CHICAGO RECOVERY PLAN

DESIGN AND CONSTRUCTION TOOL KIT

DESIGN AND CONSTRUCTION

Hello there!

Welcome to the Design and Construction Document submission toolkit. This detailed guide will help you ensure that your Design and Construction documents are complete and error-free.

Please refer to this guide for any questions or issues about what details are needed, what documents you need submit, and what information needs to be included.

If you still have questions, our team is here to support you, don't hesitate to contact the DPD Inbox via Submittable - City of Chicago - Dept. of Planning and Development.

DESIGN AND CONSTRUCTION

To ensure that your Design and Construction documents are error-free and complete, please follow this detailed guide. It's crucial to double-check that all your documents are precise and up-to-date.

Include:

- ✳ Date
- ✳ Signature(s)
- ✳ Project site address
- ✳ Important/Specific information requested

Careful attention to these details will ensure that your documents are cleared. **Inaccurate or incomplete documents will be returned, and our team will request revisions, which will delay your grant contract.**

SUBMITTABLE SECTIONS

The design and construction section is comprised of two Submittable sections, each with their own unique required documents:

DESIGN DOCUMENTS

- Executed and signed contract with designer or architect
- Project's proposed storefront elevation (optional, based on architect's determination)
- Project's preliminary drawing(s) and/or additional project rendering(s) with architect's seal and signature

CONSTRUCTION DOCUMENTS

- Two comparable bids (estimates) from different licensed general contractors (GCs)
- Copy of selected GC's active general liability insurance
- Copy of selected GC's active license with the City of Chicago, Department of Buildings
- Building permit application number

DESIGN DOCUMENTS

EXECUTED CONTRACT

★ The Architect/Designer Contract:

| 1 | Has name of design firm and the client identified matches the grantee entity |

| 2 | Address and proposed use of the project matches the application |

| 3 | Must contain an itemized scope of work, with itemized costs |

| 4 | Must be signed/executed by both parties |

EXECUTED CONTRACT EXAMPLE

Joe Doe

_____

Joe's Diner LLC

1/1/2023

Firm Signature

_____

Design Firm Name

1/2/2023

Tip: Ensure that both you and the design firm sign and date the contract.

DOLLAR AMOUNT AND ITEMIZED SCOPE OF WORK EXAMPLE

Phase	Cost
Schematic Design	$2,000.00
Design Development	$4,000.00
City of Chicago Permit	$2,500.00
MEP Design	$5,000.00
Total	$13,500.00

Tip: Before submitting your design documents, please ensure that the scope of work is itemized and that the dollar amount is included, similar to the example above. The line items should pertain to your project, so please work with your architect to provide an accurate representation of your costs. This is important because it will help us calculate your eligible expenses. Failure to do so may cause delays in receiving a contract.

PROJECT'S PRELIMINARY DRAWING(S) AND/OR ADDITIONAL PROJECT RENDERING(S)
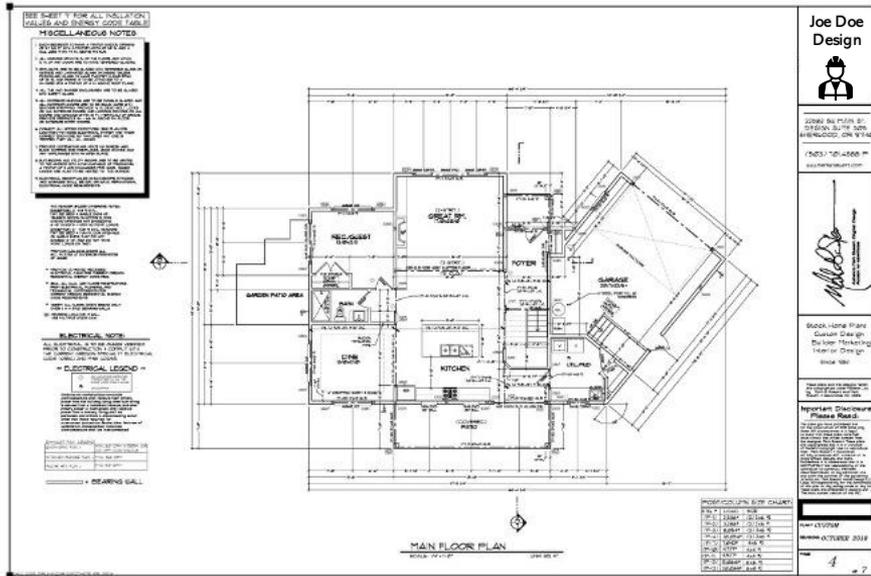
Tips

Please ensure that:

1. The seal or company logo is on the drawings to prove who produced the document

2. The company which produced the drawings is the same as the design professionals you are contracted with.

PROJECT'S PROPOSED STOREFRONT ELEVATION EXAMPLE
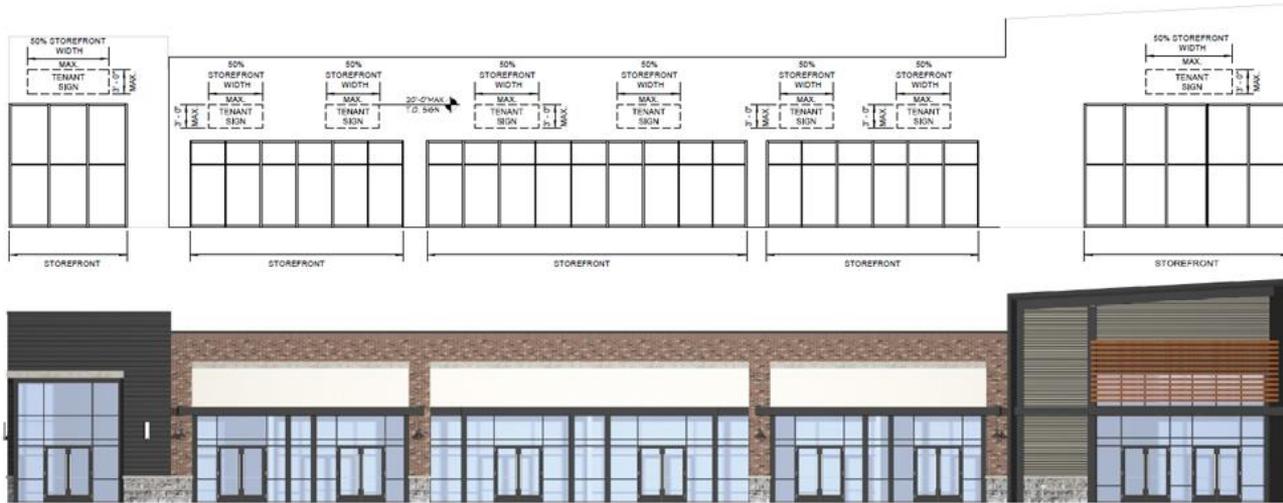
Tip: Confirm with your design professional if your drawings have/require this detail. If you are altering the exterior of your building (storefront, windows, masonry, facade improvements), or working on multiple levels, your architect will likely include your storefront elevation on your permit drawings/renderings.

CONSTRUCTION DOCUMENTS

CONSTRUCTION DOCUMENTS

★ Regarding General Contractor Bids:

| 1 | Must have a minimum of **TWO** itemized bids with dollar values associated with each line item from separate, licensed general contractors. Please ensure that all line items have a comparable estimate on the secondary bid to ensure eligibility |

| 2 | The project scope of the bids must match the description of what was stated in your application |

| 4 | The bids must be dated within the last 6 months |

| 5 | The listed project address on the bids must match the project construction site |

COMPARABLE BIDS EXAMPLE

FRANK'S GENERAL CONTRACTING

36TH ST, CHICAGO IL

P: 555-555

Client: Joe's Diner

Project Site Address

P: 555-556-666

Roofing	☑	1000.00
Siding	☑	3000.00
Plumbing	☑	4000.00
Carpentry	☑	6000.00
Electric	☑	5000.00
HVAC	☑	9000.00
Insulation	⊘	8000.00
Flooring	⊘	5000.00
New Fencing	⊘	1000.00
Millwork	⊘	6000.00
Contingency	⊘	6000.00
GC Fee	⊘	10,000.00
Total	⊘	$64,000.00

Susan's General Contracting

400 S Belmont, Chicago IL

P: 555-555-6666

Client: Joe's Diner

Project Site Address

P: 555-556-666

Roofing	1050.00
Siding	7000.00
Plumbing	9000.00
Carpentry	4000.00
Electric	8000.00
HVAC	7000.00
Total:	36,050.00

Why does the City require TWO GC bids?

To make sure that you receive a fair market price for your project expenses. For an expense to be considered eligible for reimbursement, it is important to have a comparable estimate. Otherwise, the expense will be deemed ineligible for this grant. As shown in the bid from "Frank's General Contracting," insulation, flooring, fencing and millwork were all marked ineligible for reimbursement because they did not have a comparable line item on the bid from "Susan's General Contracting."

GC'S GENERAL LIABILITY INSURANCE

Please upload the Certificate of Insurance (COI) provided to you by the tradesman/General Contractor you are working with.

The policyholder's name must match the name of the General Contractor. The listed project address must match the project site.

Tip: Please ensure the policy is active. If the policy expires prior to contract, you will need to upload an active policy before a contract can be issued.

If you are paying additional tradesmen directly outside of the general contractor, please supply a Certificate of Insurance meeting the same requirements; you do NOT need to provide a COI for subcontractors hired by your GC

For information, please visit:
- General Liability Insurance

GC'S LICENSE

Please upload the City of Chicago-issued license for all tradesmen that you are paying directly for work on the project.

Tip: Ensure that this document is active and has not expired.

For information, please visit:
- General Contractor Licenses

City of Chicago
Department of Buildings
General Contractor's Licenses
BY THE AUTHORITY OF THE CITY OF CHICAGO, THE FOLLOWING LICENSE IS HEREBY GRANTED TO :

GC Name

LICENSE CLASS: (D) $2,000,000 PROJECT CEILING

LICENSE NUMBER   CERTIFICATE NUMBER
FEE:
DATE ISSUED: ## / ## / 2025
DATE EXPIRES: ## / ## / 2026

THIS LICENSE IS NON-TRANSFERABLE

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION FOR SAID LICENSE. THIS LICENSE MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW. THE ABOVE LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES, STATE OF ILLINOIS, COUNTY OF COOK AND CITY OF CHICAGO AND ALL AGENCIES THEREOF.

BUSINESS LIABILITY INSURANCE

All CDG-S finalists are also required to obtain a Certificate of Liability Insurance (COI) registered on behalf of their legal entity.

COIs must be obtained before receiving a contract, and you must maintain active coverage throughout the disbursement process.

You will be required to maintain both general commercial liability and worker's compensation coverage to comply with the terms of the grant. Insurance policies must be for at least $1,000,000 in coverage.

NOTE: Please ensure that the legal entity name listed in the "Insured" section exactly matches your legal entity name. Our team will check your record against the Illinois Secretary of State's business database to ensure the name is correct.

ADDITIONALLY INSURED SECTION

Please note that the "Description of Operations" and "Certificate Holder" sections of your business' COI must match the exact language listed in the screenshot below for your general commercial liability policy. This language is set by the City and ensures that the City is also covered by your policy.

If any of this information is missing, or the inputs slightly deviate from the verbatim text listed below, our team will need to request revisions to your documentation. **You are not required to include this information on worker's compensation policies.**

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Chicago is an additional insured in regard to General Liability where required by contract agreement.

CERTIFICATE HOLDER

City of Chicago, Comptrollers Insurance Fund Unit
121 N. LaSalle Street
Room 700
Chicago, IL 60602

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
John Q. Agent

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PERMIT APPLICATION NUMBER

The Department of Buildings issues permits to make sure that construction work follows safety standards and protects public health, safety, and welfare. You need a permit before starting most construction, demolition, or repair work. The department has different permitting processes for different projects, from home repairs to new skyscrapers, to provide better service.

For information, please visit:
- Guide to Permits

The permit application number can be verified through the Department of Buildings' website or City of Chicago data portal.

If your permit application number does not show up, it may have gone through the self-certification process. Please request proof of application from your architect.

Featured Services and Programs

Construction Codes
Chicago Construction Codes, code interpretations

Permits
Easy Permits, Self-Certification, Standard Plan Review, Developer Services, Specialized Reviews

Inspections and Reports
Permit, periodic, and complaint-based inspections; Required reporting programs

Trade Licensing
Licensing information for builders and contractors

SELF-CERTIFICATION PERMIT PROGRAM

The City of Chicago Self-Certification Permit Program simplifies the building permit process for residential and commercial projects. By using the program, architects can certify that plans meet Chicago's building code, so there's no need for the City Department of Buildings to review them. Architects need to have valid Illinois licenses and take periodic training classes to use the service. Once registered, architects can submit a certification statement with their permit application, agreeing to fix any code compliance issues and taking responsibility for the drawings.

However, when architects select this option, we are not able to track their status on the website. Finalists should request their permit application receipt and upload to Submittable if they choose this program.

CHICAGO
RECOVERY PLAN

THANK YOU!