



# OVERVIEW OF BUILDING PERMIT PROCESS

## Why is a permit required?

A building permit is required to ensure that the project you are constructing conforms to the minimum standards of the Chicago Building Code. The Chicago Building Code exists to safeguard the public health, safety and welfare.

## What are you building?

If you are repairing existing elements on any buildings, you can use the Easy Permit Process.

If your project requires **architectural drawings**, then you must obtain proper building permits and go through the Standard Plan Review.

## Standard Plan Review

The Standard Plan Review (SPR) process is intended for small to mid-size new construction and alteration projects. **Architectural drawings prepared by a licensed architect are required.** Building permit applications must be created online and architectural plans must be submitted online via e-plan. Projects meeting the following criteria are eligible for SPR:

- Buildings not greater than 80 feet high
- Business and mercantile projects not greater than 150,000 square feet
- Residential projects with not more than 40 dwelling units
- Excavation work and foundations not more than 12 feet deep
- Removal of non-load bearing interior partitions
- Tents and platforms (over 400 sq. ft.)
- Projects using the Small Project Program and the Self-Certification Permit Program
- Projects NOT using a green technology (green roof, rain water harvesting, solar panels, solar thermal panels, wind turbines and geothermal systems)

**Only architects, structural engineers and expeditors can submit building permit applications for the SPR process.** These individuals must sign up for a City of Chicago login account. The login account will allow them to submit a permit application online. Architects and structural engineers must hold a current State of Illinois license. Expeditors must hold a current City of Chicago Expediter License.



# WHEN DO I NEED A BUILDING PERMIT?

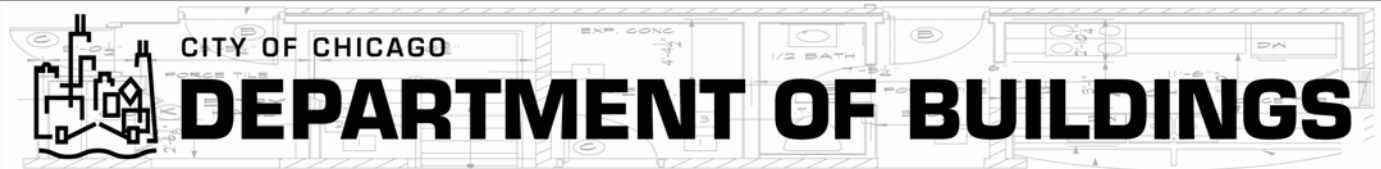
**Disclaimer: This list is indicative only and non-exhaustive. For more information, go to [www.cityofchicago.org/buildings](http://www.cityofchicago.org/buildings)**

## Types of Projects That Require Permits

- Additions – room, upper floor, expansion to next unit
- Attic – finish, renovate
- Basement – finish, renovate
- Boiler – install, replace
- Carport – install, replace
- Chimneys – replace, erect
- Conversion of units – single to multiple, or multiple to single
- Deck – build, replace
- Demolition – garage, home, building
- Driveways – installation
- Electrical system – alteration, expansion
- Fence – taller than 5 feet, may not exceed 6 feet. ***For Landmark buildings only, a permit is needed for any solid fence of any height visible from a public street***
- Furnace – install, replace
- Garage – build attached, detached
- Gut rehab – complete modernization
- Hot Water Heater – install, replace
- Masonry – replace, install face brick
- Natural light and ventilation – skylight
- New Construction – homes, high-rise, retail, business
- Plumbing system – construct, alteration
- Porch – build, replace, enclose, renovate
- Security alarm – install
- Siding replacement – ***For Landmark buildings only***
- Roof – slope less than 5-in-12
- Ventilation system – mechanical, supply
- Windows and exterior doors – ***For Landmark buildings only***

## A building permit is NOT required for the following repair or replacement work:

- Interior finishes such as carpet, hardwood flooring, tile, paint and wallpaper
- Interior non-fire rated ceiling tiles (excluding grid)
- Cabinetry and furniture without electrical and plumbing connections
- In-kind replacement of non-fire rated interior doors
- At grade non-combustible walkways and patios
- Fences max. 5'-0" high on private property (excludes landmark buildings and landmark districts)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural exterior finishes on all one story buildings except hazardous occupancy (excludes landmark buildings and landmark districts)
- Temporary tents max. 400 sq. ft. that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings and erected for not more than 60 consecutive days



CITY OF CHICAGO  
**DEPARTMENT OF BUILDINGS**

**Standard Plan Review - Project Submittal Checklist**

DATE:	APPLICATION #:	PROJECT ADDRESS:	
PROJECT MANAGER:		<input type="checkbox"/> RETURN TO PM WITH MISSING ITEMS	<input type="checkbox"/> SCHEDULE 2 <sup>nd</sup> INTAKE APPOINTMENT

The following information is required for the issuance of a building permit. The mandatory items are required to be submitted at the Intake Appointment, but it is advisable to submit all of the information at the beginning of the process. The Department will not accept a permit application that is missing any of the mandatory items. If any mandatory information is missing, the application will be rejected.

GENERAL REQUIREMENTS	
<input type="checkbox"/> <b>APPLY ONLINE FOR A PERMIT</b> (Mandatory)	The Architect of Record or Expeditor must complete the <i>Building Permit Application</i> online at the Department of Building's (DOB) website <a href="http://www.cityofchicago.org/buildings">www.cityofchicago.org/buildings</a> prior to scheduling the zoning review appointment and the DOB Intake Appointment. An online account is required to create the building permit application and schedule appointments. Select the "Getting Started Online" button. Select "Create a New Login" if applicant does not have a login account. Once completed, the online permit application must be printed to obtain the stamps and signatures per the <i>Building Permit Application</i> requirements listed below.
<input type="checkbox"/> <b>BUILDING PERMIT APPLICATION</b> (Mandatory)	Provide a completed <i>Building Permit Application</i> using black ink only. Correction fluid is not allowed. The project address and the description of work stated on the application must match the address and the scope of work as detailed in the accompanying plans. Include the following information: <ul style="list-style-type: none"> <li>• <b>Architect of Record Information:</b> The Architect of Record must sign and wet ink stamp page six (6) of the <i>Building Permit Application</i>. This must be completed prior to the Intake Appointment.</li> <li>• <b>Owner Information:</b> The building owner or the tenant responsible for the project must sign page six (6) of the <i>Building Permit Application</i>. The Owner must hold a Residential Real Estate Developer's License if the permit application includes residential units for sale. Visit the Department of Business Affairs and Consumer Protection for more information regarding this license.</li> <li>• <b>Expediter Information:</b> Licensed Expeditors must complete their information on page (5) and sign page six (6) of the <i>Building Permit Application</i>. This must be completed prior to the Intake Appointment.</li> <li>• <b>PIN:</b> The Property Identification Number for each parcel of land associated with the scope of work of must be listed on the <i>Building Permit Application</i></li> <li>• <b>Contractor Information:</b> The contact information and license numbers of the General Contractor and all subcontractors must be listed on page five (5) of the <i>Building Permit Application</i>. This information must be provided before a building permit will be issued. The General Contractor must sign page six (6) of the <i>Building Permit Application</i>.</li> <li>• <b>Projects that include Green Technologies</b> such as the installation of Solar Panels, Solar Thermal Panels, Wind Turbines, Green Roofs, Geothermal Systems and Rainwater Harvesting Systems must be submitted through DOB's Green Permit Process. Email <a href="mailto:sophie.martinez@cityofchicago.org">sophie.martinez@cityofchicago.org</a> for more information.</li> </ul>

<input type="checkbox"/> <b>PLAT OF SURVEY</b> (Mandatory)	For new buildings and additions include an original plat of survey in each permit set. The survey must not be greater than 60 days old.
<input type="checkbox"/> <b>SITE PLAN</b> (Mandatory)	Provide a <i>Site Plan</i> drawn to scale. The <i>Site Plan</i> must locate the permit address and include a north arrow, site dimensions, and street names. For new buildings and additions include all setback dimensions from the property lines, the construction type and number of stories. Clearly distinguish existing and proposed construction.
<input type="checkbox"/> <b>CONSTRUCTION PLANS</b> (Mandatory)	Provide three (3) sets of construction drawings that are wet ink sealed and signed by the Illinois licensed Architect of Record. Floor plans shall have a minimum scale of 1/8"=1'-0".
<input type="checkbox"/> <b>STAMPING OF PLANS</b> (Mandatory)	The Architect of Record must wet ink seal and sign the cover sheet of each plan set. All other sheets shall be wet ink sealed by the Illinois licensed design professional responsible for preparing each sheet. The first sheet for each discipline must be both wet ink sealed and signed by the responsible Illinois licensed design professional.
<input type="checkbox"/> <b>PROJECT ADDRESS</b> (Mandatory)	The project address must be printed in the title block of EVERY SHEET in the plan set.
<input type="checkbox"/> <b>HOUSE NUMBER CERTIFICATE</b> (Mandatory)	Provide a <i>House Number Certificate</i> for all new buildings, building additions with a separate address or alterations with a change of address. Certificates must be obtained from the Chicago Department of Transportation's Division of Maps and Plats in advance of the DOB Intake Appointment.
<input type="checkbox"/> <b>CERTIFICATION STATEMENT</b> (Mandatory)	The following statement must be on the cover sheet of each plan set. The statement must be wet ink sealed and signed by the Architect of Record. <i>"I certify that these drawings were prepared under my direct supervision and to the best of my professional knowledge they conform to the Chicago Building Code"</i>
<input type="checkbox"/> KEY PLAN	Interior alterations in large buildings should include a small-scale plan diagram locating the area of work within the building.
<input type="checkbox"/> CODE MATRIX	Provide a code matrix on the cover sheet or 2 <sup>nd</sup> sheet in the plan sets. The code matrix must only include the items that are pertinent to the project.
<input type="checkbox"/> EXCAVATION CERTIFICATION FORM	All projects that include excavation must provide an <i>Excavation Certification</i> form. The Architect of Record or an Illinois licensed Structural Engineer must wet ink seal, sign and indicate if reinforcement or bracing of the adjacent property is required. Submit the <i>Excavation Certification</i> form, the certified mail receipts of notification to the adjacent property owners and a copy of the excavator's certificate of insurance.
<input type="checkbox"/> CONDOMINIUM ASSOCIATION LETTER	Projects located in existing condominium buildings require an approval letter from the condominium association. The letter must be signed by a condominium association board member.
<input type="checkbox"/> ALDERMANIC ACKNOWLEDGEMENT LETTER	In order to waive the ten (10) day aldermanic hold, provide an <i>Aldermanic Acknowledgement Letter</i> signed by the alderman in whose ward the project is located. DOB must wait ten (10) calendar days to issue permit without the waiver.
<input type="checkbox"/> USE OF PUBLIC WAY ORDINANCE	A copy of the <i>Use of the Public Way</i> ordinance is required if the project contains architectural or site elements which project beyond the property line and occupy the alley, or sidewalk (public way). Some examples of items that occupy the public way include foundations, awnings, planters, entry canopies, window canopies, balconies, stairs, vehicle drop-off, and sidewalk vaults. Visit the Department of Business Affairs & Consumer Protection website for more information.
<input type="checkbox"/> WRECKING PERMIT	Provide a copy of the <i>Wrecking Permit Certificate</i> for projects that involve the demolition of an entire building or structure.

<input type="checkbox"/> FEE WAIVER	Permit fees can only be waived if the applicant provides a copy of the <i>Fee Waiver Ordinance</i> for the same address listed on the building permit application. A copy of the ordinance must be submitted prior to the final review or the standard permit fees will be applied.
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<b>ZONING &amp; PLANNING BUREAU</b>	
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<input type="checkbox"/> <b>ZONING REVIEW</b> (Mandatory)	<p><b>All building permit applications with plans</b> require a zoning review prior to the DOB Intake Appointment. Zoning reviews are performed in Room 905 of City Hall and appointments are scheduled online at <a href="http://www.cityofchicago.org/buildings">www.cityofchicago.org/buildings</a>.</p> <p>The Architect of Record or expeditor must complete the <i>Building Permit Application</i> on-line at the Department of Building's (DOB) website <a href="http://www.cityofchicago.org/buildings">www.cityofchicago.org/buildings</a> prior to scheduling the zoning review appointment. An online account is required to create the building permit application and schedule appointments. Once completed, the online building permit application must be printed to obtain the stamps and signatures per the <i>Building Permit Application</i> requirements.</p>
<input type="checkbox"/> LANDSCAPE REVIEW	A Landscape review may be required if the Chicago Landscape Ordinance applies to the scope of work. Refer to <i>The Guide to the Chicago Landscape Ordinance</i> on the Bureau of Planning & Zoning website. Landscape reviews are performed weekdays in Room 905 of City Hall.
<input type="checkbox"/> DRIVEWAY APPLICATION	If the project includes a new driveway or alteration of an existing driveway (or if required by the zoning review) you must submit a <i>CDOT Driveway Permit Application</i> , at DOB's Driveway Desk in Room 906 of City Hall.
<input type="checkbox"/> ALLEY ACCESS LETTER	An <i>Alley Access Letter</i> of approval is required from the Alderman for parking lots and garages that will be accessed from the alley and serve more than six (6) vehicles or will be used for commercial purposes.
<input type="checkbox"/> LANDMARKS REVIEW	If your property is designated as a Chicago Landmark or falls within a Chicago Landmark District, the Commission on Chicago Landmarks must review and approve your drawings pursuant to the Chicago Landmark Ordinance. The following items may be required: <ul style="list-style-type: none"> <li>• One (1) additional set of plans</li> <li>• If windows are to be replaced, provide elevations and sections of existing and proposed replacement windows. Provide manufacturer's cut sheets.</li> <li>• If a building addition or other exterior changes are proposed, provide photographs of the existing conditions of the building including exterior elevations</li> </ul>
<input type="checkbox"/> PLAN COMMISSION APPROVAL	New buildings and additions within Chicago's Lakefront Protection District require Plan Commission approval.
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II REQUEST LETTER	Projects that include new buildings or additions within a Planned Development or the Lakefront Protection District must provide one (1) original <i>Part II Request Letter</i> signed by the applicant.
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II ARCHITECTURAL PLANS	Each Part II request letter must be accompanied by two (2) additional sets of architectural plans that are signed and wet ink sealed by the Illinois licensed Architect of Record. The additional plan sets shall include the following information: <ul style="list-style-type: none"> <li>• A site plan with complete dimensions</li> <li>• A landscape plan with full dimensions</li> <li>• Scaled floor plans</li> <li>• Building exterior elevations</li> <li>• Building structural sections</li> <li>• Site details, cut sheets and/or elevations for fencing, lighting and other site elements</li> </ul>

<b>DEPARTMENT OF REVENUE</b>	
<input type="checkbox"/> Debt Check	No building permit shall be issued if the applicant for such permit or the property owner identified in the permit application or any person owning, directly or indirectly, more than 25 percent of the interest in such applicant or property owner has any outstanding debt, as defined in Section 2-80-065(a), unless and until each applicable person owing such debt satisfies or otherwise resolves the debt within the meaning of Section 2-80-065(a). Provided, however, that this subsection shall not apply to any federal, state or local government agency. Provided further, that this subsection shall not apply to any permit application for emergency repairs as determined by the building commissioner. For purposes of this subsection (c), "more than 25 percent" shall mean more than 25 percent of the combined voting power or fair market value of all stock, partnership interests or other ownership interests in the applicant or property owner or the right to receive at any time the distribution of more than 25 percent of the income or profits of the applicant or property owner.

<b>ARCHITECTURAL / FIRE PREVENTION REVIEW</b>	
<input type="checkbox"/> <b>ARCHITECTURAL FLOOR PLANS</b> (Mandatory)	Provide architectural floor plans showing the proposed scope of work. The floor plans shall include room names, dimensions and details for the proposed construction. The floor plans must graphically distinguish between existing conditions and the new/altered construction partitions, systems and spaces. All demolition work must be clearly noted and graphically indicated on the floor plan or on a separate demolition plan.
<input type="checkbox"/> <b>WALL SECTIONS</b> (Mandatory)	Provide wall section(s) indicating the elevation of each floor level for projects with new buildings and building additions. Dimension the depth of footings and basement floors to grade. List floor-to-ceiling heights, wall and floor assembly materials and structural information. List the UL number of fire-rated partitions.
<input type="checkbox"/> <b>BUILDING ELEVATIONS</b> (Mandatory)	Provide exterior elevations for new buildings, building additions, and alterations that include exterior work. Dimension the height of the building, each floor, parapet and guardrail. Dimension the height of windows from the sill to the finished floor.
<input type="checkbox"/> <b>NATURAL LIGHT &amp; VENTILATION SCHEDULE</b> (Mandatory)	Residential projects that add rooms or alter room sizes or window openings shall provide a natural light and ventilation schedule. The schedule shall list both the code required and the actual amount of natural light and natural ventilation for each room.
<input type="checkbox"/> <b>EXITING DIAGRAM</b> (Mandatory)	Provide an exiting plan diagram(s) indicating travel distances and exit stair capacities.
<input type="checkbox"/> <b>WINDOW, DOOR &amp; HARDWARE INFORMATION</b>	Provide the size and specifications for all new windows, doors and hardware sets.
<input type="checkbox"/> <b>EXIT SIGN PLANS</b>	Provide floor plans that indicate the location and type of all exit signs.
<input type="checkbox"/> <b>FURNITURE PLAN</b>	Provide a furniture layout plan that shows work stations, desks, file cabinets, general furniture, store fixtures, counters, etc. for commercial build-outs and alteration projects. Submit this either on a separate plan or incorporate it into the power, communication or architectural plans.

<b>MAYORS OFFICE FOR PEOPLE WITH DISABILITIES (MOPD)</b>	
<input type="checkbox"/> <b>MOPD PROJECT DATA FORM</b> (Mandatory)	Provide the <i>MOPD Project Data Form</i> completed and signed by the architect. State the EAC and ERC costs.
<input type="checkbox"/> <b>MEETING MINUTES</b>	Provide typed meeting minutes documenting any previous meetings with MOPD regarding the project.

<b>GEOTECHNICAL REVIEW</b>	
<input type="checkbox"/> <b>GEOTECHNICAL REVIEW</b>	<p>If the project contains one or more of the following conditions, a DOB geotechnical review is required.</p> <ul style="list-style-type: none"> <li>• Excavations with a depth of 12'-0" and greater</li> <li>• Earth retention systems with a depth of 12'-0" and greater</li> <li>• Foundations with a depth of 12'-0" and greater including caissons, H-piles, auger cast piles and mini piles</li> </ul> <p>Contact Avikam (Avi) Hameiri at (312) 744-8428 or Joaquin (Joe) Tallud at (312) 744-8470 for more information regarding the guidelines for drwgs. and calcs.</p>

<b>STRUCTURAL REVIEW</b>	
<input type="checkbox"/> <b>STRUCTURAL PLANS</b> (Mandatory)	<p>Indicate all necessary structural information on the structural plans including the size, spacing and material for all framing members, columns, etc.</p>
<input type="checkbox"/> <b>STRUCTURAL CALCULATIONS</b> (Mandatory)	<p>Provide orderly structural calculations that are wet ink sealed and signed by an Illinois licensed Architect or Structural Engineer.</p>
<input type="checkbox"/> <b>SPECIALIZED REPORTS</b>	<p>Depending on the complexity of the scope of work, the applicant may be required to provide the following engineering reports and associated calculations. These reports must be signed and wet ink sealed by an Illinois licensed Architect or Structural Engineer.</p> <ul style="list-style-type: none"> <li>• Critical Facade Examination</li> <li>• <i>Floor Load Placard</i> application and worksheets</li> <li>• Structural Inspection and Recommendations</li> <li>• Truss Repair</li> </ul>
<input type="checkbox"/> <b>SOIL REPORT OR SOIL BORING LOG</b>	<p>Depending on the location or complexity of the project the submission of a soil report may be required. The report must be wet ink sealed and signed by the engineer responsible for its preparation and must be submitted at the Intake Appointment.</p>
<input type="checkbox"/> <b>PORCHES</b>	<p>Porch plans must contain design load specifications consistent with Group 16, Chapter 13-52 <i>Minimum Design Loads</i> of the Chicago Building Code.</p>
<input type="checkbox"/> <b>FLOOR LOAD PLACARD</b>	<p>A <i>Floor Load Placard</i> is required for wholesale mercantile, industrial, storage units and technology center occupancies and for rooms with floor loads of 125 pounds per square feet (psf) or greater.</p>
<input type="checkbox"/> <b>STRUCTURAL PEER REVIEW</b>	<p>The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a wet ink sealed and signed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. The <i>Structural Peer Review</i> report must be submitted at the Intake Appointment. A list of Registered Structural Peer Reviewers is available on the DOB website.</p>

<b>ELECTRICAL REVIEW</b>	
<input type="checkbox"/> <b>ELECTRICAL PERMIT APPLICATION</b> (Mandatory)	<p>An <i>Electrical Permit Application</i> describing the electrical scope of work must be submitted at the Intake Appointment. The <i>Electrical Permit Application</i> must be signed by the licensed Supervising Electrician before the building permit is issued.</p>
<input type="checkbox"/> <b>ELECTRICAL PLANS</b> (Mandatory)	<p>Provide electrical plans indicating the location and circuiting of all electrical equipment, devices, and fixtures. The plans shall include panel, lighting and equipment schedules as well as electrical notes.</p>
<input type="checkbox"/> <b>SINGLE LINE SERVICE DIAGRAM</b> (Mandatory)	<p>Provide a single line service diagram for multi-family residential, mixed use and commercial buildings (including new buildings, additions and alterations). Identify the wire, cable and conduit designation, conduit type and size and all required grounding and bonding methods. Label all disconnects motors, meters, panels, and other equipment.</p>

<input type="checkbox"/> <b>LOAD CALCULATIONS</b> (Mandatory)	For multi-family residential, mixed use and commercial buildings (including new additions, and/or rehabilitations) provide electrical load calculations for the project.
<input type="checkbox"/> <b>EMERGENCY POWER &amp; LIGHTING SHEET</b>	Provide an EM plan sheet for non-residential occupancies showing the source and path of emergency power and lighting.
<input type="checkbox"/> <b>ADMINISTRATIVE RELIEF REQUEST LETTERS</b>	If your project requires a variance from the Chicago Electrical Code an Administrative Relief Request letter must be submitted with the <i>Electrical Permit Application</i> . The following is a list of common Administrative Relief Request Letters: <ol style="list-style-type: none"> <li>1. Administrative Relief to allow the issuance of a building permit subject to the review and approval of shop drawings for electrical switchgear</li> <li>2. Administrative Relief to install wall mounted switchgear</li> <li>3. Administrative Relief to install multiple electrical services</li> </ol>

<b>PLUMBING REVIEW</b>	
<input type="checkbox"/> <b>PLUMBING PLANS</b> (Mandatory)	Locate and label all plumbing fixtures, equipment and piping on plumbing floor plans.
<input type="checkbox"/> <b>PLUMBING RISER DIAGRAMS</b> (Mandatory)	Provide plumbing riser diagrams for the water supply, distribution, waste and vent systems. Indicate the size of all supply and waste piping. Water service size calculations may be required. Locate and label all plumbing fixtures and equipment.
<input type="checkbox"/> <b>PLUMBING FIXTURE SCHEDULE</b>	Provide a plumbing fixture schedule on the plumbing plans. This schedule shall list the type, manufacturer, model number and quantity of all new plumbing fixtures.
<input type="checkbox"/> <b>PLUMBING MATERIALS SCHEDULE</b>	Provide schedules or notes designating the materials and specifications for all plumbing piping.

<b>STORM WATER MANAGEMENT REVIEW</b>	
<input type="checkbox"/> <b>STORM WATER MANAGEMENT REVIEW</b>	A Storm Water Management Review is required for construction, excavation or grading projects that: <ol style="list-style-type: none"> <li>1. Disturb a land area (contiguous) of 15,000 s.f. or greater.</li> <li>2. Create an at-grade impervious surface (contiguous) of 7,500 s.f. or greater.</li> <li>3. Result in discharges of storm water into any waters or separate sewer system.</li> </ol>
<input type="checkbox"/> <b>CIVIL PLANS</b>	Provide Civil Engineering plans and details showing structures, utilities, topography and drainage.
<input type="checkbox"/> <b>SITE PLAN</b>	Refer to Site Plan requirements listed under "Architectural Items".

<b>VENTILATION REVIEW</b>	
<input type="checkbox"/> <b>MECHANICAL PLANS</b> (Mandatory)	Provide mechanical plans showing the layout and sizes of all ductwork, supply diffusers, return air grills and louvers. Indicate the CFM of supply, return and exhaust air at each diffuser, return air grill etc. Show the location of all mechanical equipment, including furnaces, boilers, unit heaters, rooftop units, VAV boxes and exhaust fans on the plans.
<input type="checkbox"/> <b>VENTILATION EQUIPMENT SCHEDULE</b> (Mandatory)	Provide a schedule of all mechanical equipment including the location, equipment type, manufacturer, model number, BTUH input, BTUH output, CFM, and weight of each unit.



<input type="checkbox"/> <b>VENTILATION SCHEDULE</b> (Mandatory)	Provide a ventilation schedule for all rooms and spaces. The schedule shall list the room name, room use, square footage, code required CFM, actual CFM and the mechanical equipment serving the space.
<input type="checkbox"/> HEAT LOSS SCHEDULE	Provide a heat loss schedule that includes every room and space on each floor.
<input type="checkbox"/> VENTILATION NOTES	Provide ventilation notes as necessary.

#### ENVIRONMENTAL REVIEW

<input type="checkbox"/> ENVIRONMENTAL APPLICATIONS	Include all applicable environmental application forms (FB, EG, FP, MVR, UPV, SB, etc.) completed and signed as required. Visit the Department of Environment website at <a href="http://www.cityofchicago.org/environment">www.cityofchicago.org/environment</a> for more information.
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#### REFRIGERATION REVIEW

<input type="checkbox"/> <b>REFRIGERATION PLANS</b> (Mandatory)	Locate all refrigeration equipment on the plans. Indicate the size and spacing of the roof structural framing for new roof top refrigeration equipment. A structural review may be required for new roof top units.
<input type="checkbox"/> <b>REFRIGERATION SCHEDULE</b> (Mandatory)	Provide a refrigeration schedule indicating the specifications of all refrigeration equipment.
<input type="checkbox"/> REFRIGERATION NOTES AND DIAGRAMS	Include the following refrigeration notes: <ul style="list-style-type: none"> <li>• Install pressure relief valve on high pressure side of system and upstream of any intervening valves</li> <li>• Remove expansion valves, devices, and connections from air stream</li> <li>• Refrigeration piping to type "K" copper</li> <li>• All connections and devices to be brazed</li> </ul>

#### ENERGY CONSERVATION CODE REVIEW

<input type="checkbox"/> <b>ENERGY CONSERVATION CODE STATEMENT</b> (Mandatory)	Provide a <i>Chicago Energy Conservation Code Statement of Compliance</i> or a "Need Not Comply Statement" on the cover sheet of the plan sets. The <i>Chicago Energy Conservation Code Statement of Compliance</i> must be wet ink sealed and signed by a Registered Energy Professional (REP). The "Need Not Comply Statement" must be wet ink sealed and signed by a REP or the Architect of Record.
<input type="checkbox"/> <b>RESIDENTIAL COMPLIANCE FORM</b> (Mandatory)	Provide the <i>Residential Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method "A" is selected, the RESCheck compliance certificate must be attached.
<input type="checkbox"/> <b>COMMERCIAL COMPLIANCE FORM</b> (Mandatory)	Provide the <i>Commercial Compliance Form</i> documenting the method used for establishing compliance with the Chicago Energy Conservation Code. The compliance form must be signed by a Registered Energy Professional (REP). If method "A" is selected, the COMCheck compliance certificate must be attached.
<input type="checkbox"/> R-VALUES & U-VALUES	Indicate the location of the thermal envelope on the plans. Label the R-Values and U-values of the wall, floor and roof assemblies and materials.

<b>FOOD PROTECTION REVIEW</b>	
<input type="checkbox"/> <b>FOOD ESTABLISHMENT PLAN REVIEW APPLICATION</b> (Mandatory)	Food Protection plan reviews and field inspections are performed on new construction and alteration projects for the following establishments. Provide a <i>Food Establishment Plan Review Application</i> form. <ul style="list-style-type: none"> <li>• Restaurants, grocery stores, bakeries &amp; wholesale food establishments</li> <li>• Hospital and nursing home kitchens</li> <li>• Schools and day care centers</li> <li>• Concession stands and temporary food events</li> </ul>
<input type="checkbox"/> <b>EQPMNT. SPEC. SHEETS</b> (Mandatory)	Provide the manufacturer's specification sheet for each piece of food service equipment and food service plumbing fixture.
<input type="checkbox"/> <b>FOOD SERVICE PLANS</b> (Mandatory)	Provide food service equipment plans and interior elevations that are ¼"=1'-0" minimum. Locate and label all equipment and plumbing fixtures.
<input type="checkbox"/> <b>FOOD SERVICE EQUIPMENT SCHEDULE</b> (Mandatory)	Provide a schedule of all food service equipment, plumbing fixtures and related HVAC equipment.
<input type="checkbox"/> <b>FOOD MENU</b> (Mandatory)	Provide the proposed menu, seating capacity and projected daily meal volume.

<b>SELF-CERTIFICATION PERMIT PROGRAM REQUIREMENTS</b>	
If project is eligible per The Self-Cert. Eligibility Chart and the Professional of Record is Self-Cert. Registered, this permit process can be utilized instead of Standard Plan Review.	
<input type="checkbox"/> <b>ZONING APPROVAL</b>	Self-Certification projects must obtain ZONING APPROVAL prior the DOB Intake Appointment.
<input type="checkbox"/> <b>CERTIFICATE OF COMPLETION</b>	Provide a copy of the Professional of Record's <i>Certificate of Completion</i> for the Self-Certification Training Class.
<input type="checkbox"/> <b>PROFESSIONALS OF RECORD SELF-CERT. STATEMENT</b>	Provide the <i>Self-Certification Program Professionals of Record Self-Certification Statement</i> form signed and wet ink sealed by all the Professionals of Record who stamped the various plan sheets.
<input type="checkbox"/> <b>OWNER/TENANT CERT. STATEMENT</b>	Provide the <i>Self-Certification Program Owner/Tenant Certification Statement</i> form signed by the building owner or tenant.
<input type="checkbox"/> <b>HOLD HARMLESS LETTER</b>	Provide a <i>Hold Harmless Letter</i> using the sample language verbatim. The letter should be printed on letterhead and be signed by the building owner or tenant.
<input type="checkbox"/> <b>CERTIFICATE OF INSURANCE</b>	The Architect of Record must provide a certificate of professional liability insurance with limits of not less than \$500,000.00 per claim and \$1,000,000.00 aggregate for all claims made during the policy period.
<input type="checkbox"/> <b>STRUCTURAL PEER REVIEW</b>	A <i>Structural Peer Review</i> is required for Level II projects on the Self-Certification Eligibility Chart with structural scope of work. The submission of a <i>Structural Peer Review</i> eliminates the need for a Structural Plan Review. However, a cursory review of the <i>Structural Peer Review</i> report is performed by DOB. Provide a wet ink sealed and signed report prepared by an Illinois licensed Structural Engineer who is a Registered Structural Peer Reviewer. The <i>Structural Peer Review</i> report must be submitted at the Intake Appointment. A list of Registered Structural Peer Reviewers is available on the DOB website.
<input type="checkbox"/> <b>ALDERMANIC ACKNOWLEDGE-MENT LETTER</b>	In order to waive the ten (10) day aldermanic hold, provide an <i>Aldermanic Acknowledgement Letter</i> signed by the alderman in whose ward the project is located. DOB must wait ten (10) calendar days to issue permit without the waiver.
<input type="checkbox"/> <b>PROTOTYPE PLANS</b>	Provide <i>Prototype Plans</i> for Level II New Construction projects on the Self-Certification Eligibility Chart. A Prototype Plan is a set of plans for an identical new construction building project with a different address (signed and sealed by the same Architect of Record) that was previously reviewed and approved through the Standard Plan Review (SPR) process and issued a building permit.

# E-PLAN USER GUIDE

CITY OF CHICAGO  
DEPARTMENT OF BUILDINGS

# HOW TO APPLY FOR A BUILDING PERMIT ONLINE USER GUIDE



Mayor Rahm Emanuel



Michael Merchant, Commissioner

5/30/2012

# E-PLAN APPLICANT USER GUIDE

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## E-Plan Applicant User Guide

### 1. Introduction

Mayor Emanuel has made streamlining the building permit process a priority for homeowners, businesses and design professionals. The Mayor knows that building permits are more than just ensuring that buildings are built safe and sound. Behind every building permit is a homeowner's dream, a new or expanded business, an enhancement to the community and the economy, and the creation of jobs. Therefore, reducing the time to obtain a building permit is paramount. A key element in reducing the time to permit is replacing the old paper-based sequential plan review process with an electronic-based simultaneous plan review system (E-Plan).

After a competitive search for the best electronic plan review system, we are pleased to partner with System Development Integration, LLC (SDI) to implement the premier electronic plan review system – Avolve's ProjectDox - at the City. ProjectDox is the most widely utilized electronic plan review system and is currently in use in over 60 municipalities, large and small, throughout the United States.

Unlike the current paper system, E-Plan allows for several cost and time saving efficiencies including:

- Submission of plans electronically from the convenience of your office, 24 hours 7 days a week
- Simultaneous review of the plans by all professional and trade disciplines
- City reviewer mark-ups are made directly on the plans to provide direction and clarity as to any items which require correction
- Re-submission of corrected plans electronically from the convenience of your office
- Real-time return of your approved stamped plans once the fees are paid

Reading and following these instructions will make the electronic plan distribution and review process more efficient for every participant in the permit process. Although every new system normally requires some effort to become acquainted with its functionality, the ease of use of ProjectDox should bestow the above benefits in a relatively short time frame.

We hope that you find this User Guide to be of benefit in conjunction with other written materials and video links available on our web page [www.cityofchicago.org/city/en/depts/bldgs.html](http://www.cityofchicago.org/city/en/depts/bldgs.html). As always we welcome and value your feedback on the system and our service performance.





## 2. E-Plan Basics

### What is E-Plan?

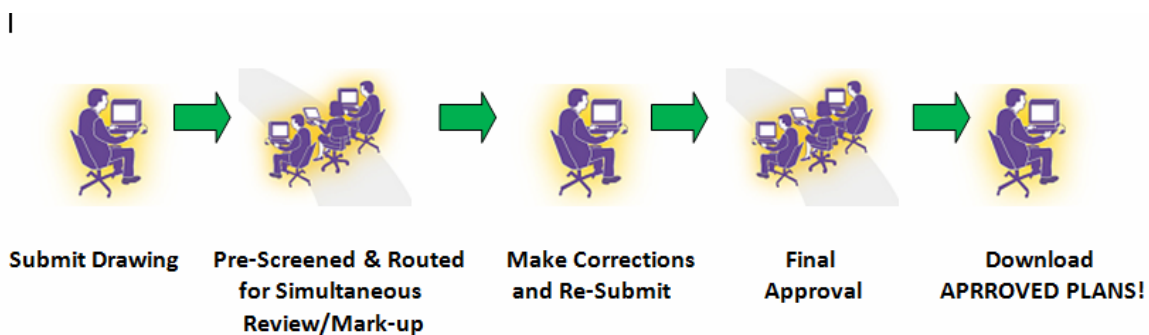
E-Plan is a web-based electronic plan and document workflow solution that allows citizens and City staff to initiate and complete the building permit plan submission, review and approval process on-line as opposed to a manual in-person and paper-based process.

### How Does E-Plan Work?

When an applicant (architect, engineer, home owner, business owner or agent) submits a building permit application requiring drawings, E-Plan will invite the applicant's architect and/or agent by email to upload the electronic drawings and all relevant schedules and documents. City review staff will then have simultaneous access to the review the plans and note any corrections directly on the plans to afford absolute clarity. The applicant is notified of the correction and the updated plans are electronically resubmitted to the City. When the plans are in order and all fees are paid, the applicant can download the approved stamped plans.

### What Technology Do I Need to Use E-Plan?

As a web-based system, all that E-Plan requires is an Internet Explorer Version 6 or greater browser running on a Windows operating system. E-Plan also utilizes the same browser security best practices deployed by on-line banking sites.




### 3. Drawing Submittal

We would like to thank you for participating in DOB's new E-Plan Permit Application Process using ProjectDox®. The City anticipates that this new electronic plan review will provide lasting benefits for Customers and their agents (e.g., Architects, Engineers, Builders, Contractors, etc.), as well as for the City's Consultant Reviewers and internal plan reviewers.

Reading and following these instructions will make the electronic plan distribution and review process more efficient for every participant in the permit process. All permit related documents are to be uploaded into City of Chicago - Department of Buildings E-Plan. This allows the review team and customer team to have access to all documents simultaneously. DOB has developed a specific process (and file formats) for uploading documents into E-Plan Review which is outlined below.

The Architect of Record or Authorized Agent will receive an email that will include instructions for opening the E-Plan Review website and establishing a login I.D. and password (illustration below).

 **City of Chicago**

**Project Plan Review Invitation**

---

Hello **Applicant**

Welcome to the City of Chicago electronic plan review system. This project invitation has been sent to you in response to your recent project request. A project has been created to allow you to electronically upload your CAD drawings for plan check review. To access your new project, follow this instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click to expand the "Drawing Submittal" folder
5. Click the correct sub folder to upload the desired drawings/documents
6. Click the "Upload Files" button and follow the instructions to upload your CAD drawings
7. Your drawings have now been submitted for plan check review

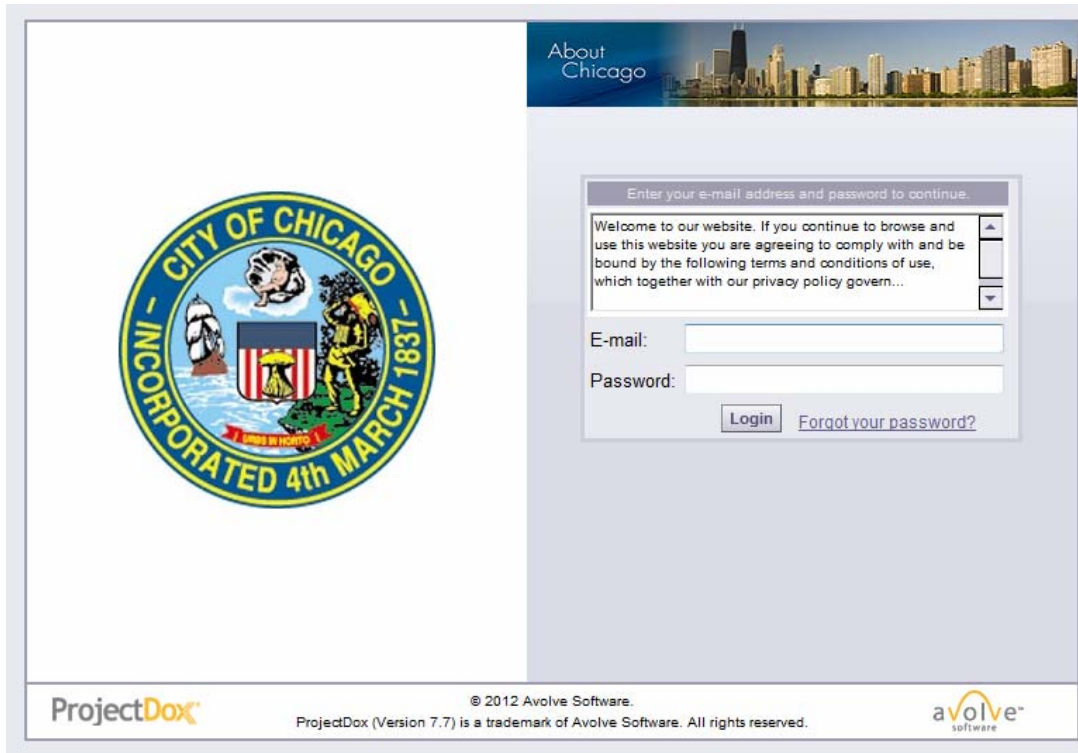
[Click here for additional instruction on uploading and file specification](#)

CAD Drawing files supported are: .PDF, DWF

User Login	<b>Applicant@email.com</b>
Temporary Password	<b>EBCC9F5</b>
<hr/>	
Project Permit #	<b>D12XXX-XX</b>
Project Administrator	<b>Developer Services</b>
Project Administrator Email	<a href="mailto:DevServices@cityofchicago.org">DevServices@cityofchicago.org</a>
<hr/>	
<a href="#">Project Permit Access Link</a>	

Contact the Project Administrator if you have questions regarding this project. Please do not reply to this email.





Applicants shall assemble all necessary permit documents related to their project, including drawing files and upload individual files into their appropriate discipline folder.

## Upload Files

The E-Plan file structure for file submissions is shown below (for Developer Services project reviews and Standard Plan Review). Please upload the applications and drawings into their appropriate discipline subfolder(s).

Select the folder where you want to upload your file.

Click the Upload Files button (next to View Folders). You may need to grant permission to install the ActiveX Upload Control. The best practice is to initially click the Install ProjectDox Components link on the login page to install all required ActiveX controls before you begin to work.

In the Select Files for Uploading dialog, browse and select the files you want to upload to the current folder. You can select multiple files using your Shift or Ctrl keys.

**PLEASE NOTE: The maximum size FILE NAME is limited to 70 CHARACTERS.**

Files can be uploaded into E-Plan by selecting the Projects button on the main page, and then selecting the Folder in the left-most column. Once a Folder is selected, you can select the "Upload Files" button, and Browse to identify the target files on your computer you wish to upload.





1. When you click on a folder, there will be an “Upload Files” button to select.
2. Browse your directory to select drawing files to upload. Select file and click “Open”.
3. After you have selected your files, click “Upload Now” button.

## File Type Standards

Only searchable PDF files are accepted for calculations, reports and other supporting documentation (non-drawing files and reference drawings only).

Design Web Format (DWF) files is the only acceptable drawing file form for the E-Plan.

### ProjectDox®: Permit Drawings - Naming Conventions & File Formats

Sheet No.	File Submission Reference Folder	File Format
0	Test DWF Drawings	DWF
1	Reference Drawings	DWF
2	Part II Drawings	DWF
3	OUC Drawings	DWF
4	Cover Sheet	PDF
A	Architectural	DWF
B	Geotechnical	DWF
C	Civil	DWF
CS	Civil - Stormwater Management Calculations	DWF or PDF
E	Electrical	DWF
F	Fire Prevention	DWF
L	Landscape	DWF
M	Mechanical	DWF
MS	Mechanical - Mechanical Schedules	DWF or PDF
MR	Mechanical - Refrigeration Schedules	DWF or PDF
P	Plumbing	DWF
PE	Plumbing Equipment Schedules	DWF or PDF
Q	Equipment	DWF
S	Structural	DWF
SC	Structural Calculations	DWF or PDF
SU	Surveys	DWF
T	Telecommunications	DWF
Z	Contractor Shop Drawings	DWF

Files must be 2D DWF file print ready, i.e. setup properly for printing with title block, no extra data outside the print page area, etc. The DWF must be saved as Auto CAD version 10 or lower format. ProjectDox does not support 3D DWF files.

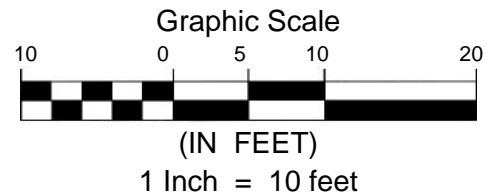


## Border Standards

A 3" X 3" area must be reserved at the **top right** corner of **ALL** drawings for the **DOB APPROVAL STAMPS**. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all sheet sizes.

## Graphic Scale

- Each sheet must have a typical graphic scale as shown in the image to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.



## Drawing Format

The DOB requires that Applicants provide their drawing files in the **DWF file format**. AutoCAD users may create DWFs using the DWF6 ePlot.pc3 Plot Settings Configuration file. Users of other design software may use the free Autodesk DWF Writer available from [www.autodesk.com](http://www.autodesk.com).

**NOTE:** Any drawing files that are submitted in alternative formats (e.g., DWGs, etc.) will be returned to the customer. The review process cannot begin until the drawing files are submitted in the requested (DWF) format.

### All drawing files must meet the following standards:

- Single sheet per file.
- File name = Sheet Number\_Sheet Name\_DOB Project Number or Application Number
  - Example: A1\_1 First Floor Plan\_ DXXXXX-XX/100XXXXX.dwf
- Include "REFERENCE" in the file name if the drawing is not for permit.
  - Example: A1\_5th Floor Plan REFERENCE DXXXXX-XX.dwf
- Files must be monochrome with white background (print-ready).
- File names **MUST NOT EXCEED 70** characters in length.
- Units and scale must be properly set (and included on every drawing sheet).
- Professional of record electronic stamp must be on every drawing (if not for reference).
- DO NOT submit rendering for code review.





## Permit Application Files

The “Naming Conventions” table below describes DOB file naming procedures for both permit application documents and drawings. The Permit document formats should be PDF files with names that correspond to the application document itself. For example, if there is a MOPD application, it should be completed with the applicable information, scanned into a PDF file that references the MOPD application.

- Building Permit Application (DXXXXX-XX or 100XXXXX).pdf
- Commercial Compliance Form (DXXXXX-XX or 100XXXXX).pdf
- MOPD Project Data form (DXXXXX-XX or 100XXXXX).pdf

## Folder Structure

Developer Services Folder Structure	Standard Plan Folder Structure
<p><b>D12132-01 410 E. GRAND</b></p> <p>Main Contact:</p> <p><a href="#">Expand current</a>   <a href="#">Collapse</a>   </p> <p>[-] <b>D12132-01 410 E. GRAND</b></p> <ul style="list-style-type: none"><li>[-] Green Review</li><li>[-] Plan Review Bids</li><li>[-] Current Applications</li><li>[-] Drawing Submittal<ul style="list-style-type: none"><li>[-] 0-Test DWFs</li><li>[-] 1-Reference Drawings</li><li>[-] 2-Part II Drawings</li><li>[-] 3-OUC Drawings</li><li>[-] 4-Cover Sheet</li><li>[-] A-Architectural</li><li>[-] B-Geotechnical</li><li>[-] C-Civil</li><li>[-] E-Electrical</li><li>[-] F-Fire Prevention</li><li>[-] L-Landscape</li><li>[-] M-Mechanical</li><li>[-] P-Plumbing</li><li>[-] Q-Equipment</li><li>[-] S-Structural</li><li>[-] S-Surveys</li><li>[-] T-Telecommunication</li><li>[-] Z-Contrator Shop Drawings</li></ul></li><li>[-] Plan Reviewer Documents</li><li>[-] Approved Drawings and Documents</li><li>[-] Released Drawings and Documents</li></ul>	<p><b>100435365 2816 N. Kimball DaVita Medi</b></p> <p>Main Contact: Scott Allman</p> <p><a href="#">Expand current</a>   <a href="#">Collapse</a>   </p> <p>[-] <b>100435365 2816 N. Kimball DaVita Medical Office</b></p> <ul style="list-style-type: none"><li>[-] Drawing Submittals<ul style="list-style-type: none"><li>[-] Architectural (8 Files - 0 New)</li><li>[-] Civil (19 Files - 0 New)</li><li>[-] Electrical (3 Files - 0 New)</li><li>[-] Fire Prevention</li><li>[-] Food Service</li><li>[-] Geotech (1 Files - 0 New)</li><li>[-] Landscape (3 Files - 0 New)</li><li>[-] Mechanical</li><li>[-] Plumbing (2 Files - 0 New)</li><li>[-] Structural (6 Files - 0 New)</li><li>[-] Surveys (1 Files - 0 New)</li></ul></li><li>[-] Document Submittals</li><li>[-] Supplemental Plan Reviewer Documents</li><li>[-] Certified Correction Documents</li><li>[-] Approved Drawings and Documents</li><li>[-] Released Drawings and Documents</li></ul>



Green Review folder (Green Permit Program Participants ONLY) - Preliminary Green Permit Program review files shall be uploaded to the Green Review Folder for initial review of eligibility requirements.

Plan Review Bid folder (Developer Service Projects ONLY) – Preliminary drawings (75% complete) shall be uploaded to this folder for BID purposes only. Drawings uploaded to this folder WILL NOT be reviewed for permit plan review.

Drawings Submittal folder - All drawing files (dwf) for permit plan review shall be uploaded to the Drawing Submittal folder within the applicable sub-folder (i.e. 1-Reference - reference drawings, A-Architectural - architectural drawing sheets, S-Structural - structural drawing sheets, etc.) for each project.

All permit application PDF forms and documents (any non-drawing PDF files, i.e. building permit applications, electrical permit applications, MOPD forms, etc.) must be uploaded into the Document Submittals folder within the applicable subfolders for each project.

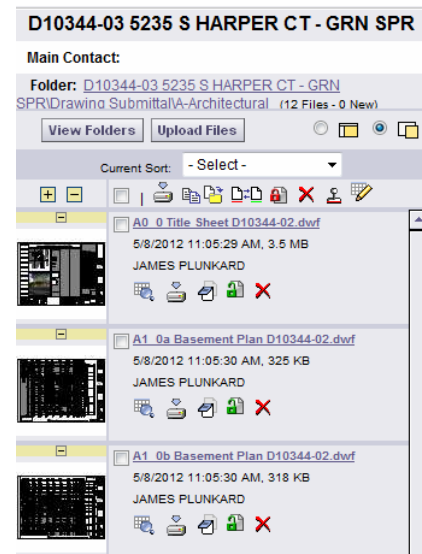
Plan Reviewer Documents - This folder is utilized for additional comments issued by the plan reviewers.

Certified Correction Documents (Eligible Projects Only) – Certified Correction documents addressing comments issued by the plan examiners shall be uploaded to the Certified Correction Documents folder.

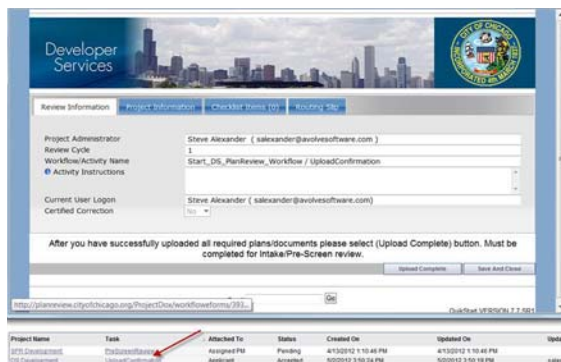
Approved Drawings and Documents folder contains the City of Chicago Department of Buildings stamped and approved permit drawings and approved permit forms and applications.

## Upload Verification

Once files are uploaded to the folder(s), the folder list is replaced by thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date and any relevant file icons display.



**Congratulations you have successfully completed part one of E-Plan drawing and application submittal.**



Developer Services Project Applicants will receive an Upload Confirmation Task. Select the “Upload Confirmation” hyperlink. A new window E-form (as seen on the left) will open. You must “Complete” the assigned task to formally submit your applications and drawings.



#### 4. Prescreen Review

Prescreen Review is a cursory review of your uploaded documents in preparation for formal review. This may be performed by the Project Manager or Project Administrator. The Project Manager or Project Administrator will begin the formal review stage of the permit application process after confirming the submittal documents have met DOB standards. Failure to meet DOB submittal requirements will result in a denial of your application. Upon denial, you will receive a “Correction Complete” Task invitation email. Accept the Task and address all comments issued regarding incomplete documentation. After you have addressed the comments you must “Complete” the Task for resubmittal to DOB. Formal plan reviews will NOT begin until a complete submittal is verified by the Project Manager or Project Administrator.

#### 5. Security Timeout

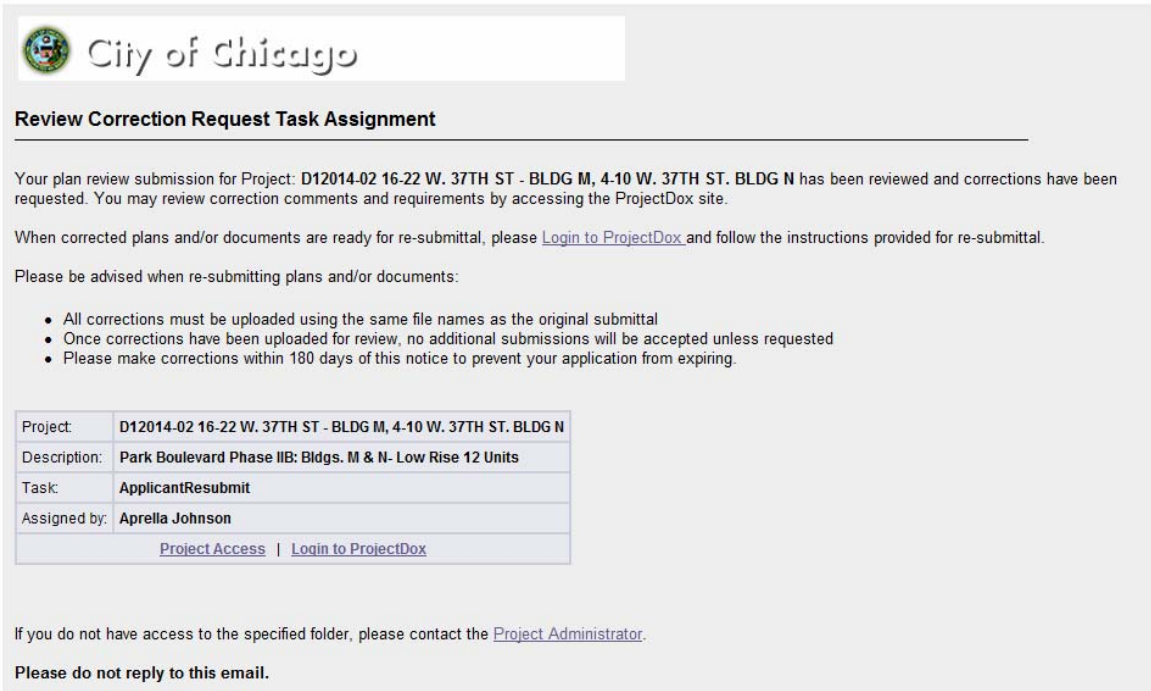
Due to security concerns, you will be automatically logged out of the system after 90 minutes of inactivity. To resume your work in E-Plan, click any button on the screen and your ProjectDox<sup>®</sup> login page will automatically load.

#### 6. Drawing Resubmittal

If corrections are requested for your drawings, follow the steps below:

You will receive an e-mail notification from the Project Administrator or Project Manager requesting corrected/revised documents.

Click the task link “Applicant Resubmit” in the e-mail to access the corrections requested information (see illustration).



The screenshot shows an email from the City of Chicago. At the top left is the City of Chicago logo. The subject line is "Review Correction Request Task Assignment". The main body of the email contains the following text:

Your plan review submission for Project: **D12014-02 16-22 W. 37TH ST - BLDG M, 4-10 W. 37TH ST. BLDG N** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

Project:	D12014-02 16-22 W. 37TH ST - BLDG M, 4-10 W. 37TH ST. BLDG N
Description:	Park Boulevard Phase IIB: Bldgs. M & N- Low Rise 12 Units
Task:	ApplicantResubmit
Assigned by:	Aprella Johnson

[Project Access](#) | [Login to ProjectDox](#)

If you do not have access to the specified folder, please contact the [Project Administrator](#).

**Please do not reply to this email.**





Your Corrections Package will consist of the following:

- Applicant Resubmit E-form
- Changemark(s) with markup(s) on the plan drawing file
- Corrections Report, which is a summary of all markups and requested corrections

Log in to E-Plan. The “Permit Resubmit Request” e-form will open. You may accept the task, save and close, but do not complete the task until all revised drawings and documents have been uploaded.

The e-form has four sections that provide you with correction package information:

1. Review Information
2. Changemarks (markups issued by the reviewers, select blue hyperlink to access changemarks/markups)
3. Department Review (status and notes)
4. Task Instructions

The screenshot displays the 'Developer Services' interface for the City of Chicago. The top navigation bar includes 'Review Information', 'Project Information', 'Checklist Items (0)', and 'Routing Slip'. The 'Review Information' section shows details for a project administrator (Aprella Johnson), review cycle (1), and workflow name (Start\_DS\_PlanReview\_Workflow / ApplicantResubmit). A blue box with the number '1' highlights the 'Activity Instructions' section, which contains the text: 'Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.' Below this, the current user logon is also identified as Aprella Johnson. A 'Certified Correction' dropdown is set to 'No'.

The 'CHANGEMARKS' section is highlighted with a blue box containing the number '2'. It features a 'Filter by Department' search box and a 'Refresh Changemarks...' link. Below this is a table listing two changemarks:

Edit	File	Cycle	Department	File Name	Markup	Summary	Description	Resolved
		1	Architectural	A211 Unit 07 & 08 Floor Plans D12075-04.DWF	<a href="#">oscar</a>	AGPI454	clarify extent of demo and new	No
		1	Architectural	A212 Unit 09 Floor Plans D12075-04.DWF	<a href="#">oscar</a>	Agpi454	see previous note from flr below typ.	No





DEPARTMENT REVIEW - Review Cycle: 1 **3**

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	PLUMBING KEVIN KENNY KEVIN.KENNY@CITYOFCHICAGO.ORG	CORRECTIONS REQUIRED  <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	1	FIRE ANIS SIDDIQUI ANIS.SIDDIQUI@CITYOFCHICAGO.ORG	APPROVED  <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	1	FURNACE-VENT GRAYLIN JOHNSON GRAYLIN.JOHNSON@CITYOFCHICAGO.ORG	CORRECTIONS REQUIRED M301 FIRST FLOOR TOWNHOUSE MECHANICAL PLAN D12075-05.dwf: PLEASE SHOW THE LOCK TYPE DAMPERS FOR ALL SUPPLY RUNS PER SECTION 13-40-050 ON APPROVAL  <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

In the Department Review section, the department requesting the corrections is displayed. If there are markups attached, you will see the markup links in the comments/markup section as shown below.

**4** Task Instructions

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

Click on the "Save and Close" button to exit the e-form.

### How to View Markups/Changemarks

There are two ways to view markups in E-Plan.

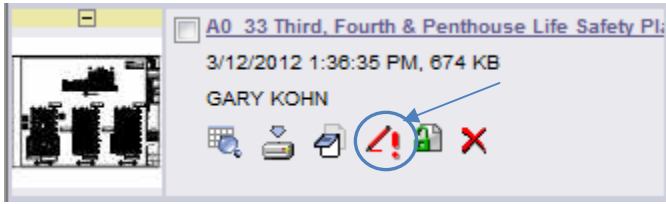
1. Prior to clicking the "Save And Close" button as directed above, markups can be accessed by selecting the hyperlink under the "Changemarks" section (2) of the e-form.
2. After clicking the "Save And Close" button, the e-form will close and the projects page in E-Plan will be viewable (illustration at top of next page).



- There are two sections on the projects page. The top section (1) displays the list of projects accessible under your username. The bottom section (2), displays all task assignments. To access the project, select the project name hyperlink. Upon selection, you will be directed to the project (illustration below).

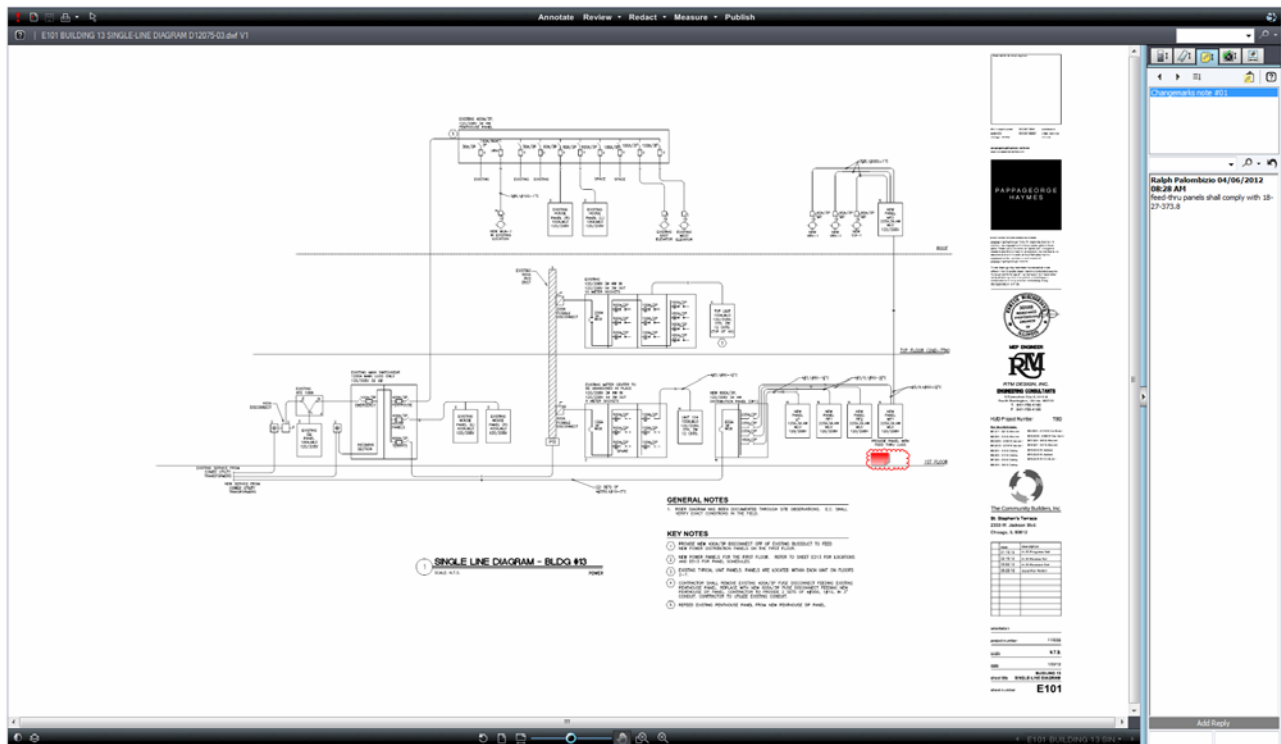
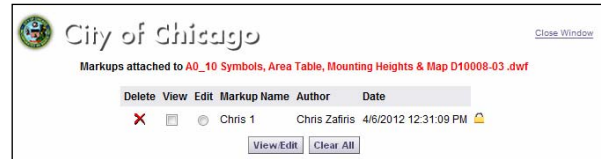






Drawings with markups issued by the reviewer will display the changemark symbol (identified by red pen with exclamation point). To access the markup click the changemark symbol.

A changemark window will open (illustrated on the right). Check the View box and select the “View/Edit” button to view the selected markup.



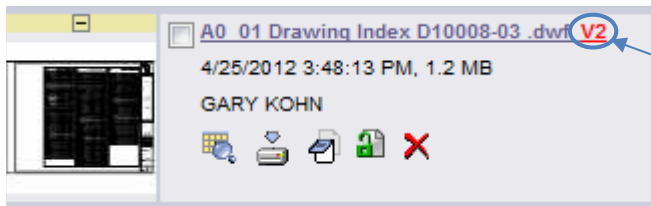
The text associated with each changemark will display in the panel's right-hand portion of the page and the markups (illustrated by a cloud and/or notepad icon) will automatically appear in the viewer at the author's original magnification level. You can progress sequentially through the changemarks by using the “◀” (Previous) and “▶” (Next) buttons.



## Upload Corrections

Log-in to E-Plan to upload corrected drawings. Verify a new version number is created when you upload your corrected drawings. If a version number is not created, confirm the drawing was revised. Version number will not be created if there have been no changes to the file. **Please communicate this information to your entire project team.**

For example, if you make a correction to “A1\_5th Floor Plan D10003-00.dwf” and reload the corrected file with the same name, E-Plan will tag file with the latest version number.

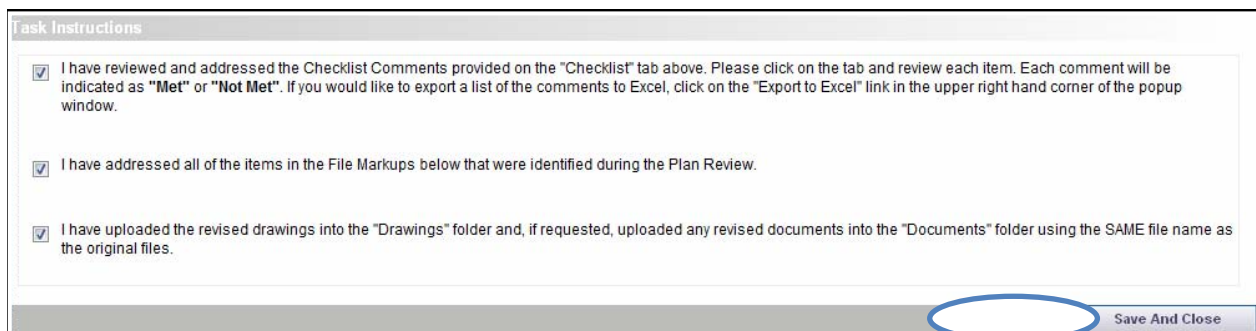


E-Plan will track document (drawing) versions, but **ONLY** if you upload a revised version of the file with the **EXACT SAME NAME** as the original file.

Failure to upload revised drawings with the original file name will result in duplicate sheets. Verify plans and documents containing markups are revised. The resubmittal will be rejected by your Projects Administrator or Project Manager if markups are not addressed and duplicates found. The rejection of your submittal result in a delay your review.

After you have successfully uploaded your corrected drawings, click on the “Applicant Resubmit” task located at the bottom section of the projects page (as described on page 13). The task E-form window will open. Go to the Department Review section and do the following:

- Add your comments in the “Review Information Comments” section
- Confirm you have completed Step 1, 2 and 3 by checking each box
- To formally resubmit revised documents click the “Complete” button



**Task Instructions**

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

**Save And Close**

Per State of Illinois Department of Professional Regulations applicants must submit 2 wet ink signed and sealed (all project Illinois licensed professionals) coversheets. Separate drawing index sheets require wet ink seal by the Illinois licensed Architect or Structural Engineer. The permit will not be issued until these sheets are submitted to the Project Manager or Project Administrator.



## 7. Approval

An e-mail notification is sent to the applicant upon verification of code compliance and completion of required documentation. Final assessed permit fees are due prior to the release of approved permit drawings. Submit your permit fees in person to the cashier located at the Permit Center at 121 N. LaSalle Street, Room 900. A receipt and permit certificate will be issued by the cashier. The City is working to upgrade its internal system to allow for payments to be made on-line at which time permits will also be able to be printed on-line. We appreciate your patience while this upgrade is pending. Please visit your Project Manager or Projects Administrator to collect the approved previously submitted hardcopy coversheet. The DOB approved coversheet is required to be uploaded to E-Plan "Drawing Submittal" folder. The Project Manager and Project Administrator will move the scanned coversheet to the "Released Drawings and Documents" folder along with all other approved documentation. Upon confirmation of coversheet upload, your drawings will be available for print in E-Plan in the "Released Drawings and Documents" folder.

**Congratulations you have completed the E-Plan permit process!**

