



DEPARTMENT OF BUILDINGS

CITY OF CHICAGO

January 22, 2014

Building Permit Application: Project Description

As we begin the New Year, the Department of Buildings continues to focus on getting permits issued in an efficient and timely manner, for this is vital to the residents and businesses in our City. The Department of Buildings has already implemented several permit streamlining initiatives in recent years and we keep reaching for new ways to refine and improve our operations and to shorten the time to permit.

As such, we want to stress the importance of having detailed information included in the building permit application upfront to reduce time to review, and thereby reducing time to permit.

Effective February 1, 2014, all building permit applications must include a comprehensive project description to include the actual use (i.e. restaurant, bank, school, law office, hair salon) and the specific location within a larger, multi-unit building (i.e. floor number, suite number, apartment/unit number, tenant/space number). If a detailed project description is not included, the Department of Buildings will send the application back to the applicant for a more detailed description prior to processing the application.

Examples of complete project descriptions are included below:

- Interior renovation of entire 14th floor office suites of high-rise building for use as law offices.
- Interior build-out of space C in strip mall for use as a hair and nail salon.
- Kitchen renovation with new electrical and plumbing in condominium unit 1414-East.
- Interior renovation of 2,500 sf of first floor commercial space for use as restaurant/bar.
- Exterior masonry repairs on northeast corner of residential building.
- New construction of 25,000 sf single family residence.

Thank you for your time and consideration,

Felicia Davis
Commissioner
Department of Buildings