type="checkbox"/> business</span>		
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		

*Part 4 continues on page 2.*

#### 4. Permit Applicant Ownership Information (*continued*)

<b>Applicant Owner 2</b>	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence		<input type="checkbox"/> business
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		
<b>Applicant Owner 3</b>	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence		<input type="checkbox"/> business
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		

#### 5. Does the permit applicant own the property where work is to be performed?

Is the permit applicant the sole owner of the property where the work is to be performed? (If the permit applicant is a tenant, answer no.)	<input type="checkbox"/> yes ( <i>Skip to part 7.</i> ) <input type="checkbox"/> no
<i>If the owner(s) of the property is/are different than the name(s) shown on the most recent recorded deed, please explain in "Additional Information" to avoid processing delays. Recorded deeds can be viewed for free at <a href="http://www.cookrecorder.com">www.cookrecorder.com</a>.</i>	
<i>If the permit applicant is a tenant, you may assume that the landlord named on the written lease is the property owner.</i>	

#### 6. Property Owner Information

*Because the permit applicant is not sole owner of the property where work is to be performed, you must disclose each owner of the property, other than the permit applicant.*

<b>Property Owner 1</b>	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence		<input type="checkbox"/> business
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		
<b>Property Owner 2</b>	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence		<input type="checkbox"/> business
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		

*Part 6 continues on page 3.*

### 6. Property Owner Information (*continued*)

Property Owner 3	Name:			
	Street Address:			
	City:			
	State:		Zip:	
	Country:			
	What type of address is this?	<input type="checkbox"/> residence		<input type="checkbox"/> business
	Driver's License State / Number:	<i>providing this for individuals will expedite processing</i>		

*The online form allows you to identify up to 3 property owners other than the permit applicant.  
If there are more than 3 additional property owners, please identify them using the "Additional Information" field.*

### 7. Additional Information

*Please use the "Additional Information" field as directed above, or to provide any other information that will assist the Department of Finance in determining if the permit applicant and/or property owner(s) owe debt to the City of Chicago.*

### 8. Verification

*To submit an online request, you will need to attest to the following statements:*

I certify that all information provided in this form is true and complete.

I understand that if I submit false, inaccurate, or incomplete information using this form, the City of Chicago may revoke any resulting building permit and impose other penalties provided by law. A false statement of material fact made using this form may violate federal, state and/or local law, and may subject any person making such a statement to a range of civil and criminal penalties, such as a period of incarceration, fines, and an award to the City of Chicago of up to three times any damages incurred. In addition, submission of false information may result in denial of the requested City action.

The Department of Finance will issue a Debt Clearance Certificate by e-mail within 7 business days, usually sooner. A Debt Clearance Certificate is valid for **120 days from issuance**.

Failure to obtain and include a valid Debt Clearance Certificate at time of upload for self-certified projects will delay issuance of your building permit.

Questions? Please e-mail [PermitDebt@cityofchicago.org](mailto:PermitDebt@cityofchicago.org).