



CITY OF CHICAGO



DEPARTMENT OF BUILDINGS

Option to Avoid Hearing by Submitting Email Evidence of Full Compliance

Dear Respondent:

If you have completed work to correct all of the ordinance violation(s) listed in the Administrative Notice of Violation, you may be able to avoid appearing in person for your court date at the Department of Administrative Hearings by submitting evidence of the work that has been done to fully address the violation(s).

To do so, you must send all the applicable types of evidence from the following list as email attachments to doadministrativehearings@cityofchicago.org at least **10 business days before** the scheduled court (hearing) date:

- Close-up photographs of the finished work done to correct the listed violation(s)
- Wide-angle photographs that show the entire room, space, or area where work was performed to correct the violation(s)
- Copies of any building permit(s) that were obtained for the work
- Copies of the invoice(s) or receipt(s) to show you bought material to perform the work yourself or hired someone else to perform the work
- A complete and signed copy of the "Certification by Property Owner/Authorized Agent" printed on the reverse side of this letter

The email **must** include:

- The property address
- The docket number and hearing date (printed on the enclosed notice)
- Your name and daytime telephone number
- Your relationship to the property (for example, "owner" or "property manager")

If the Department of Buildings (DOB) accepts the evidence you submit as proof of full compliance, a DOB representative will request that the matter be nonsuited (dismissed) and you will be notified via email that you are not required to appear in person on the scheduled court date. If you do not receive an email response from a DOB representative indicating that the department has accepted your evidence and will request a nonsuit (dismissal), you must appear in person on the scheduled court (hearing) date.

For an electronic version of this notice, visit

<http://www.chicago.gov/content/dam/city/depts/bldgs/general/enforcement/AHemailEN.pdf>

Para leer esta notificación en español siga la liga

<http://www.chicago.gov/content/dam/city/depts/bldgs/general/enforcement/AHemailES.pdf>

CERTIFICATION BY PROPERTY OWNER OR AUTHORIZED AGENT

I, _____ (*printed name*), as property owner /authorized agent, certify that the photograph(s), repair invoice(s), paid receipt(s) and/or other evidence of compliance that were submitted to the Department of Buildings via email in connection with case number _____ (*docket number*), regarding the property located at _____ (*address*) in Chicago, Illinois, are true and correct and accurately depict the current conditions at the above stated property.

I further certify, to the best of my knowledge, that all of the above referenced construction/repair work conforms to the requirements of the Chicago Construction Codes and Chicago Zoning Ordinance. If it does not, I will immediately do whatever is necessary to correct the code and or zoning violation(s).

Property Owner

Signature: _____ Date: _____

-or-

Authorized Agent

Signature: _____ Date: _____