



PRE-PERMIT REVIEWS

The Commission on Chicago Landmarks (the "Commission") reviews all permit applications for alteration, construction, reconstruction, erection, demolition, relocation, or other work for any area, district, place, building, structure, work of art, or other object that is a designated Chicago Landmark or a proposed Chicago Landmark (i.e., the Commission has made a preliminary recommendation for landmark status) or which is located within a designated or proposed Chicago Landmark District. The Department of Buildings routes building permit applications to Commission staff for review as part of the building permit process. The purpose of the Commission's review is to ensure that the proposed work will not adversely affect any significant historical or architectural features of the improvement or the landmark district. The pre-permit review process is set forth in Article III, Section C, of the Commission's *Rules and Regulations*. The Commission's review of permit applications is guided by the City of Chicago Landmarks Ordinance (Municipal Code of Chicago, Section 2-120-580 et seq.), the U.S. *Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*, the Commission's *Guidelines for Alterations to Historic Buildings and New Construction*, and the Commission's *Rules and Regulations* (such documents, as may be amended from time to time, collectively, the "Guidelines"). Projects not requiring the Commission's, or its Permit Review Committee's review may be approved by the Commission staff through the regular building permit process.

The Commission encourages applicants to seek its advice and guidance before filing a building permit application. A pre-permit submission can clarify landmark requirements for the applicant and help expedite the Commission's review during the permit application process. Typically, minimal information (such as photographs, plat of survey, description of proposed work, etc.) is required for a first review by Commission staff to determine whether the pre-permit application will need to be reviewed by the Commission or its Permit Review Committee or can be reviewed by Commission staff. Questions about the required submittal information or the pre-permit review process should be directed to Commission staff. While the Commission staff can provide direction on most projects, some types of proposed work will need to be reviewed by the Commission or its Permit Review Committee at a public meeting.

The Commission or its Permit Review Committee, depending on the scope of the project, reviews the following types of proposed work on a "pre-permit" basis:

- New infill construction projects
- Garages on corner properties
- Building additions, dormers, and rooftop additions visible from the public way, except for rear additions no taller and no wider than the existing building and not located on corner lots
- Signage requiring City Council approval due to its size or height above grade
- Driveways and curb cuts
- Demolitions of 40% or more of any building or other structure designated as a Chicago Landmark or located in any Chicago Landmark District, pursuant to Sec. 2-120-825 of the Municipal Code
- Projects otherwise referred by the Commission staff, such as, but not limited to, projects that involve unusual conditions and projects that do not comply with the Commission's criteria, standards, or guidelines



City of Chicago
Brandon Johnson, Mayor

Department of Planning and Development
Ciere Boatright, Commissioner
Bureau of Citywide Planning
Kathleen E. Dickhut, Deputy Commissioner

Commission on Chicago Landmarks
Ernest C. Wong, Chairman

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December 5, 2024

SUBMITTAL CHECKLIST – Permit Review Committee PRE-PERMIT REVIEW

The following submittal checklists and information identify the documents and information that must be included as part of a pre-permit submission. All submitted information regarding proposed work must completely, clearly, and accurately present the project, in terms of both existing and proposed conditions and the effect of the proposed work on the improvement. Please be advised that the documents, including plans, and information that an applicant submits are subject to disclosure by the city, including when pursuant to a request made under the Illinois Freedom of Information Act.

For types of proposed work not identified below, or involving unusual conditions, or which do not comply with the Guidelines, additional information may be required by the Commission staff beyond what is identified below. In other instances, the Commission staff may determine that some of the information or the indicated level of detail is unnecessary if the submittal provides all the information otherwise necessary to review the project. The Commission encourages applicants to contact the Commission staff prior to submitting an application to ensure that it will include all the necessary information.

- Drawings submitted as part of a pre-permit review must be substantially complete and accurately depicted and include all information and details necessary for the review.
- At the discretion of Commission staff, pre-permit submissions for projects requiring special zoning or building code approvals or exceptions may be deemed incomplete.

All Projects – Permit Review Committee Submittal Requirements

- Project Information Form (page 6). For complex projects, a separate narrative explaining the project in further detail shall be included.
- One pdf of the drawings (electronic copy less than 5 mb file size) of all required submittals identified below. For larger projects, a hard copy of drawings (11" x 17") and a PowerPoint presentation on a CD may be required.

All drawings shall be dimensioned, drawn to scale, and completely, clearly, and accurately present the project:

- Site plans shall include building footprints with front, side, and rear yard dimensions; garages, driveways, parking, and curb cuts; outlines of neighboring buildings; and location of fences and other structures. For additions, also include existing, demolished, and new portions of building (all dimensioned). For porches, setbacks are measured to the faces of the porch and the building. A professional survey may be required by Commission staff.
- Demolition plans shall show the portions of the existing building to be removed. Proposed floor plans, elevations, roof plans, and sections should clearly indicate existing and proposed work.
- Elevations should indicate materials, windows and doors, railings, and other features. Additional details shall be provided as required by Commission staff. Height and elevation marks shall be indicated, including heights from grade to top of eaves, ridge, roof, parapet, etc. A professional survey of building heights may be required by Commission staff.
- Sections should indicate floor-to-floor heights (and head clearances under sloped roofs), overall building heights (from grade to eaves, ridges, parapets, etc.), heights of dormers (with both exterior dimensions and interior head clearances, as applicable), railing heights, etc. Additional details shall be provided as required by Commission staff.
- Site plans, floor plans, roof plans, elevations, sections, and other drawings shall include, whether existing or proposed, mechanical/HVAC equipment, vents and grills, utility equipment, gutters and downspouts, rooftop appurtenances, lighting fixtures, awnings and canopies, and signage. Ceiling heights, soffits, partial and full-height walls, and other obstructions behind doors, windows, and storefronts shall be included on all drawings. Window and door schedules may be required by the Commission staff. Additional details for eaves, gutters/downspouts, plaster reglets, control joints, reveals, soffits, returns, surface-applied materials, etc., shall be provided.

New Infill Construction Projects

- Proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections
- Information on proposed exterior features, such as windows, doors, skylights, garage doors, railings, exterior materials (including material samples as required), finishes, details, etc.
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work
- Design statement and analysis of how the project meets the Criteria for New Construction, Additions and Alterations to Non-Contributing Buildings (Article III, G5, of the Commission's *Rules and Regulations*)
- Background and contextual information:
 - Streetscape photographs in street number order of the subject block or blocks, both sides of the street and including the subject property
 - Streetscape elevation(s) of the subject block or blocks, including the proposed project, and with all building heights shown (to parapet, ridgeline and eave, porch roof, stoop, etc., as applicable); a professional survey of building heights may be required by Commission staff
 - Streetscape site plan for the subject block or blocks, including the proposed project, and with all front and side setbacks shown to porch and building faces; a professional survey of setbacks for the subject blocks may be required by Commission staff
 - For large-scale new construction projects, additional photo views, sight-line drawings, renderings, perspective drawings, and/or massing models may be required by Commission staff

Garages on Corner Properties

- Proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections
- Photographs of the subject property and garage
- Information on proposed exterior features, such as windows, doors, garage doors, exterior materials, finishes, details, etc.
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work

Building Additions, Rooftop Additions, Dormers, Porches, Decks/Roof Decks

- Existing and proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, cross and longitudinal sections, and a demolition plan. If elevations are to change substantially, existing, and proposed elevations should be presented side-by-side. For projects involving the proposed partial demolition of the significant historical or architectural features (as identified in the applicable landmark designation ordinance, and, if not identified, the entire building or structure shall be deemed a significant feature) of any building or structure that is a Chicago Landmark or located within a Chicago Landmark District, Commission staff may require an applicant to provide calculations establishing the percentage of significant historical or architectural features to be demolished pursuant to Section 2-120-825 of the Municipal Code of Chicago
- Photographs of the subject property and other information on existing conditions, such as details, drawings, and/or material samples, as applicable to the proposed work
- Information on proposed exterior features, such as windows, doors, skylights, railings, exterior materials, finishes, details, etc.
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work

- For some projects, an engineering report, conditions report, or construction phasing plan may be required
- Design statement analysis of how the project meets the Criteria for Determining Adverse Effect and Criteria for New Construction, Additions and Alterations to Non-Contributing Buildings (Article III, G3 and G5, of the Commission's *Rules and Regulations*).
- Background and contextual information: Depending on the type of proposed work, the Commission staff may require the following:
 - Streetscape photographs in street number order of the subject block or blocks, both sides of the street and including the subject property.
 - Streetscape elevation(s) of the subject block or blocks, including the proposed project, and with all building heights shown (to parapet, ridgeline and eave, porch roof, etc., as applicable); a professional survey of building heights may be required by Commission staff
 - For front porch projects, a streetscape site plan for the subject block or blocks, including the proposed project, and with all front and side setbacks shown to porch and building faces; a professional survey of setbacks for the subject blocks may be required by Commission staff
 - Typically for (but not limited to) rooftop additions, dormers, skylights and roof decks, information on the visibility of the proposed work from the public way such as additional photo views, sight-line drawings, on-site mock-ups, existing and proposed renderings, perspective drawings, and/or, for particularly complex projects, massing models
 - If the historic condition or configuration is unclear from the existing conditions, archival materials, historical information, and physical evidence, as available and applicable to the proposed work, or information on comparative historic conditions, e.g., similar properties in a landmark district or designed by the same architect

Signage Requiring City Council Approval

- Existing and proposed drawings, including existing site plan, elevations, sections, details, information on materials, method of attachment, any illumination, raceways, or conduit, etc.
- Photographs of the subject property
- Zoning code analysis and any building code issues/assumptions regarding the proposed work

Driveways and Curb Cuts

- Existing site plan or site survey
- Photographs of the subject property and other information on existing conditions
- Proposed site plan with dimensioned driveway and curb cut/apron widths
- Contextual information such as streetscape photographs and plans of the subject block or blocks, both sides of the street and including the subject property, showing existing conditions
- Any Chicago Department of Transportation (CDOT) or zoning code issues/assumptions regarding the proposed work

Demolition

- Existing site plan or site survey
- Photographs and information about the subject property, such as date of construction, information on alterations and/or additions, to the extent known, etc.
- Narrative with analysis of how the proposal meets the Criteria for Determining a Contributing Building within a Landmark District (Article III, G4, of the Commission's *Rules and Regulations*)
- Information on proposed replacement project, if available

Permit Review Committee – 2025 Submittal Schedule

The chart below shows the submittal deadlines for an applicant's permit review documentation and the meeting dates for the Permit Review Committee. These dates are accurate as of the date of the publication of this document. Please check the Commission's website for any updates to this chart.

| Initial Submittal Deadline for Historic Preservation Staff Review | Final Submittal Deadline for Permit Review Committee | Permit Review Committee Meeting Date |
|---|--|--------------------------------------|
| Friday, October 25 | Friday, November 8 | December 5, 2024 |
| Friday, November 22 | Friday, December 6 | January 9, 2025 |
| Friday, December 20 | Friday, January 10 | February 6 |
| Friday, January 24 | Friday, February 7 | March 6 |
| Friday, February 21 | Friday, March 7 | April 3 |
| Friday, March 28 | Friday, April 11 | May 8 |
| Friday, April 25 | Friday, May 9 | June 5 |
| Friday, May 23 | Friday, June 13 | July 10 |
| Friday, June 20 | Friday, July 11 | August 7 |
| Friday, July 25 | Friday, August 15 | September 11 |
| Friday, August 29 | Friday, September 12 | October 9 |
| Friday, September 26 | Friday, October 10 | November 6 |
| Friday, October 24 | Friday, November 7 | December 4 |
| Friday, November 21 | Friday, December 5 | January 2026 (TBD) |

Submittal Deadlines

Submission by the above deadlines does not guarantee that a project will be placed on the Permit Review Committee agenda for a particular meeting date. Placement on the agenda is at the discretion of Commission staff and depends on the receipt of a **complete** submittal package and agenda availability for the meeting.

Community Review

In the interest of greater public awareness regarding proposed projects that will be reviewed by the Permit Review Committee, the Commission encourages applicants to provide the applicable local community group with information about the project in advance of the scheduled Permit Review Committee meeting. Applicants may obtain the name and contact information for the applicable local community group from Commission staff. The community groups and other interested entities and individuals are welcome to submit written comments to the Permit Review Committee prior to the applicable meeting and to attend the meetings.

CHICAGO LANDMARKS



PERMIT REVIEW COMMITTEE SUBMISSION – Project Information Form

Project address

Landmark/Landmark district

Project description

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Applicant (owner/tenant)

Company

Address

City/State/Zip code

Phone..... Fax..... Email.....

Architect/Designer

Company

Address

City/State/Zip code

Phone..... Fax..... Email.....

Primary Contact Person

Phone..... Fax..... Email.....