



Applicant's Name: \_\_\_\_\_

**I. Enrollment Instructions:**

1. Provide a copy of a valid Illinois architectural or structural engineering license (must be licensed for minimum of 3 years).
2. Provide a resume.
3. Provide a certificate of professional liability insurance with limits of not less than \$500,000 per claim and \$1,000,000 in the aggregate for all claims during the policy period.
4. Provide signed and sealed affidavit letters (if applicable in Section V).
5. Provide a copy of the certificate of completion if renewing Self-Certification registration.
6. Email this completed application form and the items listed above to:  
**hal.hutchinson@cityofchicago.org**

**II. Enrollment Type:**

The submission of a complete enrollment application does not automatically qualify the applicant to be enrolled in the class or to be eligible for the Self-Certification Permit Program. All enrollment applications must be reviewed by the Department of Buildings. All applicants will be notified of the results of the Department's review. Do not mail a check for the class fee until directed to do so by the Department.

Select the desired enrollment type below with a check mark.

- I am enrolling in the class to obtain Self-Certification registration.**  
The class fee is \$2,500. Professionals who complete the class will receive a certificate of completion stating 21 HSW contact hours and registration with privileges for 5 years.
- I am enrolling in the class to renew my Self-Certification registration.**  
The class fee is \$1,200. Professionals who complete the class will receive a certificate of completion stating 21 HSW contact hours and registration with privileges for 5 years. The training class must be completed not more than 12 months after expiration date of the previous registration. Applicants enrolling to renew can exclude Section V.
- I am enrolling to audit the class without obtaining Self-Certification registration.**  
The class fee is \$1,200. Professional engineers and unlicensed design professionals are welcome to audit the class. Professionals auditing the class will receive a certificate of attendance stating 21 HSW contact hours but will not receive registration or privileges. Applicants enrolling to audit this class can exclude Section V.

**III. Personal Data:**

Name: \_\_\_\_\_ IL License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

List all additional licenses and the year obtained: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Professional Liability Insurance, Name of Company and Policy No.: \_\_\_\_\_

**IV. Education:**

School	Location	Degree	Date Awarded

**V. Professional Experience:**

List eight projects located in the City of Chicago where you were the licensed architect or structural engineer of record or where you were the project architect responsible for production of the construction documents, performed building code management and were instrumental in the building permit process. Additionally, for projects where you were the project architect and not the professional of record, you must submit a signed and sealed affidavit letter from the professional of record(s) verifying your position as project architect. The signed and sealed affidavit letter(s) must include the project titles, addresses, and permit numbers.

Project Name	Project Address	Permit No.	Project Owner & Contact Info.	Project Cost	Description of Services

**VI. Licensing History:**

1. Has your license ever been revoked, suspended or otherwise sanctioned by any board or agency in Illinois or any other state? (Circle one) **YES** or **NO**
2. Were you ever denied issuance of, or pursuant to disciplinary proceeding, refused of any license by any board or agency in Illinois or any other state? (Circle one) **YES** or **NO**

I certify under penalties of perjury that I have made the statements on this application and that all statements are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_