



MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES
CITY OF CHICAGO

December 12th, 2023

To Whom It May Concern:

This memo is to inform you of the costs for preliminary permit reviews conducted by the Mayor's Office for People with Disabilities (MOPD). These fees are necessary to cover administrative costs for providing this important service:

- \$300 for the first hour of plan review
- \$200 for every subsequent hour

While the Preliminary Review Process is particularly beneficial to projects that are large scale or complicated in design, it is strongly recommended that you consider the pre-permits review process for all projects. Benefits of pre-permit reviews include:

- Considerable reduction, if not elimination, of accessibility-related corrections during the permit process.
- Reduction of permit review time for receiving MOPD's approval.
- Ensuring compliance with 2019 Chicago Building Code Title 14B – Chapter 11, ICC A117.1-2009 and the 2018 Illinois Accessibility Code; and
- The availability of MOPD staff to provide ongoing technical assistance.

For questions about the payment process or to schedule an appointment, contact the Accessibility Compliance Unit at mopdcompliance@cityofchicago.org or call (312) 744-4441.

We look forward to working with you to ensure all Chicago projects are accessible to people with disabilities.

Sincerely,

Rachel Arfa
Commissioner