



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

Developer Services FLOW CHART

Revised 11/09/12

1 General Info. & Preliminary Mtg.

General Information

The Developer Services Program is intended to facilitate the permit process for large or complex projects meeting the criteria below:

- ☐ High-rise Bldg. (>80 ft. high)
- ☐ Building or space >150,000 sf

- ☐ Residential Project >40 D.U.
- ☐ Green Bldg. Permit project

A Developer Services program fee is required if the project is reviewed by a Consultant Reviewer.

STEP 1A Preliminary Meeting

- ☐ The applicant submits an appointment request form on-line at the Dev. Services homepage
- ☐ DOB assigns the application #
- ☐ The architect attends a preliminary meeting with the DOB PA at 121 N. LaSalle, Rm 906
- ☐ Review scope of work & create a permit timeline
- ☐ Discuss zoning issues
- ☐ Confirm if Green Permit
- ☐ Confirm if project will be reviewed by DOB staff or Consultant Reviewer

STEP 1B (If applicable) Preparation

Obtain or initiate the following items prior to uploading plans:

- ☐ CDOT Information Retrieval Request (utility search)
- ☐ Structural Peer Review Report
- ☐ Fee Wavier Ordinance
- ☐ Use of Public Way Ordinance
- ☐ Administrative Relief Request
- ☐ Driveway Permit Application

2 Upload Documents to E-Plan

STEP 2A E-Plan Invitation

- ☐ DOB PA emails the applicant with E-Plan invitation & instructions for uploading the documents to E-Plan
- ☐ 75% complete plans can be uploaded for bidding purpose when using a Consultant Reviewer

STEP 2B Applicant Uploads the Plans

- ☐ Upload 100% complete plans & applications (dwf or pdf)
- ☐ Provide a 3"x3" blank area at top right corner of drawings
- ☐ Include an electronic seal and graphic scale on all sheets except Cover Sheet & Drwg. List sheet
- ☐ Use DOB's file naming per The E-Plan Online User Guide
- ☐ Complete the assigned task of "Upload Confirmation"

3 Prescreen

STEP 3A

Prescreen by DOB Project Administrator (PA)

- ☐ DOB Procures 3 Consultant Reviewer bids (if applicable)
- ☐ DOB selects lowest bid
- ☐ Applicant & Consultant Reviewers are notified of the selection

- ☐ Email Developer Services fee proposal to applicant (if applicable)
- ☐ Review plans & applications for completeness
- ☐ Identify existing code violations & stop work orders
- ☐ Tabulate preliminary Building Permit fee amount and request Applicant to submit a check for 50% of the Building Permit fee
- ☐ Route plans to other depts.
- ☐ Route plans to DOB technical Plan Examiners (**or Consultant Reviewer if applicable**) to begin plan reviews

STEP 3B

Applicant Makes Payment

- ☐ Applicant submits a check to DOB PA for 50% of the Building Permit fee
- ☐ Applicant submits the signed DS Agreement with a check to DOB PA for 100% of Developer Services program fee

4 Plan Reviews

STEP 4A

Technical Plan Reviews

Architecture

- ☐ Ventilation
- ☐ Plumbing
- ☐ Electrical
- ☐ Refrigeration
- ☐ Fire Prevention
- ☐ Structural
- ☐ Environmental
- ☐ Accessibility
- ☐ Storm Water Management
- ☐ Geotechnical
- ☐ Zoning
- ☐ Landscape
- ☐ Lakefront Protection District
- ☐ Landmark Review
- ☐ Planned Development Review

STEP 4B

Corrections Report & Status

- ☐ Notification of Corrections Report, markups and instructions emailed to Architect after all plan reviews performed (includes Planning & Zoning corrections)
- ☐ "Check Permit Status" and and corrections online at www.cityofchicago.org/buildings

STEP 4C (If applicable)

Request Code Variance

- ☐ Administrative Relief Request
- ☐ Building Board of Appeals
- ☐ Committee Standards & Tests

5 Plan Corrections

STEP 5A

- ☐ Professionals of Record shall review plan corrections and amend the drawings. Bubble, date and initial all revisions.
- ☐ Architect shall log-in to E-Plan to upload revised drawings and forms as a new version of the original file (no file name changes)
- ☐ E-plan notification "Applicant Resubmit Request Task Assignment" must be completed by the Architect

STEP 5B

Certified Plan Corrections (CPC)

- ☐ This plan correction method must be used unless the project includes Assembly, Institutional, Industrial, Hazardous occupancy types, non-residential government projects, Dangerous & Hazardous building violations, Stop Work Orders, Geotechnical and Storm Water reviews
- ☐ Upload a new sheet behind the cover sheet with itemized corrections, responses & the CPC Certification Statement

STEP 5C

2nd Plan Review

- ☐ Projects ineligible for Certified Plan Corrections must be re-reviewed by Plan Examiners
- ☐ AOR of projects requiring a 3rd plan review may be required to meet with Plan Examiners

6 Final Review by PA

STEP 6A

- ☐ Verify documents are complete
- ☐ Verify technical plan reviews are addressed by CPC or approved by Plan Examiners
- ☐ Verify existing building violations are addressed
- ☐ Tabulate Permit fee balance
- ☐ Stamp sheets w/DOB approval
- ☐ Email architect when approved

7 Permit Fee & Approved Plans

STEP 7A

Applicant pays the Permit fee balance and obtains the permit certificate at the Dept. of Revenue window in Rm. 900 at 121 N. La Salle (contact PA)

STEP 7B

AOR brings (2) full size paper copies of Cover Sheet with wet seal & wet signature of all the Professionals of Record to the DOB PA for DOB wet stamp Approval. (Bring (2) copies of Drwg. List Sheet wet sealed & wet signed by the AOR if the Drawing List is not on the Cover Sheet)

- ☐ AOR leaves one of each sheet with PA & uploads other sheets to E-Plan
- ☐ PA moves approved Permit Set to "Released Documents" folder in E-Plan to allow the applicant to print DOB approved copies of the Permit Set