

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.

* Signature

* Date

* Printed Name

* Phone Number

* Email

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 structures on adjacent properties.

This work **DOES NOT REQUIRE** reinforcement or bracing to protect the public way or structures on adjacent properties.

* Signature

* Date

* Professional Seal

* Printed Name

* Phone Number

* Illinois License Number

* Email

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 evidencing \$1 million of general 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 starting date and three dimensional measurements of the proposed excavation work and other below-grade work. The notice must be delivered by certified mail, return receipt requested, or by personal delivery. Where the notice is provided by personal delivery, the person making the delivery must prepare an affidavit stating the date, time, and location of the delivery and an explanation of how the notice was delivered. The proof of mailing or affidavit of personal delivery and a copy of the notice(s) must be submitted with this form and kept at the job site.

For purposes of this requirement, applicants may rely on the tax bill records of the Cook County Treasurer (<http://www.cookcountypropertyinfo.com/>) to determine the identity and address of adjacent property owners for taxed properties. Notice must also be sent to owners of tax-exempt properties and structures in the adjacent public way, such as CTA and utility structures.

Excavation work may not begin less than **30 days** after the required notices are mailed or personally delivered.