1 General Info. & Kick-off Mtg.

General Information

The Green Permit Process offers qualifying projects an expedited permit process and possibly a reduction of the permit fees.

Requirements:
- ❑ Commercial projects must earn certification within the LEED rating system
- ❑ Smaller Residential projects must earn certification under the Chicago Green Homes Program checklist based rating system or LEED for Homes
- ❑ Green Menu Items – Projects must utilize certain green strategies or green technologies to qualify

STEP 1A

Kick-off Meeting
- ❑ Applicant emails the Green Permit Kick-off Mtg. request to: sophiemartinez@cityofchicago.org
- ❑ DOB assigns the application #
- ❑ The Architect will meet with the DOB PA In Rm 906 at 121 N. LaSalle
- ❑ Architect brings a ½ size set of preliminary construction plans
- ❑ Review scope of work, create a permit timeline & E-Plan folder for the project
- ❑ Tabulate 50% of Building Permit Fee amount

STEP 1B

E-Plan Invitation
- ❑ DOB PA emails the applicant w/E-Plan invitation & instructions for uploading the documents to E-Plan
- ❑ E-Plan requires MS Internet Explorer running on MS Windows Operating System

STEP 1C (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 Green Review Mtg.

STEP 2A

Green Review Mtg.
- ❑ Applicant emails Preliminary meeting request to: sophiemartinez@cityofchicago.org
- ❑ Applicant uploads Green Review items to E-Plan
- ❑ Applicant meets with DOB PA in Rm 906 at 121 N. LaSalle
- ❑ Discuss scope of work, green technologies, and critical path
- ❑ Discuss Zoning issues
- ❑ Confirm project is eligible for the Green Permit Process
- ❑ Allow 4-6 weeks to confirm project eligibility prior to uploading plans via E-Plan for code review

3 Upload Plans to E-Plan

STEP 3A

Applicant Uploads the Plans
- ❑ Upload 100% complete plans & applications (dwf or pdf)
- ❑ Provide Green Permit Program Drwg. sheet within permit set
- ❑ 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"

4 Prescreen

STEP 4A

Prescreen by DOB Project Administrator (PA)
- ❑ Review plans & applications for completeness
- ❑ Identify existing code violations & stop work orders
- ❑ Collection a check for 50% of Building Permit fee from Applicant
- ❑ Route plans to other depts.
- ❑ Route plans to DOB technical Plan Examiners to begin plan reviews

STEP 4B

Applicant Makes Payments
- ❑ Applicant submits a check for 50% of the Building Permit fee to the DOB PA

5 Plan Reviews

STEP 5A

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 5B

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 5C (If applicable)

Request Code Variance
- ❑ Administrative Relief Request
- ❑ Building Board of Appeals
- ❑ Committee Standards & Tests

STEP 5D

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 Plan Corrections

STEP 6A

- ❑ 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 6B

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

7 Final Review Meeting with PA

STEP 7A

- ❑ Applicant requests Final Review Meeting with DOB PA

STEP 7B

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

STEP 7C

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

STEP 7D

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