

ProjectDox Folder Structure for Plan-Based Building Permit Applications

Folder Name	How To Use It
■ Applicant Working Folder (not reviewed)	Applicants may be directed by plan review staff to upload documents to this folder when the applicant does not have upload permissions to other folders.
■ City-Issued Documents.....	Applicants do not have access to upload files to this folder. City staff may place files in this folder for the applicant to download.
📁 Drawing Submittals	All files must be uploaded to the appropriate subfolder:
■ Cover Sheet(s).....	Use this folder for the cover sheet and other sheets containing administrative information, such as the drawing index, code compliance matrix, and copies of meeting minutes.
■ Architectural	Use this folder for sheets containing architectural information, such as floor plans, elevations, sections, details, and assemblies.
■ Civil	Use this folder for sheets containing information about site grading, paving, exterior parking areas, stormwater management, and similar topics. *
■ Electrical	Use this folder for sheets containing information about electrical wiring and equipment. *
■ Landscape	Use this folder for sheets containing information about compliance with the landscape provisions of the Chicago Zoning Ordinance. *
■ Mechanical	Use this folder for sheets containing information about natural and mechanical heating, ventilation, and cooling systems and equipment. *
■ Plumbing.....	Use this folder for sheets containing information about plumbing fixtures and piping. *
■ Structural	Use this folder for sheets containing information about structural aspects of the proposed work that are not addressed in the architectural sheets. *
■ Certified Plan Correction Sheets	Use this folder for sheets required when using Certified Plan Corrections with Standard Plan Review.
📁 Reference Drawings	All files must be uploaded to the appropriate subfolder:
■ Survey	Use this folder for official surveys.
■ Earlier Permit Drawings	Use this folder for copies of drawings approved under an earlier phase of the same project or that show permitted work that has been completed.
■ Other Reference Drawings	Use this folder for other relevant reference drawings, such as preliminary drawings related to a future phase of permitting for the project.
📁 Document Submittals	All files must be uploaded to the appropriate subfolder:
■ Permit Application	Use this folder for the Permit Application (Form 400) and other documents specific to the review program, such as documents required for self-certified permit applications.
■ Accessibility (MOPD)	Use this folder for the MOPD Project Data Form, minutes of meetings with MOPD staff, and other documents related to accessibility compliance.
■ Debt Check.....	Use this folder for debt clearance certificates issued by the Department of Finance, where applicable.
■ Energy Code.....	Use this folder for the Energy Code Compliance form (Form 408C or 408R) and supporting documentation, such as ComCheck or ResCheck reports.
■ Environmental Health	Use this folder for forms and documents related to separate (no fee) permits for regulated equipment issued by the Chicago Department of Public Health.
■ Excavation and Demolition	Use this folder for the Excavation Certification (Form 402) and related proof of notice. Also use this folder to provide copies of related demolition permits and permit applications.
■ Geotechnical.....	Use this folder for calculations and reports related to geotechnical requirements.
■ House Number (Address) Certificate	Use this folder for the House Number (Address) certificate issued by the Chicago Department of Transportation, where applicable.
■ Landscape, Planning, and Zoning.....	Use this folder for documents related to landscape, planning, and zoning compliance, including the Open Space Impact Fee form, where applicable.
■ Structural Calculations and Reports	Use this folder for structural calculations and structural peer review reports, where applicable.
■ Supplemental Plan Reviewer Documents	Applicants do not have access to upload files to this folder.
■ Released Drawings and Documents	Applicants do not have access to upload files to this folder. Approved drawings will be available for download from this folder after your permit is issued.

* Do not upload copies of the same file to multiple folders.