



For complete description and legal basis, please refer to Chapter 13-24 BUILDING BOARD OF APPEALS of the Municipal Code of Chicago.

1. SIGNED PETITION STATEMENT

To: Chairman of the Building Board of Appeals

Re: My petition to the Building Board of Appeals

Date: _____

Project Address: _____ () Front Building () Rear Building

Project Description: _____

Occupancy Classification: _____ Number of Dwelling Units: _____

Construction Classification: _____ Number of Stories: _____

Permit Application #: _____ Date of Application: _____

Plan Reviewer: _____ Dept. of Zoning Approval (Date/ By Whom): _____

In compliance with the requirements of the Municipal Code of Chicago, I, _____
(Print Full Name)

petition to have my project reviewed by the Building Board of Appeals for the issues described herein.

Signed By:

(Petitioner) Date

Received By:

(DOB) Date

2. ISSUES RELATIVE TO THE DENIAL OF BUILDING PERMIT

As the Petitioner, my understanding is that my Application for Permit has been denied for failure to comply with the Chicago Building Code as follows:

Code Section	Explanation

3. NARRATIVE DESCRIBING THE PROPOSED SOLUTION

In an attached document labeled “NARRATIVE describe how proposed materials, methods, or systems will compensate for a variance from the Chicago Building Code sections cited above, by meeting or exceeding the above stated code requirements. Please cite all evidence from accredited testing laboratories, building industry standards, or professional or building industry trade groups etc. Please furnish all appropriate technical material brochures, technical literature, test results, drawings, photographs, etc. to support your case.

4. CONTACT INFORMATION

Petitioner (Owner’s) Information	Owner’s Agent Information
Name: _____ Mailing Address: _____ _____ (City) (State) (Zip Code) Phone: _____ Email: _____	Name: _____ Mailing Address: _____ _____ (City) (State) (Zip Code) Phone: _____ Email: _____

BUILDING BOARD OF APPEALS PROCESS

When a plan examiner determines that a proposed plan for an addition or an alteration to a building does not meet the Chicago Building Code, the owner has a right to request a hearing to appeal the decision. The lack of compliance with current code could be the result of code issues with the proposed new work and/or code issues with the size, construction classification, or placement on the site of the existing building itself.

The following steps should be followed to petition the Building Board of Appeals:

- Applicant must first obtain approval of the plans by the Zoning Bureau of the Department of Planning. This may come through normal review, or be the result of the Zoning Board of Appeals hearing.
- The Building Department plan examiner upon determining that the project may be eligible for BBA will include a correction stating that the project will not be approved as submitted without revised plans or approval by the BBA.
- Petitions must be submitted by the first of the month for consideration within that month. The meeting of the Building Board of Appeals regularly occurs on the second Tuesday of each month. If the agenda is full, the application will be held for the next available meeting.

On the day of the BBA hearing, the owner may represent themselves, bring their design professional and/or be represented by an authorized agent. The presenters will be sworn in to testify. All evidence is to be presented and the justification for the appeal described. The board members may ask questions and will discuss possible scenarios with the applicant. It is a relatively informal proceeding. After the owner and/or owner's agent(s) have left the hearing, the BBA deliberates the merits of the case and makes a determination on the appeal. A letter documenting decision will be emailed/mailed to you.

FOLLOWING THE BBA HEARING

Read the Building Board of Appeals letter carefully and fully incorporate any and all conditions described in the letter into the permit drawings. Resubmit the permit drawings including a copy of the BBA letter on the cover or first sheet of the drawings for plan examination. The plans **MUST** include **ALL** of the conditions required and be reflected throughout the entire set, including all detail drawings. Issues that are not addressed or approved by the BBA must be revised to fully comply with the code requirements.

BBA Petition package must include (Submit electronically and paper copy – 11 x 17 max):

- ✓ A signed and completed BBA Petition Statement including a one page narrative.
- ✓ A copy of the plan review corrections page relative to BBA.
- ✓ A receipt for the paid BBA fees from the Chicago Department of Revenue on the form provided.
- ✓ One set of plans illustrating the building code issues and proposed solutions.
- ✓ A copy of the permit application for permit including all of its pages.
- ✓ A copy of your plat of survey.
- ✓ Photos showing the area at issue and all relevant information.

BBA Petition packages are then reviewed for completeness and are scheduled for a BBA hearing time. Dept. of Building (DOB) Staff will call and notify the petitioner of the time of the BBA hearing.

Once the staff of the Department of Buildings approves your submittal, make 8 additional hard copies of all materials included in the approved package and be prepared to bring them to the BBA hearing.