



Introductory Meeting Date:

Developer Services No.:

Intake Meeting Date:

Project Administrator:

Project Name:

Project Address:

**DO NOT STAPLE ANY ITEMS. USE PAPER CLIPS ONLY.**

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Required                            | Provided                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | <input type="checkbox"/>            |
| Required                            | Provided                            |

Square checkboxes represent separate documents or sheets within the plans.

Small circles represent specific information or requirements to be aware of for a document.

**1 - Program Requirements**

**Developer Services Agreement (1-4)** - completed and signed by the owner

- Exhibit A – Consultant Proposal attached
- Exhibit B – Project Description attached
- Exhibit C – Schedule attached
- Exhibit D – Green Project Addendum attached (Green Permit Program participants only)
- Exhibit E – Green Features Description attached (Green Permit Program participants only)

**Deposit check** - Certified check, payable to ‘City of Chicago Department of Revenue’.

Amount \$ \_\_\_\_\_

**Developer Services Conflict of Interest Form (1-5)** - List of Design team members to determine conflict of interest

## Checklist of Items Required for Permit (Continued)

| Required                                      | Provided                            |  |
|---|-------------------------------------|--|
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Project Rating Form (1-6)</b> – At the completion of the review by the Consultant Reviewer we ask that you complete the project rating form. You are to rate your feeling of how the <b>Consultant Reviewer</b> as performed the review. Check the rating that best describes your experience with the Consultant Reviewer.   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Drawing Revision Standards (1-7)</b> – Altering of drawings can only be performed by the Architect/Engineer of Record or another Licensed Architect/Engineer employed by the firm. Disassembly and assembly of the drawing sets is considered alteration of the drawings and is allowed by the AOR only. The included standards are to be used in the altering of drawings. |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Certified Corrections (1-9)</b> – Provide documentation as described in program directions:   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | Owner’s Hold Harmless letter (signed by the owner)   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | Owner’s Certification Statement (signed by the owner)  |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | Professionals of Record Certification Statement (signed and stamped by all professionals)  |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Green Permit Pre-review Submittal (1-11)</b> as described in the green permit requirements document. Green permit participants receive an expedited review and free consultant reviews.   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | 50% Construction Documents – Clearly indicating green design strategies and technologies   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | LEED Checklist or HERS rating  |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | Description of green strategies and how they are specified   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | Division 1 of project specifications   |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Dog Runs (1-10)</b> – To encourage the use of dog runs in new residential projects the City of Chicago is offering a \$1,000 rebate on the Developer Services review fee.   |
| <b>2 - Model Sales Centers</b>                |                                     |  |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Sales centers trailer rules (2-9A)</b> – The trailer is a temporary structure located on or adjacent to the development site, accessible to the public, and staffed with personnel. The structure is manufactured off-site and delivered to the location and placed on a site-built foundation system and attached to site built features and entrances/exits.              |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Model Sales Center (2-9C)</b> – A model Sales Center is a temporary use of an existing building within the site of a future development accessible to the public and staffed with personnel.  |
| <b>3 - Submittal Requirements - Documents</b> |                                     |  |
| <input type="checkbox"/>                      | <input type="checkbox"/>            | <b>Permit Application (3-10)</b> - Provide a DOB Permit application that is completely filled out in black ink. No White Out allowed on application or drawings (creates reproduction issues).   |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Project address and the scope of work stated on the application agrees with the address and scope shown on the Plans   |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Address and Scope agree with House Number Certificate  |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Scope is appropriate as a unique application   |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | All application information about the project completed on page 1 and 2  |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Missing: _____   |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Fence height and length  |
| <input checked="" type="checkbox"/>           | <input checked="" type="checkbox"/> | Checks for Garage and trash enclosure  |

**Checklist of Items Required for Permit** (Continued)

| Required                            | Provided                            |   |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Emergency Name and Contact phone number   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Building Owner information is completed   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Tenant information is completed   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Stamped by Illinois Licensed Architect or Structural Engineer (PE only if scope is single discipline)   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Owner signature (this is the “owner” of the project space, not necessarily the building owner)  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Contractor Information</u></b> - (required at permit issuance, not required at submittal)   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Name, address, license numbers of general contractor  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Name, address, license numbers of all applicable subcontractors.  |
|                                     |                                     | Missing: _____  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Excavation Certification</u></b>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Signed and sealed by professional of record   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Contractor’s name and license number  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Signed by Owner   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Registered mail receipt   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Certificate of Insurance for Excavation Contractor (3-11)</u></b> – Comprehensive liability policy of \$1,000,000 per occurrence, listing City of Chicago as additionally insured   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Project Data Sheet to Determine Compliance with Chapter 18-11 of the CBC (3-13)</u></b> - Please fill out, submit, and sign the CBC (Chicago Building Code) and ANSI Worksheet for your project. .  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>MOPD Meeting Minutes/Corrections Sheets</u></b> - If your project has had preliminary meetings with the Mayor’s Office for People with Disabilities, submit minutes from these meetings.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Identify drawing sheet number(s) on which each line item in minutes is addressed  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Electrical Application (3-15)</u></b> - Provide an Electrical Application signed by the Supervising Electrician and completely filled out to show the scope of all electrical work including circuits, motors low amp and communications wiring etc. <b>Please Note: <i>Electrical Contractor information and the Electrical Application must be included at the first project intake meeting for the project to be accepted into the DOB system.</i></b> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Completed per scope of work on application  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Signed by supervising electrician and notarized (will be required prior to permit issuance)   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Easy Permit Process Application (EPP) (3-9)</u></b> – Included for your convenience can be used to permit single discipline work that is not part of the permit review ( I. E. Construction Trailer Power, Construction Fence, Skip Hoist Etc.)   |
|                                     |                                     | <b><u>Environmental Applications Required</u></b>   |
|                                     |                                     | Please include all required Environmental Applications Forms (FB, EG, FP, MVR, UPV, SB etc.) filled out and signed as required. Consult Department of Environment web site ( <a href="http://www.cityofchicago.org/Environment">www.cityofchicago.org/Environment</a> ) for information and to download Environmental Forms.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form FB (Fuel-Burning Appliance) – Boilers, Furnaces, Unit Heaters, Rooftop units (3-16A)   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form UPV (Unfired Pressure Vessels) – Hot Water Storage Tanks, Expansion Tanks, Etc. (3-16B)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form IN – Incinerators (3-16C)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Forms A and B – Industrial Processes (3-16D & E)  |

Required Provided

**Checklist of Items Required for Permit** (Continued)

| Required                            | Provided                            |   |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form MVR – Motor Vehicle Repair Shop (3-16F)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form SB – Paint Spray Booths, Powder Booths (3-16G)   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form C – Air Pollution Control Device (3-16H)   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form FP – Food Preparation units, Kitchen Hood (3-16I)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form EG- Emergency Generator (3-16K)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Receipt for submittal for fuel storage tank from 30 N. LaSalle (see page 14.)   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Condominium Associations letter</u></b> – If the project is located on a property under the jurisdiction of a condominium association, provide an original letter from the association approving the project.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Demolition permit</u></b> – Demolition permit is required for any site where a new building will be replacing an existing building. Copy of a demolition permit will be required prior to issuing a construction permit. Application for a demolition permit to be submitted by wrecking contractor.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>House Number Certificate</u></b> - A <u>House Number (Address Certificate)</u> is required for all new buildings, additions with separate addresses, alterations or additions with changes of addresses.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Driveway Application (3-26)</u></b> – If the project contains a new driveway, an alteration to an existing driveway, or an addition to an existing driveway, you must complete and provide a driveway Permit Application. That application can be obtained form the Department of Buildings, DOB, or Ms. Yecenia Perez. (Room 906 at 121 North LaSalle St.) |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Application – max 4 driveways per application   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Photographs – 3 photos of each proposed driveway showing current conditions   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Certificate of Insurance – Property owner’s general liability insurance, see driveway application   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Check Amount \$ _____   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application fee figured based on size/number of drives, see driveway application  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Back fees owed for existing driveways must be paid for at permit issuance   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 5 surveys   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | 5 fully dimensioned site plans  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Plans indicate any/all relocated street features, including lights, bus stop shelters, benches, etc.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department of Planning approval required for driveway permit issuance   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Zoning Landscape approval required for driveway permit issuance   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Alley Access Letter (3-17 &amp; 17a)</u></b> - Required for any commercial use of alley or for 6 or more cars in a residential development to access a building, property or parking lot through the alley. <b>One</b> of the following will be required:   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Letter from the Alderman  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Passage pending letter  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance from City council   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Landscaping Documentation Required (3-18 to 20)</u></b> - The following documents are part of documentation required for the approval of the landscaping. This is in addition to plan requirements.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Affidavit from owner, signed by the owner and notarized   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Affidavit from expediter, signed and notarized  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Landscape security and right of entry agreement, signed by the owner  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Check ownership/refund affidavit, signed by the owner   |

## Checklist of Items Required for Permit (Continued)

| Required                            | Provided                            |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Landscape security deposit receipt, signed by the owner  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Deposit check (cashier's check to City of Chicago) or Letter of Credit for amount \$_____  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | In multiple building projects one letter of credit per building will be required.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Date of the letter of credit expiration is to be six months after the planting date.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Waiver letter for the landscaping letter of credit is acceptable for the following agencies: PBC, CHA, DOH and Board of Education.   |
|                                     |                                     | <b><u>Fee Waiver (3-21)</u></b> - If your project will receive a Waiver of Permit Fees from the Chicago City Council you must submit a copy of the Findings of the City Council stating that the project will receive a Fee Waiver. <i>This documentation of fee waiver must be submitted at the initial Project intake meeting.</i>   |
|                                     |                                     | <b><u>Note:</u></b> <i>A fee waiver cannot be granted for the Developer Services fee or for the Open Space Impact fee.</i>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Certified copy of the ordinance with the City Clerk's stamp.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Department of Housing Documentation.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Passage pending letter (requires the Executive Director's Approval).   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Open Space Impact Fee Worksheet (3-22)</u></b> - For residential projects, fill out and submit a copy of the Open Space Impact Fee Worksheet. Fee not applicable if present use is residential.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Fire Prevention Meeting Minutes</u></b> – If your project required preliminary meetings with fire prevention for code interpretations, please include minutes of the meeting for those meetings and any other agreements reached with the Fire Prevention Bureau.  |
|                                     |                                     | <b><u>Floor Load Placard (3-23 &amp; 24)</u></b> – A floor load placard will be required if your project has room or areas designated as 'Storage' on the drawings.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Floor load placard application, completed, with structural engineers stamp   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Structural calculations with engineer's stamp for storage rooms <u>only</u>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Administrative Relief (3-25 &amp; 25E)</u></b> – If your project requires a special permission or variances from the Chicago Building Code, submit your request on the Administrative Relief form as early in the review process as possible. Include the exact wording of the variance requested on the form; do not include any backup information on the form. Attach backup information to the form.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Refrigerant Administrative Relief Form (3-25d)</u></b> - Completely fill out and submit if refrigerants not identified in Table 18-28-1103.1 are to be included in project.  |
|                                     |                                     | <b><u>Electrical Administrative Relief</u></b> - When applicable, if your project requires a variance from the Chicago Electrical Code, <u>Special Permission Letters</u> must be submitted with the Electrical Application. Below are some of the most common electrical special permission letters:  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Switchgear Shop Drawings Administrative Relief (3-25C)</u></b> - Completely fill out and submit administrative relief form. <i>For electrical services greater than 1200 amps, The Electrical switchgear shop drawings must be submitted, reviewed (within a time period of 60) days after the building permit is issued) and approved by both the Electrical Bureau and Commonwealth Edison. No work in the field pertaining to the switchgear /service may be done until the shop drawings are approved.</i> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Wall Mounted Switchgear Administrative Relief (3-25)</u></b> – Completely fill out and submit administrative relief form. <i>This letter is applicable when the project requires wall mounted switchgear instead of freestanding / floor mounted switchgear.</i>   |
| Required                            | Provided                            |  |

**Checklist of Items Required for Permit** (Continued)

| Required                                 | Provided                            |  |
|--|-------------------------------------|--|
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>Battery Maintenance Letter (3-25B)</u></b> - Project using battery pack emergency lighting, provide a letter signed by the owner of the project stating that a qualified person will maintain the project battery pack s and identifying the qualified person. If the letter is not provided at the time of permit issuance, the letter must be present in the field for verification.   |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>Projects Using 277 V Lighting and Heating (3-25B sim.)</u></b> - Projects using 277 Volt lighting or heating, will be required to provide a copy of assigned agreement between the building owner and a licensed electrical contractor for the maintenance of the 277 volt lighting or heating. The building owner must sign the maintenance agreement. If a maintenance agreement is not provided by the time of permit issuance, it must be present in the field for verification. |
| <b>Submittal Requirements - Drawings</b> |                                     |  |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>One (1) official permit set</u></b> – Official record permit set shall include the following items:  |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Cover sheet stamped and signed by Architect of Record. The <u>Illinois Licensed</u> Architect or Engineer of Record must wet ink stamp and sign the cover sheet of the submitted plans.  |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | All sheets stamped by responsible professional (Architect, SE, PE, Landscape Architect)  |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Signature of each professional (w/stamp) on cover sheet or first sheet of discipline.  |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Project address printed / located on each sheet (normally in the title block).   |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Drawings bound with removable studs for ease of replacing drawings.  |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Address of project boldly written on the back of each set.   |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Official permit sets clearly labeled as such   |
| <input checked="" type="checkbox"/>      | <input checked="" type="checkbox"/> | Drawings rolled with backside facing out.  |
|  |                                     | <b><u>Permit Drawings</u></b> - At the Completion of the review or when all comments have been satisfied an additional copy of the permit set will be made from the official corrected set before the City of Chicago stamps the set. The original marked up set will be returned to you for display at the job site the copied set will be retained by the City for record purposes.  |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>Additional full-size sets</u></b> for reviewers' use. Total requested: _____   |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>Additional half-size sets</u></b> for reviewers' use. Total requested: _____   |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>CD-ROM</u></b> with DWF files for reviewers' use. Total requested: _____   |
| <input type="checkbox"/>                 | <input type="checkbox"/>            | <b><u>Reference drawings</u></b> for revisions or kit of parts. Total requested: _____   |
| Required                                 | Provided                            |  |



**Checklist of Items Required for Permit** (Continued)

| Required                            | Provided                            |   |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Surveys for Landscape</u></b> - Provide three (3) additional original surveys for landscape review.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Additional Surveys</u></b> Number required: _____   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Site Plan</u></b> - For new buildings or additions provide a site plan. All information required for the Zoning review shall be located on the site plan or adjoining the site plan. Include the following:   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | North Arrow   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensions of the site  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Street names  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Address of the project  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensions of all required setbacks from the property line to the buildable area.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensions of the building footprint and distance from property lines.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Number of stories.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensions of the building envelope with the floor levels indicated.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Any projections over the property line, either above or below grade.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Indicate the construction type.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Indicate parking and loading spaces   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>FAR Diagrams and Calculations</u></b> – Provide diagrams for each typical floor indicating area counted toward floor area and calculated area of each floor   |
|                                     |                                     | <b><u>Landscape Plans</u></b> - If your project involves the construction of a new building of 4 or more residential units, any new commercial / business / mercantile / institutional /assembly building or addition thereto over 1,500 square feet in floor area, or the renovation of any type of building which exceeds 150% of the assessed value of that building, or the construction of a parking lot or vehicular use area greater than 1,200 square feet, or the repair an existing parking lot over 1,200 square feet, or the addition of 4 or more parking spaces to an existing parking lot over 1,200 square feet then your project must conform the <u>Chicago Landscape Ordinance</u> : |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Two (2) loose landscape plans for initial review, to be inserted in permit sets after approval.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Four (4) additional loose landscape plans.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | One (1) additional loose landscape plans if you require a driveway permit.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All plans shall include the following items:  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>All</u> items listed on page 37 of the <i>Guide to the Chicago Landscape Ordinance</i>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All required <u>owner signatures</u>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Fully detailed and dimensioned  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | All existing landscaping  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Any landscaping to be removed   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Signed and sealed by licensed Landscape Architect or the Architect or Record  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Photographs of all existing landscaping and fencing include caliper size of trees and species   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Signed by Department of Planning & Development if in a Planned Development, Special Use, or Lakefront Protection District.  |
| Required                            | Provided                            |   |



# Checklist of Items Required for Permit (Continued)

| Required                            | Provided                            |  |
|-------------------------------------|-------------------------------------|--|
|                                     |                                     | <p><b><u>Architectural Items Required</u></b></p>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Complete Plans</u></b> - Provide all room and space names. Provide dimensions for floor plans. Dimension stair width and landing depth, provide tread and riser information.</p>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Clarify New Versus Existing Construction - For alterations and remodeling clarify graphically On the plans which elements or spaces are new construction and which elements or spaces exist to remain. Indicate all demolition work. Provide demolition plans where appropriate.</p>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Wall Section</u></b> - For new buildings and additions provide a full wall section showing the elevation of all floor levels and the foundation wall. Call out floor to ceiling heights. Call out all wall assembly and floor assembly materials and structural information. Provide UL numbers where required for fire-rated walls. Indicate the depth below grade of the basement slab from top of slab to grade.</p> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Building Elevations</u></b> - For new buildings, additions, or new exterior construction, provide all required building elevations indicate all necessary dimensions to determine the height of the building and the height /elevation of all floor dimension parapet height and guardrail height. Dimension the height of windows to from sill to finish floor.</p>  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b><u>Light and Vent Schedule</u></b> - For new construction or additions or if your project is altering the location and sizes of window and window openings. Provide a schedule listing the required and actual quantities of natural light and natural ventilation for all required rooms and spaces.</p>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Furniture Plan</u></b> - For build-out or remodeling projects for office or retail space please provide a furniture layout plan that shows, desks, work stations, general furniture, store fixtures, counters etc. This can be provided as a separate furniture plan or shown on the power and communications plan, or as part of the architectural plan.</p>   |
|                                     |                                     | <p><b><u>Structural Items Required</u></b></p>   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <p><b><u>Complete Structural Information</u></b> - Indicate all required structural information on the plans. Indicate the sizes, spacing, and material designation of all framing members, columns etc.</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Structural Plans</u></b> - As required by the scope of the project, provide complete structural plans, schedules, and details stamped by a licensed in Illinois architect or structural engineer.</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Structural Calculations</u></b> - When applicable, provide structural calculations signed and stamped by a licensed in Illinois Architect or Engineer. <i>If your project has structural plans, structural calculations must be provided at the initial project intake meeting for the project to enter the DOB system.</i></p>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Structural Shop Drawings</u></b> - Must be provided for custom-fabricated, pre-engineered structural systems, such as prefabricated metal buildings, precast concrete bearing walls, and canopies. Drawings must be signed and stamped by a licensed in Illinois Architect or Engineer.</p>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <p><b><u>Soils Report / Soil Boring Log</u></b> - When applicable for new construction or additions, provide these items. These reports shall be stamped and signed by the Engineer responsible for their preparation.</p>   |
| Required                            | Provided                            |  |

## Checklist of Items Required for Permit (Continued)

| Required                            | Provided                            |   |
|-------------------------------------|-------------------------------------|---|
|                                     |                                     | <b><u>Specialized Reports / Calculations / Applications</u></b> - the following engineering reports and associated calculations (when applicable) must be submitted at the initial project intake meeting. These reports must be stamped and signed by a Licensed in Illinois Architect or Structural Engineer:   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Critical Facade Examination   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Structural Inspection and Recommendations   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Truss Repair  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Other   |
|                                     |                                     | <b><u>Plumbing Items Required</u></b>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Complete Plans</u></b> - Show all kitchens, bathrooms / toilet rooms, janitor sinks, drinking fountains, hose bibs, hot water heaters, etc. on the plans. Indicate all floor, roof, or trench drains if applicable.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Fixture Schedule</u></b> - Please provide a <u>Plumbing Fixture Schedule</u> on the Plumbing Plans. This schedule shall list the type, the manufacturer and model number for all new plumbing fixtures.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Schedule / Listing of Plumbing Materials</u></b> - Please provide the appropriate schedules or notes designating the materials and specifications for all plumbing piping.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Plumbing Riser Diagrams</u></b> - Please provide plumbing riser diagrams for the Water Supply and Distribution System the Drain Waste and Vent System. <u>Indicate the sizes of all piping</u> . Show and label all floor drains, clean outs, grease / oil interceptors, pumps, hot water tanks etc. Indicate required back-flow protection devices on the supply diagram as required.  |
|                                     |                                     | <b><u>Ventilation Items Required</u></b>  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Complete HVAC Plans</u></b> - Provide complete HVAC plans. Show the duct layout and call out the sizes for all ducts, supply, return, exhaust, combustion air, and relief diffusers, and openings. Show the location of all HVAC equipment including furnaces, boilers, unit heaters, rooftop units, VAV boxes, exhaust fans etc. on the plans. Show the CFM supplied, returned, or exhausted at each diffuser, return air grill etc. |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Equipment Schedule</u></b> - Provide a schedule of all HVAC equipment in a DOB Approved format. List equipment type, manufacturer, model number, BTUH input / output, CFM, etc.   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Ventilation Schedule</u></b> - Provide a ventilation schedule for all rooms and spaces. Please list all rooms and spaces. Please list how the room or space is used. PLEASE NOTE: the use of the room must conform to the uses specified in the Chicago Building Code Ventilation Sections. Please coordinate the CFM shown on the schedule with the CFM shown on the plans.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>Heat Schedule</u></b> - Provide a heating schedule showing total calculated heat loss and total heating capacity of equipment.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <b><u>HVAC Notes and Specifications</u></b> - Provide required HVAC Notes and Specifications as applicable  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Mechanical Equipment Schedules (4-2)</u></b> - Provide a completed schedule. Your project administrator will provide an electronic (Excel) version of this schedule for the project engineer to complete.   |
| Required                            | Provided                            |   |



**Checklist of Items Required for Permit** (Continued)

| Required  | Provided                            |   |
|---|-------------------------------------|---|
| <input type="checkbox"/>  | <input type="checkbox"/>            | <p><b><u>CDOT Plan Review Committee (CDOT Roundtable) (5-1-5)</u></b> - The CDOT Plan Review Committee reviews developments that may affect the public right-of-way. A round table review will required if your project includes the following conditions:</p> <ul style="list-style-type: none"> <li>○ Deep Foundations</li> <li>○ Special use or ZBA (Oversize driveways, Remote Lot, Drive Thrus, or letter from CDOT)</li> <li>○ Planned Development (Review performed during the Part I process)</li> <li>○ Oversize Driveway</li> <li>○ ADA Standard details for work in the public right-of-way. (5-1-6a &amp; 6b)</li> </ul>  |
| <input type="checkbox"/>  | <input type="checkbox"/>            | Drawings stamped “approved” by CDOT   |
| <input type="checkbox"/>  | <input type="checkbox"/>            | Occupy the Public Right-of-way during construction (5-1-9)  |
| <input type="checkbox"/>  | <input type="checkbox"/>            | <p><b><u>Office of Underground Coordination Review (OUC) 5-1-8</u></b> – The Office of Underground Coordination provides a forum for coordinating all construction activities in the public way, which may directly or indirectly affect members of the Office of Underground Coordination who operate underground facilities.</p>  |
| <input type="checkbox"/>  | <input type="checkbox"/>            | <p>Initial utility search by OUC completed. Provide documentation showing search has been performed.</p> <p>Your project has one or more of the following conditions and therefore requires an OUC review:</p> <ul style="list-style-type: none"> <li>○ Excavation 12’-0” below grade or deeper.</li> <li>○ Elevator pit or elevator plunger that is 12’-0” or deeper.</li> <li>○ A new basement slab below 8’-0” below grade.</li> <li>○ Foundations within 2’-0” of a property line. Earth Retention Systems will be required (sheeting). Sheeting contractor will be required for final OUC approval.</li> <li>○ Foundations deeper than 12’-0” (Caissons, H-piles, auger cast piles mini piles etc.).</li> <li>○ Excavation with a dig ratio greater than 1 to 1.5 to neighboring property or to public way.</li> </ul> <p>If any of the above apply, then the following steps must be completed:</p> |
| <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | Appointment scheduled with consultant reviewer to review submittal requirements   |
| <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | CD containing required submittal drawing files delivered to OUC for review.   |
| <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | All utility coordination comments resolved  |
| <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | Earth retention design approved by consultant reviewer.   |
| <input type="checkbox"/>  | <input type="checkbox"/>            | Application signed by CDOT, authorizing issuance of foundation permit   |
| <input type="checkbox"/>  | <input type="checkbox"/>            | Harbor permits are required for property within 40’ feet of waterway (5-1-7, 7a & 7b)   |
| <p><b><u>5-2 Department of Business Affairs and Licensing</u></b></p>   |                                     |   |
| <p><b><u>Department of Business Affairs and Licensing (DBAL) Sign-off for Permanent Use of the Public Way (5-2-1 to 3)</u></b> - If your project contains architectural or site elements <i>which are placed or project beyond the property line and utilize the alley, or sidewalk (public way)</i> <u>You must obtain City Council approval through Ordinances prepared by the DBAL for Use of the Public Way.</u> Proof of City Council Ordinance approval for use of the public way must be submitted at the time of the initial intake meeting with a DOB Project Manager for the project to enter the DOB system. If Applicable, please contact Lisa Pusateri at (312) 747-9034 OR Stan Adams (312) 747-9035.</p> |                                     |   |
| Required  | Provided                            |   |

**Checklist of Items Required for Permit** (Continued)

| Required                 | Provided                 |   |
|--------------------------|--------------------------|---|
|                          |                          | <ul style="list-style-type: none"> <li>○ Projection of building elements</li> <li>○ Foundations</li> <li>○ Awnings, planters, etc.</li> <li>○ Planters</li> <li>○ Entry canopies</li> <li>○ Projecting balconies</li> <li>○ Entry stairs</li> <li>○ Vehicle drop-offs</li> <li>○ Vaulted Sidewalks</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Council Ordinance required <b>or</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | Passage Pending letter from Alderman  |
|                          |                          | <p><b><u>5-3 Department of Water Management</u></b> – This Department manages the supply of Potable water and the removal of waste and storm water form all structures and sites within the city. The <u>Owner</u> is responsible for arranging the following reviews. If your project has any of the following conditions the Department of Water Management must review your project. Provide documentation that the review has been performed.</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b><u>Water Review</u></b> - Contact Mike Foley at the Jardine Water Filtration Plant at (312) 744-5070. Provide documentation that the review has been performed. Water review is required for any of the following conditions:</p> <ul style="list-style-type: none"> <li>○ Partial demolition of a building.</li> <li>○ Temporary use of water through the use of a fire hydrant or temporary water service.</li> <li>○ Water-cooled air-conditioning system, water cooled device or process.</li> <li>○ Fire suppression system being upgraded, modified or altered in any way.</li> <li>○ Installation or relocation of any fire hydrant.</li> <li>○ Project creates a new sub-division or contains a private water-main.</li> <li>○ Size of the existing water-main is less than 3/4".</li> <li>○ Fixtures that have not been approved by the Department of Water Management or any water fed equipment (e.g. dialysis equipment, dental chairs, glycol fire system, lawn irrigation)Required<br/>Provided</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <p><b><u>Sewer Review</u></b> – Contact Sid Osakada at 333 S. State St. (312) 744-0344. Provide documentation that the review has been performed. Sewer review is required for any of the following conditions:</p> <ul style="list-style-type: none"> <li>○ Is there any wastewater discharge from the site or property?</li> <li>○ Is there a building or structure that will connect to the City sewer main?</li> <li>○ Is the project or site also in the public way or equal or greater than 15,000 square feet?</li> <li>○ Does the site involve easement/covenant agreements, street vacations, street dedications, street openings, street closures, and subdivisions or work in the public way?</li> <li>○ Is there a building and/or structure being abandoned/demolished that has a private drain connection to the City sewer main?</li> <li>○ Is there a single family, residential, rental property and/or commercial property up to 15,000 square feet being constructed?</li> <li>○ Is there a property with common sewers that serve multiple private properties, i.e. condominiums, townhomes, etc. up to 15,000 square feet being constructed?</li> <li>○ Is there a commercial or residential property over 15,000 square feet that do not require the Design Section’s review being constructed?</li> <li>○ Is there a commercial and residential property over 15,000 square feet requiring the Design Section’s review being constructed?</li> </ul> |
| Required                 | Provided                 |   |

**Checklist of Items Required for Permit** (Continued)

Required    Provided

- Is there open space grater than 400 square feet but less than 7,500 square feet does not require the Design Section’s review being constructed?
- Is there open space equal to or greater than 7,500 square feet requiring the Design Section’s review being constructed?
- Sewer Repair/In Kind replacement of private drains
- Flood Control or Sumps Pumps
- Pumping of Water
- Sewers Stub
- Power Rodding
- Private Drain Seals
- Inspection Manhole
- Sewer and sewer structure construction related activity in the public right-of-way or in private property
- Sewer Cleaning, Lining or Televising

**5-4 Planning and Development Items Required**

**Zoning Review for the Planning Department** Required for:

- Special use projects
- Drive-thrus
- Strip malls (5-4-2)
- Parking Garages containing two or more stories above grade (5-4-1)
- Lake front Protection Districts – all projects regardless of cost which includes exterior work, additions, exterior alterations or repairs.
- Strip malls

Submittal Requirements for the above reviews:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input type="checkbox"/>            |

- 2 sets of drawings, with:
- Stamped and signed by AOR/Landscape Architect
- Site plan
- Landscape drawings
- Exterior elevations
- Floor plans

**Plan Commission Approval** for lakefront projects. New construction or additions in the Lakefront Protection district require Plan Commission Approval.

**Planned Developments** - Projects located in a Planned Development or the Lakefront Protection District that include exterior work, additions, exterior alterations or repair involve zoning change of use, must be sent for Planning Department approval.

Additionally, standard process or satellite office projects in a Planned Development or the Lakefront Protection District, which are located in the ground floor and could be visible from the street or public right-of-way, may also require planning approval.

Please call the Department of Planning, if you have questions on the applicability of the Planning Department Approval or Zoning change of use in a Planned Development.

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

**Part I** – For information purposes submit a copy of the Planned Development ordinance

Planned Development Number \_\_\_\_\_

- |                          |                          |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

**Site Plan Review (5-4-3)** before Part II. Large Planned Developments may require a site plan review. If you have completed a site plan review, provide a copy of the approval letter for information.

Required    Provided

**Checklist of Items Required for Permit** (Continued)

| Required                            | Provided                            |   |
|-------------------------------------|-------------------------------------|---|
|                                     |                                     | <b><u>Part II Submittal (5-4-4)</u></b> – The submittal for Part II review and approval is to be made to the Projects Administrator and shall include the following: Approval Letter (5-4-6)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Part II request letter (5-4-5)</u></b> - signed by the Owner requesting review. Letter to be addressed to the DPD Commissioner. Letter to include specific scope of work to be reviewed. <ul style="list-style-type: none"> <li>○ Interior alterations/repairs only with no change of use does not require a Part II review.</li> </ul>   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <b><u>Architectural Plans</u></b> – Provide three (3) sets of stamped architectural plans by an Illinois Licensed Architect. Each of the three (3) sets of Architectural Plans submitted for Part II Review must include the following:   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dimensioned Site Plan   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Landscape Plan with the owner and Illinois Licensed Landscape Architect’s signature. Refer to page 37 in the Landscape Guidelines for information to include in the Landscape Plan. Submit additional landscape plans, surveys, and documents as indicated on pages 4 and 7.  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Scaled Floor Plans  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Elevation Drawings  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Building Structural Sections  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Details cut sheets of fencing, lighting, architectural elements and features.   |
|                                     |                                     | <b><u>Landmarks Items Required</u></b>  |
|                                     |                                     | <b><u>Complete Landmarks Information</u></b> – If your property meets any of the following criteria, the Department of Planning and Development, Landmark Division will review your drawings pursuant to the guidelines issued under the Chicago Landmarks ordinance. Landmarks review required for: <ul style="list-style-type: none"> <li>○ Designated City of Chicago Landmark or within designated district</li> <li>○ Prospective designation</li> <li>○ “Orange” designation</li> <li>○ Public Funding</li> </ul> |
|                                     |                                     | The following submittals are required for landmarks review:   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | One (1) additional set of drawings. Half-size drawings may be acceptable if legible.  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | If windows are to be replaced, provide manufacturer’s cut sheets, elevations and sections of existing and proposed replacement windows  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | If an addition or any other exterior changes are proposed, provide photographs of the existing conditions of the building showing elevations.   |
|                                     |                                     | The following items must be provided by landmarks prior to permit issuance:   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Letter of Approval from Landmarks with scope of work matching the plans/application   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Official permit drawings stamped approved by Landmarks – 2 copies   |
|                                     |                                     | <b><u>5-5 Department of Zoning</u></b> – To be used when project is Right-of-Use Zoning. (5-5-2)  |
|                                     |                                     | Zoning district: _____  |
|                                     |                                     | Proposed use: _____   |
|                                     |                                     | Provide all zoning-related information on your site plan and code matrix, including:  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Required minimum lot area per dwelling unit: _____  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Maximum number of dwelling units allowed: _____   |

**Checklist of Items Required for Permit** (Continued)

| Required                            | Provided                            |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Maximum Height Allowed: _____  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Provide FAR calculations   |
|                                     |                                     | <b><u>Zoning Approvals:</u></b> If your project does not meet all requirements for the zoning district, you must present appropriate approvals from Zoning.          |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Zoning approval of Special Use   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Administrative Adjustment from Zoning Administrator.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Zoning change by City Council – provide copy of ordinance  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Zoning Board of Appeals Approval required for a variance   |
|                                     |                                     | <b><u>Landscape Ordinance (5-5-1)</u></b> regulations apply if:  |
|                                     |                                     | <input type="checkbox"/> New building of 4 or more residential units   |
|                                     |                                     | <input type="checkbox"/> Any new business/mercantile/institutional/assembly building   |
|                                     |                                     | <input type="checkbox"/> Any addition to business/mercantile/institutional/assembly building over 1,500 sq ft.   |
|                                     |                                     | <input type="checkbox"/> Renovations as based on cost below:   |
|                                     |                                     | Line 1-Replacement cost of building \$ _____   |
|                                     |                                     | Line 2-150% of assessed value of building \$ _____   |
|                                     |                                     | Line 3-Whichever is greater-\$10,000 or line 2 \$ _____  |
|                                     |                                     | Line 4-Cost of construction \$ _____   |
|                                     |                                     | If line 4 is greater than line 3, then Landscape Ordinance applies   |
|                                     |                                     | <input type="checkbox"/> Construction/Repair of parking lot or vehicular use area more than 1,200 sf   |
|                                     |                                     | <input type="checkbox"/> Addition of 4 or more parking spaces to an existing parking lot over 1,200 sf   |
|                                     |                                     | If required, submit plans, surveys, and documents as described on pages 4 and 7.   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | First time landscaping review request. Provide this letter and submit landscape plans if you would like your landscape plan reviewed prior to submission for permit. |
|                                     |                                     | <b><u>5-6 Department of the Environment</u></b> – The following items require additional review outside of DOB to obtain environmental approval.                     |
|                                     |                                     | <b><u>Sandblasting (5-6-1)</u></b> in the scope, provide:  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form SC  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Laboratory test results, if required   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Dust minimization/containment plan   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Sample of written notification to be provided to surrounding buildings   |
|                                     |                                     | <b><u>Commercial Kitchen</u></b> in the scope, provide:  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Form FP (3-16I)  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Kitchen hood supply and exhaust diagram. Do not reference mechanical drawings. You may provide an additional copy of the appropriate mechanical sheets.              |
| Required                            | Provided                            |  |



**Checklist of Items Required for Permit** (Continued)

| Required                 | Provided                 |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Fuel Storage Tank</u></b> – Application for Non-Dispensing Above Ground Storage Tank Installation must be completed and delivered to 30 N. LaSalle, 25 <sup>th</sup> floor. Include receipt for fuel storage tank application with emergency generator form EG (3-16K).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Flood Plain (5-6-2 &amp; 3)</u></b> - Project is within 100’ of a large body of water. A flood plain review is required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Construction Waste Recycling (5-6-4)</u></b> – If your project requires a Certificate of Occupancy, it must comply with the Construction Waste Recycling Ordinance. Contractor must submit compliance forms to Dept. of Environment at DOB within 30 days of project completion.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Completion Date: _____ (for scope of work under permit)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>5-7 Department of Fire, Fire Prevention Bureau</u></b> – The following must be submitted to the Fire Prevention Bureau for approval this is in addition to and separate from the permit review process. They are located at 444 N. Dearborn Ave. on the 2 <sup>nd</sup> Fl.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler contractor must submit fire protection piping drawings (Shop Drawings) (5-7-1)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire alarm contractor must submit fire alarm layout drawings. (5-7-2)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>5-8 Accessibility (Mayor’s Office For People With Disabilities - MOPD)</u></b> – If one of the following conditions exists a preliminary meeting with MOPD will be required and final accessibility review will be performed by MOPD, not the consultant reviewer. Please call MOPD at (312) 744-4441.   |
|                          |                          | <ul style="list-style-type: none"> <li>○ Public Money</li> <li>○ Public Facility , New Construction addition or alteration</li> <li>○ Residential, New construction or addition privately or government funded</li> <li>○ Privately funded – four or more units in a single structure</li> <li>○ Government funded – 5 or more units in a project.</li> <li>○ Detectable warning for curb ramps (5-8-1)</li> </ul>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>5-9 Department of Health (5-9-1)</u></b> – If your facility will be providing any of the following food services a review by the Department of Health will be required.  |
|                          |                          | <ul style="list-style-type: none"> <li>○ Cook Serve</li> <li>○ Cook Hot Hold Serve</li> <li>○ Cook Chill Reheat Hot Hold Serve</li> <li>○ Commercially Packaged Foods only</li> <li>○ HAAPC System Will be in Place</li> <li>○ Cold Hold Serve</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>5-10 Department of Buildings Certificate of Occupancy (5-10-1)</u></b> – If your building falls into one of the following categories a Certificate of Occupancy will be required. At the start of construction Contact the Department of Buildings Certificate of Occupancy team at (312) 743-3529 to schedule ongoing inspections.  |
|                          |                          | <ul style="list-style-type: none"> <li>○ All new remodeled multiple dwellings consisting of four (4) or more dwelling units</li> <li>○ Buildings that substantially rehabilitated (Down to the studs gut rehab)</li> <li>○ Residential buildings exceeding \$150,000.00 estimated costs</li> <li>○ Newly constructed non-residential buildings over 4,000 sq. ft.</li> <li>○ Alterations or repairs of non-residential buildings exceeding \$40,000 in estimated costs.</li> <li>○ Work in existing buildings resulting in a change of occupancy.</li> <li>○ Any work performed in a new or existing building of Institutional or Assembly Use.</li> </ul> |

Required Provided

