



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)	<p>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.</p>
<input type="checkbox"/> <b>BUILDING PERMIT APPLICATION</b> (Mandatory)	<p>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:</p> <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	<p>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.</p>
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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	<p>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 &amp; Zoning website. Landscape reviews are performed weekdays in Room 905 of City Hall.</p>
<input type="checkbox"/> DRIVEWAY APPLICATION	<p>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.</p>
<input type="checkbox"/> ALLEY ACCESS LETTER	<p>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.</p>
<input type="checkbox"/> LANDMARKS REVIEW	<p>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:</p> <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	<p>New buildings and additions within Chicago's Lakefront Protection District require Plan Commission approval.</p>
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II REQUEST LETTER	<p>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.</p>
<input type="checkbox"/> PLANNED DEVELOPMENT - PART II ARCHITECTURAL PLANS	<p>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:</p> <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>	
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<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>
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<b>STRUCTURAL REVIEW</b>	
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<input type="checkbox"/> <b>STRUCTURAL PLANS</b> (Mandatory)	Indicate all necessary structural information on the structural plans including the size, spacing and material for all framing members, columns, etc.
<input type="checkbox"/> <b>STRUCTURAL CALCULATIONS</b> (Mandatory)	Provide orderly structural calculations that are wet ink sealed and signed by an Illinois licensed Architect or Structural Engineer.
<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>	
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<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.