

Application Details

* Project Address

* Permit Application Number

Certification

By signing and sealing below, I certify:

- I am the Illinois-licensed professional of record for this permit application.
- I have reviewed the corrections and comments issued by the Department of Buildings found in both the Dynamic Portal and ProjectDox systems for my scope of responsibility.
- As reflected on the certified plan corrections summary sheet(s), I do not dispute any of the corrections and I have personally made each of the noted corrections for my scope of responsibility.

Architect

Signature

Date

Professional Seal

Printed Name

Illinois License Number

Scope of Responsibility

Structural Engineer

Signature

Date

Professional Seal

Printed Name

Illinois License Number

Scope of Responsibility

Professional Engineer (MEP)

Signature

Date

Professional Seal

Printed Name

Illinois License Number

Scope of Responsibility

Instructions

For permit applications which are required to use the Certified Plan Corrections Program, a copy of this form must be completed and incorporated into the first certified plan corrections sheet in the drawing set. The certified plan corrections sheet(s) must be noted on the drawing index sheet and uploaded into the 'Certified Correction Documents' folder in ProjectDox.

The Certified Plan Corrections Program cannot be used: (a) to address zoning, geotechnical, or stormwater corrections; (b) if the plan examiner's corrections indicate that the application was insufficiently complete to review; or (c) to make changes to the drawings unrelated to a correction.

The Certified Plan Corrections Program also cannot be used if you dispute a comment or correction. In that case, you must contact the plan examiner, project manager, or a plan review supervisor to resolve the dispute.

Do **NOT** complete this form if any eligible review-type is disapproved from using the Certified Plan Corrections Program.

In the "Scope of Responsibility" field, specify which part of the application each professional is responsible for correcting. For example: "Entire application" or "S sheets and structural calculations."

Digital, electronic, and facsimile signatures 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.

Fields and sections marked with a red star (*) are required. When a section is used, all fields within that section are required.

If there are additional professionals of record, include additional copies of this form as needed.