

City of Chicago 2011 CDBG-FUNDED
FAÇADE REBATE PROGRAM
For Commercial and Industrial Buildings



Program Description

Design Guidelines

Application



CITY OF CHICAGO

Richard M. Daley, Mayor

DEPARTMENT OF HOUSING and ECONOMIC
DEVELOPMENT

Andrew Mooney, Commissioner

**2011 Façade Rebate Program
Application Deadline**

By 4pm CST

Friday, June 3, 2011

Delivered to attn: Annie
Coakley, City Hall, 121 N.
LaSalle St. Room 1006
Chicago, IL 60602

CDBG-FUNDED FACADE REBATE PROGRAM
for Commercial and Industrial Buildings

The Facade Rebate Program is one of several programs of the City of Chicago's Department of Housing and Economic Development to help strengthen and enhance the city's neighborhoods. This program offers rebates to eligible commercial and industrial businesses and property owners who are willing to complete qualified facade rehabilitation projects. An eligible "façade" is the front face or elevation of the building, which typically faces the street and contains windows and the principal entrance to the building.

Improving the appearance of building façades supports local businesses and can have a significant impact on the attractiveness and marketability of the surrounding area. Eligible work includes: facade renovation, masonry repairs and tuckpointing, repair or installation of storefront windows, display areas, windows and doors, signs and graphics, awnings, exterior lighting and certain security and energy conservation systems.

Applicants apply through the Department of Housing and Economic (HED). Potential applicants should contact HED staff to determine if they are eligible.

The program is funded through the Community Development Block Grant (CDBG) Program, and all projects must meet federal and city requirements to be funded through the program. For example, commercial projects must be located in federally designated low- and moderate income communities. To check whether your property is in one of these areas, contact Annie Coakley, Department of Housing and Economic Development, at 312-744-8280.

Rebates are issued only after the successful completion of a qualified project. Projects must be approved **prior to beginning construction** to participate in the program.

COMMERCIAL PROJECTS

Maximum rebate for each qualified commercial building: 50% of project costs, up to \$20,000

Maximum rebate per application: \$20,000

Minimum project costs: \$2,000

Maximum project costs: \$40,000

INDUSTRIAL PROJECTS

Maximum rebate for each qualified industrial building: 50% of project costs, up to \$20,000

Maximum rebate per application: \$20,000

Minimum project costs: \$5,000

Maximum project costs: \$40,000

HOW REBATES ARE CALCULATED

COMMERCIAL PROJECTS

The program offers rebates of up to 50% of the approved project costs, up to a maximum of \$20,000 for each qualified commercial building.

INDUSTRIAL PROJECTS

The program offers rebates of up to 50% of the approved project costs, up to a maximum of \$20,000 for each qualified industrial building.

MAXIMUM PROJECT COSTS

This program is principally intended to assist small businesses and property owners with total project costs at or below \$40,000. Projects with a total budget exceeding \$40,000 are generally ineligible.

ELIGIBILITY REQUIREMENTS

PROJECT COSTS

To be eligible for a rebate, each qualified application must have a minimum of \$2,000 for commercial projects or \$5,000 for industrial projects in approved project costs, i.e., work done on the exterior of the building that results in a publicly-visible and permanent improvement. Related professional, legal, architectural and City permit fees are eligible costs, as are work to display areas behind storefront windows and work to upper portions of the facade of the building, provided that such work is part of a larger qualified project involving street-level improvements and provided that such work does not disturb painted surfaces on a residential portion of the building.

Not eligible: The following types of work are generally ineligible in the program:

- Work to a roof, rear facade, or alley facade, or work to a secondary facade not plainly visible from a main commercial thoroughfare
- Work that involves principally routine maintenance (i.e., painting or minor repairs), unless part of a larger qualified project
- New construction and additions
- Work to buildings less than five years old for commercial projects or buildings less than ten years old for industrial projects
- Billboards; landscaping and paving
- Freestanding signs and ornamental fencing in very limited instances may be eligible project costs
- Where the applicant is the contractor or supplier, profits and overhead are not eligible expenditures
- Work that disturbs painted surfaces on a residential portion of the building

TYPES OF BUSINESSES

Qualified tenants and property owners are both eligible to participate in the program (tenants must have the approval of the property owner to participate).

Program participation is limited to commercial and industrial businesses, except as identified below.

Buildings with qualified ground-floor businesses, but upper-story residential uses, are also eligible, provided that the proposed work does not disturb painted surfaces on the residential portion of the building.

Not eligible: The following types of businesses and uses are ineligible to participate in the program:

- Exclusively residential buildings
- Properties owned by religious institutions
- Freestanding auto-related businesses, such as gas stations, repair shops, automobile dealerships, quick-service and drive-thru facilities, and car washes
- Franchise and chain businesses (as defined by HED)
- Day care centers
- Existing branch banks
- Adult bookstores or similar businesses
- Bars, taverns, liquor stores, and other establishments whose principal business is the sale or serving of alcohol
- Because the program is principally aimed at small businesses, commercial businesses with over \$3 million in annual sales for the past three years and industrial businesses with more than 100 employees are generally ineligible to participate

OTHER REQUIREMENTS

FEDERAL REQUIREMENTS

Because the program is federally funded, all projects must meet one of the federally-established “National Objectives” (see page 10) and comply with all applicable federal regulations, including the Davis-Bacon Act governing prevailing wages, the Contract Work Hours and Safety Standards Act, the Copeland Act (Anti-Kickback Act), and the Lead-Based Paint Regulations. (The Lead-Based Paint Regulations place additional requirements on projects involving the disturbance of painted surfaces like windows doors, trim, flashing, etc. on the residential portions of buildings.)

Applicants may be required to submit additional supporting documentation materials. Applicant and contractors must agree to regular reporting and monitoring to verify compliance with these requirements, and must retain and make available all documentation related to the project for five years after project completion.

DESIGN GUIDELINES

All projects must comply with the Program Design Guidelines in this booklet. These design guidelines are intended to assist property and business owners undertaking facade improvements. The guidelines are based on the following design principles: to promote retail activity and enhance the experience of the pedestrian; to create an attractive and safe retail or industrial environment; to reinforce neighborhood character and architectural design; and to use good design concepts and high-quality durable materials.

All projects participating in the program must: (1) renovate or remove all signs and structural sign supports that are in poor condition, are unused, or are from prior businesses; and (2) remove all illegal signs, roof signs, temporary signs, and large non-historic projecting signs which project more than five feet from the building or extend above the roof line; and (3) remove all awnings that do not comply with the design guidelines.

Because this is a federally funded program, historic buildings must meet federally adopted design guidelines, *The Secretary of the Interior's Standards for Rehabilitating Historic Buildings*. Review and approval of the Illinois Historic Preservation Agency may also be required for these projects in addition to City approval.

LEASING REQUIREMENTS

Upon completion of the project, 50% of the ground-floor leasable commercial space or 70% of the leasable industrial space must have leasing commitments of at least one year.

PAST PROGRAM PARTICIPATION

Buildings where a prior or existing tenant or property owner has participated in the Facade Rebate Program within the last 3 years for commercial projects or the last 3 years for industrial projects are ineligible for the program. Applicants who in the past were dropped from the program for noncompliance with the program requirements are also ineligible.

CITY EMPLOYEES AND THEIR SPOUSES

Officials, employees, or agents of the City of Chicago, and their spouses, are ineligible to participate in the program. Properties owned by such individuals are also ineligible.

OTHER CITY ASSISTANCE

Funds for projects that are receiving or have received other types of City financial assistance are netted out from the potential Façade Rebate amount. Projects in TIF areas with the Small Business Improvement Fund (SBIF) are ineligible.

INDEBTEDNESS

Applicants must be able to certify that they owe no indebtedness to the City of Chicago, such as parking tickets, water bills, license fees, fines, etc.

CHANGE IN OWNERSHIP

Program participation is not transferable to new property owners or tenants. New property owners and tenants must reapply to participate in the program.

TIME LIMITS

Projects must be completed within the timetables outlined in this booklet to be eligible for a rebate. One-time extensions in writing may be requested and granted on a case-by-case basis based on demonstrated progress toward completion.

CONSISTENCY WITH CITY PLANS AND ORDINANCES

Projects must be consistent with all applicable adopted city plans (such as redevelopment area plans, etc.) to be eligible to participate in the program. Projects must also comply with the City of Chicago zoning and building code requirements.

ABOUT THE PROGRAM

To be eligible to participate in the program, applicants must comply with all program requirements or the project may be dropped from the program. The Department of Housing and Economic Development is the sole interpreter of eligibility determinations, rebate amounts, and compliance with program requirements.

APPLICATION PROCESS

STEP 1 APPLICATION SUBMITTAL

Prospective applicants complete the application on their computer (or a hard copy for those without computer access) and submit it to HED with photos of the building exterior.

HED will accept applications until 4pm CST on Friday, June 3, 2011 at 121 N. LaSalle, Room 1006, Chicago, IL 60602 Attn: Annie Coakley. In the event there are more applications than funding, HED will conduct a lottery to select applicants including a wait list. Applicants will be notified of their lottery status.

HED staff will meet with the applicant at the project site to discuss the project and program requirements. Information about the project is then forwarded to other City departments for review and approval and a determination of eligibility. HED will send applicants a “**Letter of Eligibility**”, which outlines applicant status from the lottery as either a selected applicant or a wait-listed applicant.

STEP 2 DESIGN AND COST ESTIMATE APPROVAL

Selected applicants have 90 days from the date on the Letter of Eligibility to submit the following information. Failure to submit this information within 90 days makes the project ineligible to continue in the program:

- Two itemized cost estimates from two different qualified contractors. Specify which of the contractors you wish to use. City program staff reserves the right to reject questionable estimates. (If you serve as a contractor or supplier on a project, your profits and overhead as related to being a contractor or supplier will not be considered as eligible expenditures; a second cost estimate must still be obtained.) Projects will be monitored for cost containment using construction industry average costs.
- Plans, drawings, or specifications for your project. Please note that your project needs to conform to the program’s design guidelines in order to be approved.

Once the applicant submits the required information and HED approves, HED will issue the “**Design and Cost Estimate Approval Letter**” to the applicant, indicating the potential maximum rebate for the project. Receipt of the “Design and Cost Estimate Approval Letter” is **not** an authorization to begin work – see Step 3.

STEP 3 PRE-CONSTRUCTION PHASE

Within 90 days of receiving the “Design and Cost Estimate Approval Letter”, applicants submit copies of the necessary City permits (see page 11). The applicant and their selected contractor(s) will then participate in a **Pre-Construction Meeting** with City staff to review federal regulations regarding prevailing wage requirements.

COMMON PITFALLS

Submittal of an ineligible or incomplete application.

Applicant does not allow enough time for the application to be processed and applies to program days before wanting to start construction.

Submittal of incomplete and/or non-itemized cost estimates.

Submittal of incomplete drawings or drawings that do not meet the program guidelines.

Starting work on the project prior to issuance of the Notice to Proceed Letter.

Failure to comply with leasing requirements.

STEP 4 APPROVAL TO BEGIN CONSTRUCTION

Once the applicant and their contractor(s) agree to comply with all federal labor regulations, the applicant and City execute the **Façade Rebate Agreement**. Non-individuals need to complete an Economic Disclosure Statement as part of the Agreement. HED will then issue the applicant's copy of the executed agreement along with a "**Notice to Proceed Letter**" indicating that construction may begin. The Agreement and Notice to Proceed Letter officially accept an applicant's project into the program and constitutes a formal agreement between the applicant and the City. Please note that applicants will be dropped from the program if they start work before the issuance of an executed Agreement and "Notice to Proceed Letter."

Applicants must complete their projects and submit complete payout documentation within 180 days of the issuance of the executed Agreement and "Notice to Proceed Letter." Since funds for a project cannot be reserved indefinitely, rebates may be subject to cancellation if not completed by this deadline. One request for extension will be considered and possibly granted if made in writing to HED and progress towards completion has been demonstrated.

STEP 5 ISSUANCE OF A REBATE

Upon completion of the project, HED program staff will inspect your project to ensure compliance with the approved plans, the "Design and Cost Estimate Approval Letter," leasing and other program requirements. If the leasing requirements are not met at the time of final inspection, you will be given 60 days to submit one-year lease agreements. Failure of the project to meet all of the program requirements and design guidelines will result in its disqualification from the program.

Applicants will receive a rebate check approximately four to six weeks after submitting close-out documentation to HED:

- All necessary Federal Labor Standards materials from the contractor(s).
- Copies of all paid invoices and canceled checks (front and back) for all of the eligible work. These should equal the amount contained in the cost estimate letter. All project expenditures must be paid by check. The invoices must be marked paid and signed and dated by the contractor(s).
- Original, notarized final waivers of lien from all contractors, subcontractors, and major material suppliers.
- One-year lease agreements for 50% of the leasable commercial space or 75% of the leasable industrial space.
- Any other information deemed necessary by HED to complete the application.

PROJECT TIMELINE

APPLICATION
SUBMITTAL

STEP 1

Applicant submits application to HED by 4pm CST Friday June 3, 2011.

Letter of Eligibility, including lottery status, is sent to Applicant and City staff meets with the Applicant at project site.

DESIGN AND COST
ESTIMATE APPROVAL
up to 90 days

STEP 2

Applicant submits two itemized cost estimates and drawings to City staff.

“Design and Cost Estimate Letter” issued to applicant.

PRE-CONSTRUCTION
PHASE
up to 90 days

STEP 3

Applicant submits copies of permits to City staff and participates in Pre-Construction Meeting regarding Federal Labor requirements.

APPROVAL TO BEGIN
CONSTRUCTION
up to 180 days

STEP 4

Façade Rebate Agreement executed and issued with a “Notice to Proceed” letter to Applicant. Applicant begins construction.

REBATE
4 to 6 weeks

STEP 5

Construction completed and Applicant submits pay-out documentation to City staff.

City staff conducts final site inspection (1 to 2 weeks) and City issues rebate check (4 to 6 weeks).

MEETING A “NATIONAL OBJECTIVE”

The City of Chicago’s 2011 Façade Rebate Program is funded by the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. All projects participating in the 2011 Façade Rebate Program must meet one of the federally-established “National Objectives” and be an eligible activity:

COMMERCIAL AND INDUSTRIAL PROJECTS BENEFITTING LOW- AND MODERATE-INCOME PERSONS

Commercial and industrial projects must provide services to low- and moderate-income residents to be eligible to participate in the program. Projects must be in area where an average of 51% or more of the population has an income below 80% of the community average. In addition, buildings must be on or adjacent to a main commercial thoroughfare and within the service area of a qualified local neighborhood development organization.

On a case-by-case basis, individual projects within the following areas may also qualify to participate in the program: the Enterprise Zones, Enterprise Community Areas, Empowerment Zones, a redevelopment area, a Tax Increment Financing (TIF) district, a Conservation Area or an Industrial Corridor. Chicago Landmarks may also qualify. In all cases, these projects must still meet one of the “National Objectives” and be eligible activity to qualify for the program.

CITY PERMIT INFORMATION

BUILDING PERMITS

Building permits are issued by the Department of Construction and Permits, City Hall, Room 900, 121 North LaSalle Street, 312-744-3449. Permits are required for all additions, alterations and new construction, as well as most types of repair work. For example, replacing windows or storefronts, or a change in the number of doors and windows, would all require a building permit; likewise, concrete and masonry work also requires a building permit. Building permits must be clearly displayed at the construction site.

Architectural drawings are not required for most facade-only improvements; in most instances a rough design sketch will suffice. In instances where a substantial amount of work is to be done such as structural changes, installation of new window framing, the change of the fire rating on a part of the facade, or a change in the size of windows, the Department of Construction and Permits may, however, require a set of architectural drawings.

BARRICADE PERMITS

A permit is required for setting up a barricade for work. Tuckpointing and cleaning of brick masonry does not normally require a barricade permit. Barricade permits are issued by the Department of Transportation, Construction Compliance, City Hall, Room 905, 121 North LaSalle Street, 312-744-4652.

AWNINGS AND CANOPIES

Awnings or canopies that extend two feet or more over the public right-of-way require a permit from the Department of Revenue, Compensation Unit, 333 South State Street, Room 310, phone number 312-74GO-BIZ (312-744-6249). This permit can only be issued after the City Council has passed a special ordinance for the awning or canopy (allow at least 12 weeks for issuance of the permit). A permit for an awning or canopy that extends less than two feet over the public right-of-way can be issued by the Department of Buildings.

ELECTRICAL PERMITS

Electrical permits are required for light fixtures, neon signs, and lighted window displays. Electrical permits are issued by the Department of Construction and Permits, Electrical Inspections, City Hall, Room 900, 121 North LaSalle Street, 312-744-3400.

DESIGN GUIDELINES

FOR COMMERCIAL, INDUSTRIAL AND MIXED-USE BUILDINGS

WALL MATERIALS

Original wall materials such as brick, stone and terra cotta should be repaired and maintained. Dry-vit and other imitation stucco (EIFS) or siding materials should all be avoided. Metal siding or panels, mansard canopies, and other types of “false fronts” should be removed. The original materials of your building were selected to complement its design and overall appearance. Adding non-original siding materials and “false fronts” not only detracts from the building’s appearance, but can damage the wall structure behind.

MASONRY

When individual pieces of brick, stone or terra cotta are beyond repair, they should be replaced to match the originals in terms of size, color, finish and texture. Masonry surfaces should be properly tuckpointed to avoid moisture seepage and excessive wear on the masonry. Mortar and grout should match the originals in terms of color, texture, consistency and joint profile. Portland cement should never be used as mortar, since it is harder than the original masonry and can cause serious damage. Masonry should never be sandblasted, since this also causes serious damage to the material. Masonry should be cleaned using the least aggressive method possible (such as low velocity water, steam or chemical cleaning) after conducting tests on inconspicuous areas.



- **DO** repair or replace original building materials with matching materials
- **DO** remove non-original siding materials, “false fronts,” and mansard roofs or canopies
- **DO** tuckpoint masonry with mortar that matches the original in color, consistency and joint profile
- **DO** clean masonry with the gentlest-possible method, such as with low-velocity water, steam or chemical cleaning

- **DON'T** use materials not otherwise found on the building
- **DON'T** use imitation stucco or siding materials such as Dry-vit, aluminum siding or metal panels
- **DON'T** add “false fronts” or mansard roofs that cover or obscure the facade of the building
- **DON'T** sandblast, high-power waterblast, or tuckpoint masonry with portland cement



- **DO** restore the original size of any filled in or covered over upper-story window openings and repair/replace windows in "like-kind" to match
- **DO** remove exterior-mounted security grilles and install new security grilles inside the storefront if possible
- **DON'T** fill in or cover over upper-story window openings
- **DON'T** install security grilles on the exterior of the buildings unless they are concealed or as unobtrusive as possible



DECORATIVE FEATURES

Original decorative features such as cast-iron piers, terra-cotta masonry, ceramic tile, pressed metal ornament, wrought iron grille work and cast stone should be repaired and maintained, and not obscured by changes to the building. These features greatly add to the uniqueness and attractiveness of your building. Missing features or deteriorated features beyond repair should be replaced to match whenever possible.

DOORS AND UPPER-STORY WINDOWS

New windows and doors should be sized to fit within existing openings, and not require the openings to be partially infilled. All broken and missing windows should be replaced with new glass, and window frames and sashes should be repaired. Storefront doors should have glass panels and be commercial-looking in character. Please note that work done to wood windows and doors in residential portions of the building is generally ineligible for a rebate and will not be permitted in the program.

SECURITY GRILLES

Security grilles, screens and enclosures should be as inconspicuous as possible and compatible with other elements of the storefront. If grilles are used, they should be installed on the inside face of doors and windows. All exposed portions

of the grilles, screens or enclosures should be painted. Less obtrusive security devices and alarm systems are preferred alternative security measures.

LIGHTING

The use of accent lighting to illuminate building facades is highly encouraged and may be done with projecting or concealed fixtures. Such fixtures should be as inconspicuous as possible and compatible with the building's design. In general, the entire facade should not be washed in bright light, but lighting should be used to accentuate individual building features.



HISTORIC BUILDINGS

Historic buildings are important visual “anchors” in commercial districts and often establish the architectural character of these areas. Facades and storefronts of historic buildings should be repaired and well maintained. Original features and materials such as bulkheads, transoms, window framing systems, and cast-iron piers should all be maintained. Deteriorated original features should be repaired whenever possible, and missing features should be replaced to match the originals. Projects involving historic buildings must adhere to *The Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*.



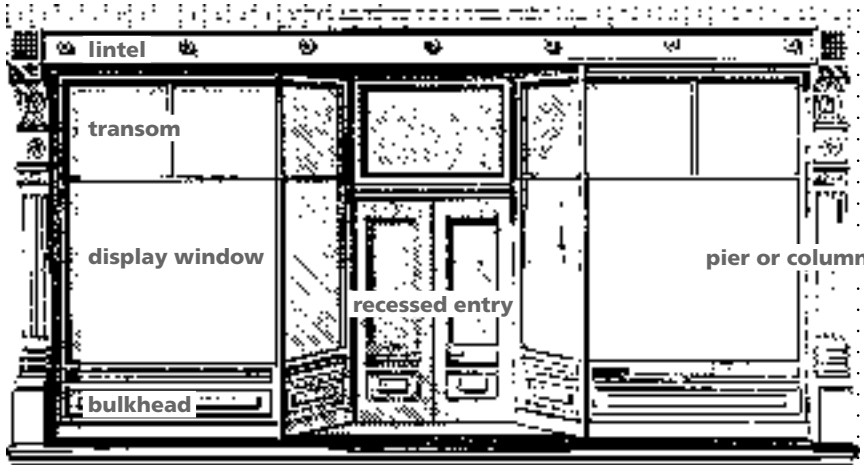
- **DO** use *The Secretary of the Interior's Standards for Rehabilitation* for historic buildings (available from City staff)

STOREFRONTS

The overall pattern of storefronts and piers/columns should be maintained as much as possible. Storefronts should not be enclosed or filled in, and window openings should not be reduced in size. If original openings have previously been altered or filled in, the openings should be restored to their original size and configuration.

In general, **storefronts** should incorporate such typical architectural features as recessed entries, display windows, and bulkheads, in keeping with the original design of the building. Bulkheads (the low wall area under a storefront window) should generally be no more than 24 inches high. Storefronts in the same building should have a consistent design and relate to the entire building as a whole.

Storefront windows should accommodate window displays and allow views into the retail space of the building. The large undivided sheets of glass typical of display windows should be maintained. Sheets of glass should generally be no less than five feet wide. In many older buildings, transom windows were part of the original storefront design and should also be maintained. Clear glass should be used for storefront windows; glass block and tinted, spandrel, mirrored or opaque glass should all be avoided. Window framing systems should be as thin as possible, and glass should not be deeply recessed into the frame. Framing systems should generally be painted dark colors, and anodized bronze and natural aluminum finishes should be avoided.



- **DO** keep/restore the original height and display window area (the height and width of the storefront opening) of storefronts which have been filled in or covered over
- **DO** keep/replace storefront windows with large sheets of clear glass to allow views into the retail space
- **DO** keep/replace transoms (the small windows above a door or window) and recessed entries
- **DO** keep/replace bulkheads (the low wall area under a storefront window)



- **DON'T** change the building's overall pattern and spacing of piers/columns and storefront openings
- **DON'T** reduce the size, cover over, block or fill in original storefront openings
- **DON'T** use sheets of glass with less than a five-foot width in storefront display windows
- **DON'T** use solid doors, glass block or tinted, opaque or mirrored glass
- **DON'T** add bulkheads (the low wall area under a storefront window) more than 24 inches high

SIGNS

The major purpose of a commercial sign is to identify a business and its merchandise and services.

Signs should not be large and overbearing or cluttered with excessive information. They should be simple and coordinated with other neighboring signs. Randomly located signs, signs containing too much information, too many signs, and signs that are too large for individual shops and compact neighborhood shopping areas are often hard to read and easily missed by pedestrian shoppers and drivers. Such signs can give local shopping areas a cluttered, confusing and unattractive image. Simple signs with a consistent size and location from one storefront to the next make locating businesses easier. Moveable, flashing LED signs should also be avoided.

Signs on the same building should have a consistent **location**, size, and overall pattern and be compatible with one another.

Signs should be constructed out of durable high-quality **materials**, and should be kept well maintained. Plywood, plastic and Styrofoam should not be used.

Signs may be **illuminated** using external lighting fixtures such as gooseneck lamps, but the fixtures should be simple, unobtrusive and not obscure the graphics of the sign. Signs with internal illumination should have opaque face panels with routed letters, so that only the letters are backlit (rather than the entire face of the sign).

Types of Signs. Signs with individual letters (e.g., channel, cutout, and neon letters) are strongly encouraged, and individual letters should generally not be more than 30 inches high. Large projecting



- **DON'T** mount signs in areas where they cover up windows or decorative features of the building
- **DON'T** size or locate signs so that they extend above, below or beyond storefront openings, sign panels or "sign bands" (the wall area above the storefront window)
- **DON'T** install roof signs, signs with moving or flashing parts, or projecting signs that project more than five feet from the face of the building or extend above the roof line
- **DON'T** use letters more than 30 inches high
- **DON'T** clutter the building with too many signs, affix paper signs to the storefront windows or use materials that are not high quality and durable, such as plywood, plastic or Styrofoam
- **DON'T** use freestanding signs or poles more than 15 feet high or that project over the public right-of-way

- **DO** establish a consistent location and size for all signs on the same building
- **DO** use neon or simple external lighting like gooseneck fixtures when illuminating signs; for backlit signs, only illuminate the letters of the sign (rather than the entire face of the sign)
- **DO** conceal electrical transformer boxes, conduit and electrical raceways
- **DO** reuse and restore historic signs when possible



signs can overwhelm a building and should generally be avoided. Small projecting signs and banners, however, can create visual interest and are encouraged. Freestanding monument signs should be simple in design and not exceed 15 feet in height or project over the public right-of-way.

Signs for prior businesses, illegal signs, roof signs, billboards and unused structural sign supports should all be removed. Portable signs and large signs on upper facades should be avoided. Rooftop signs on or above the parapet or cornice of buildings, billboards and other outdoor advertising signs painted or mounted on structures should be strictly avoided.

Temporary signs should advertise short-term sale promotions only, and paper signs should generally be avoided. Temporary signs should not be placed on any part of the building except in display windows, and should not occupy more than 25% of a window area. It is easier for shoppers to read a few simple, well-placed sale signs than to try to read a display window cluttered with many signs.

The reuse and restoration of **historic signs** is strongly encouraged. If historic signs are to be retained, they should be refurbished and restored. Lettering may be modified to reflect the current business.

Electrical transformer boxes, conduit, and raceways should all be concealed from public view. If a raceway cannot be mounted internally (on the inside of the building), the exposed metal surfaces of the raceway should be finished to match the background wall or integrated into the overall design of the sign. Unused electrical equipment should be removed.

AWNINGS

Awnings should be mounted in a **location** that respects the original design of the building, such as storefront bays, piers and columns, decorative moldings, and window and door patterns. In general, awnings should not obscure piers, columns, and decorative features such as terra-cotta ornament and metal grillwork. Awnings should be designed to project over individual window and door openings and not be a continuous feature extending over masonry piers or arches or up the facade of the building. Awnings should be mounted within the actual window or door opening, on the wood or metal framing (not on the wall surrounding the opening). In storefronts with transom windows, awnings were often mounted on the horizontal framing bar separating the lower and upper portions of the window. Awnings should have a minimum clearance of 7'-6" above the sidewalk.

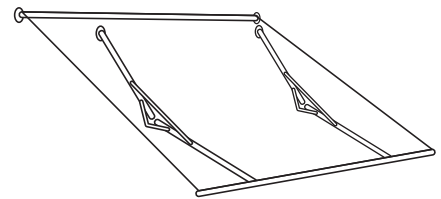
Types of Awnings. Retractable awnings and shed-type awnings are strongly encouraged. Awnings without end panels are more transparent and allow better views into the storefronts. Awnings should project out at least 3 feet and not be steeply pitched. Convex or box awnings should generally not be used; convex (bullnose or domed) awnings may, however, be appropriate for some locations with round-arched window and door openings. Awnings should be of woven cloth fabric, not vinyl, metal or rubber. "Bubble" awnings or awnings that extend up the front of a building, that cover decorative features, or that have an exaggerated scale, should not be used. Elongated bullnose entrance canopies and canopies with sidewalk supports should not be used.

Illuminated Awnings. "Bubble" awnings and other types of awnings where the entire awning is backlit or illuminated should not be used.

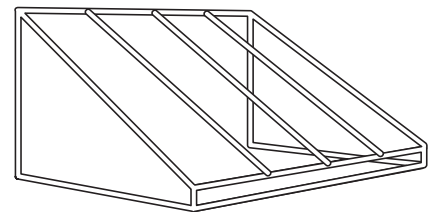
Signs on awnings should be on the horizontal valance (or awning flap) of the awning. Signs may also be on the main panels of the awning, but such signs should not cover the entire awning with words, phone numbers, etc.



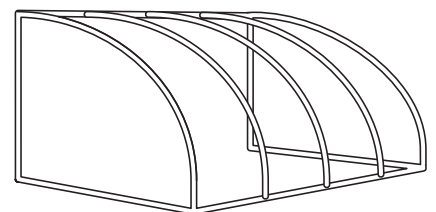
RETRACTABLE AWNING—Encouraged



SHED-TYPE AWNING—Encouraged



BUBBLE AWNING—Not Acceptable



- **DO** mount awnings within individual bays or storefront openings
- **DO** use retractable or traditional shed-type awnings; for storefront windows with transoms, awnings should be mounted on transom bars (the awning flap) or small logos on the awning itself
- **DO** use awnings of woven cloth or linen fabric, and limit signs on awnings to the valance (the awning flap) or small logos on the awning itself

- **DON'T** use awnings that extend up the building wall, cover decorative features, or stretch continuously across masonry piers or arches
- **DON'T** use "bubble" awnings, exaggerated-shaped awnings, elongated bullnose entrance canopies or canopy supports attached to the sidewalk
- **DON'T** use metal, vinyl or rubber awnings, or awnings that are internally illuminated or covered with signs, phone numbers, etc.

CITY PERMIT INFORMATION

BUILDING PERMITS

Building permits are issued by the Department of Buildings, City Hall, Room 800, 121 North LaSalle Street, (312) 744-6479. Permits are required for all additions, alterations and new construction, as well as most types of repair work. For example, replacing windows or storefronts, or a change in the number of doors and windows, would all require a building permit; likewise, concrete and masonry work also requires a building permit. Building permits must be clearly displayed at the construction site.

Architectural drawings are not required for most facade-only improvements; in most instances a rough design sketch will suffice. In instances where a substantial amount of work is to be done such as structural changes, installation of new window framing, the change of the fire rating on a part of the facade, or a change in the size of windows, the Department of Buildings may, however, require a set of architectural drawings.



BARRICADE PERMITS

A permit is required for setting up a barricade for work. Tuckpointing and cleaning of brick masonry does not normally require a barricade permit. Barricade permits are issued by the Department of Transportation, Construction Compliance, City Hall, Room 802, 121 North LaSalle Street, (312) 744-4652.

AWNINGS AND CANOPIES

Awnings or canopies that extend two feet or more over the public right-of-way require a permit from the Department of Revenue, Compensation Unit, 333 South State Street, Room 310, (312) 747-9035. This permit can only be issued after the City Council has passed a special ordinance for the awning or canopy (allow at least 12 weeks for issuance of the permit). A permit for an awning or canopy that extends less than two feet over the public right-of-way can be issued by the Department of Buildings.

ELECTRICAL PERMITS

Electrical permits are required for light fixtures, neon signs, and lighted window displays. Electrical permits are issued by the Department of Buildings, Electrical Inspections, City Hall, Room 803, 121 North LaSalle Street, (312) 744-3460.



Department of Housing and Economic Development
Economic Development Bureau
2011 CDBG-FUNDED FAÇADE REBATE PROGRAM
121 N. LaSalle Room 1006
Chicago, IL 60602

Attn: Annie Coakley
PH: 312-744-8280 Fax: 312-742-8549
Email: anne.coakley@cityofchicago.org

2011 Application Deadline:
4pm CST Friday, June 3, 2011

For a listing of City of Chicago Delegate Agencies assisting with the Façade Rebate Program outreach, visit www.cityofchicago.org/hed or contact Annie Coakley at 312-744-8280.