



## DEPARTMENT OF BUILDINGS

CITY OF CHICAGO

August 20, 2012

Dear Construction Project Management Consultants,

As you are aware, the Department of Buildings (DOB) transitioned from a paper-based plan review system to an electronic plan review system (E-Plan) on July 2, 2012.

This communication is to give you some updates regarding E-Plan:

### **Self-Certification Plan Review Process**

In order for Self-Certification plans to be reviewed as soon as possible, be sure to include Self Certification in the subject line of your e-submittals.

As you may be aware, historically, Self-Certification permit applications were submitted to the Department of Buildings and a meeting date was scheduled for within two to three weeks. During that time, customers worked on developing the plans for the project, submitted them during the scheduled meeting, and obtained a review and a permit by the end of the meeting.

With the implementation of E-Plan the Self-Certification permit process has been reversed. Now plans are submitted immediately and meetings are no longer necessary. Now, when plans are submitted they are registered into the queue. Once the project manager opens the plans he will review them the same day just as he did in the paper based system.

### **Paper Plan Review Resubmittal Deadline**

Since the Department of Buildings has become fully electronic, the few remaining paper plans are being permitted and phased out of the plan review program. The last opportunity for Open Plan Review (OPR) is Thursday, September 13. The last day for resubmitting final corrections on paper plans for Permit issuance is Thursday, September 20.

### **Updating the Customer on Plan Review Status**

Currently the Department of Buildings is working to update the system by which a customer is notified of project status. Ideally DOB will be able to update the architect after each necessary discipline has been reviewed. The Department will keep you posted on our work in this regard.

**Allow for 3x3 block in the Upper Right Hand Corner for Stamps**

Please make sure submitted plans contain a blank, 3x3 inch block in the upper right hand corner for stamps. Doing so allows DOB reviewers to process customer drawings quickly and efficiently.

**Make sure all Files are Submitted right-side up**

Please make sure all plans are submitted right-side up. Plans submitted that are rotated at the wrong angle require DOB staff to adjust them and prolongs the time to permit.

**E-Plan Orientation Class Mondays September 17, September 24, October 1, and October 15**

The Department of Buildings hosts an E-Plan Orientation class for customers new to the E-Plan program. Please see below for details.

**Dates:** Classes are held every Monday. Currently registration is open for September 17, September 24, October 1, and October 15. (Class will not be held on Columbus Day, October 8.)

**Time:** Sign-in: 1:00pm  
Class Time: 1:15 – 2:45pm

**Location:** 30 N. LaSalle Street  
2<sup>nd</sup> Floor – CDOT Conference Center  
Conference Room C  
Chicago, Illinois

Space is limited to 25 individuals per class, so we ask that only one or two members of your firm attend per class. You can register by clicking on this link: [E-Plan Orientation Class Registration](#).

Please note we will continue to hold orientation sessions on Mondays provided there is a need from the design professional community. Keep a lookout for future correspondence and class times beyond October 15.

The department of buildings has and continues to issue a number of standard plan review permits through E-plan. We will continue to update you on E-plan news.

Sincerely,



Michael R. Merchant  
Commissioner