



CITY OF CHICAGO

# DEPARTMENT OF BUILDINGS

## Application to Appear Before Committee on Standards and Tests

USE BLACK INK.  
DO NOT WRITE IN SHADED AREAS.

Request Number:

Fee:

Date:

### Instructions

- 1) This form must be completed by the applicant (architect, engineer, contractor, or building owner), responding fully to each question. The applicant does not need to be the same as the permit applicant. The named applicant must be the person best able to explain the technical issues presented by the request and must attend the committee hearing.
- 2) Pay the application fee to the Department of Finance using the attached fee payment form and according to the instructions on that form.
- 3) E-mail the application, supporting materials, and proof of payment to [Robert.Fahlstrom@cityofchicago.org](mailto:Robert.Fahlstrom@cityofchicago.org).
- 4) The completed application and proof of payment must be submitted no later than 14 calendar days before the meeting date. Hearing slots are assigned on a first-come first-served basis, and a maximum of six hearings are scheduled each month.
- 5) After you receive written confirmation that the application materials are complete, you must mail or deliver hard copies of the application and supporting materials to each committee member so that the materials arrive at least 5 calendar days before the meeting date. Please supplement or revise your application and supporting materials before sending to committee members. Please do not present new material for the first time at the hearing. Failure to comply with these requirements may result in your hearing being deferred until the next available meeting.
- 6) An Illinois-licensed design professional must present the case to the committee. The formal presentation is limited to 15 minutes, followed by questioning from the Committee.
- 7) Following the hearing, you will receive a written record of the Committee's decision within one week.

### 1. Applicant Information

Name:

Phone:

E-mail:

IL Professional License No.:

### 2. Project Information

Address:

Occupancy Classification (*check all that apply*):

Construction Type:

No. Stories:

A-1: single family residential

F: mercantile

Scope:  new construction  renovation  addition  no work

A-2: all other residential

G-1: industrial low hazard

Permit/Application No. (*if applicable*):

B: institutional

G-2: industrial mod. hazard

Other relevant information about project:

C-1: large assembly

H-1: storage low hazard

C-2: small assembly

H-2: storage mod. hazard

C-3: schools

H-3: garages

D: open air assembly

I: hazardous

E: business

J: miscellaneous

### 3. Summary of Requested Approval(s)

Briefly summarize the approval(s) you are requesting. Provide the specific language that you would like to appear on the meeting agenda and in the committee's approval letter, if approval is granted.

Identify each provision of the Chicago Building Code which must be varied or waived in order to approve your request:

Type of request:

- Use of material(s), product(s) and/or system(s) that is/are equal to or better than the requirements of the Building Code (*Complete Section 4a.*)
- Use of a comprehensive/engineered building design solution that does not meet a specific requirement of the Building Code but meets the intent of the Building Code (*Complete Section 4b.*)

Form continues on next page. ➔

**4a. Material, Product or System**

Provide the name and a brief description of the material or product and the manufacturer/supplier's contact information, including a website and a representative's name, phone number, and e-mail address. Include manufacturer/supplier's product literature in the application package.

List the location of prior installations or uses within the City of Chicago, followed by locations outside the City of Chicago. Include photographs or other relevant documentation in the application package.

List all certifications or test reports that are applicable to your request. Include copies of all certifications/reports in the application package.

**4b. Comprehensive/Engineered Building Design**

Identify all model codes or standards used in development of the comprehensive/engineered building design solution. State if the solution is fully or partially consistent with each model code or standard. Include copies of relevant parts of the codes or standards in the application package.

List the location of similar buildings within the City of Chicago, followed by locations outside the City of Chicago. Briefly describe the similarity. Include photographs or other relevant documentation in the application package.

Specifically describe how the proposed solution will provide equivalent or better performance in terms of health protection, accessibility, life and fire safety, and structural performance (as applicable) than a design solution in accordance with all provisions of the Chicago Building Code.

- Attach additional sheets, if necessary to provide complete information requested in section 4a or 4b. Note inclusion of attachments on this form.
- For both types of requests, your application package must include, at a minimum, architectural drawings at a legible scale, on 8-1/2" x 11" or 11" x 17" paper, sufficient to allow the Committee to understand the full scope of work to be permitted. If your request relates to mechanical, electrical, plumbing, or structural requirements, the application package must include additional discipline-specific drawings to allow the Committee to understand how these requirements relate to the project and request.
- If another major U.S. jurisdiction has reviewed and approved a similar request, include documentation of that approval in the application package.

**5. Applicant Certification**

Name:		License number:	
Address:			
E-mail:		Phone:	
Status:	<input type="checkbox"/> Illinois-licensed architect	<input type="checkbox"/> Illinois-licensed structural engineer	Seal (if applicable)
	<input type="checkbox"/> Illinois-licensed professional engineer	<input type="checkbox"/> property owner / manager	
<b>CERTIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• I certify that I am authorized to make this request on behalf of the permit applicant/property owner. <i>(Include an authorization letter, on letterhead, signed by the permit applicant/property owner in your application package.)</i></li> <li>• I certify that the information contained in this application and all materials submitted in support of this application are true and complete. I understand that any false information contained in this application may result in denial or revocation of the requested City action. A false statement of material fact made to the City in connection with this application may violate federal, state and/or local law, and may subject any person making such a statement to a range of administrative, civil and criminal penalties, including fines or revocation of the ability to apply for building permits or similar approvals.</li> </ul>			
Signature		Date	



CITY OF CHICAGO

# DEPARTMENT OF BUILDINGS

## Application Fee – Committee on Standards and Tests

### Part 1: Cashier Instructions

Please process this payment using the following Defined Special Collections (DSC) description:

**067 – Committee on Building Standards and Tests Fees**

Please capture the project address in the “address” field.

### Part 2: Information About Your Application

\*Project Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Description of Request

The application fee is **\$750.00**.

### Part 3: Applicant Instructions

1. Complete Part 2 of this form, and bring two paper copies to the cashier window in City Hall Room 900 or to any City of Chicago payment center. (For payment center locations, visit [www.cityofchicago.org/finance](http://www.cityofchicago.org/finance) and click on “Payment Locations.”) The Department of Finance accepts cash, credit cards and checks (excluding temporary checks). Checks should be made payable to “City of Chicago.”
2. The cashier will validate both copies of this form with a stamp. The cashier will keep one of the validated copies and return the other to you. The cashier will also give you a payment receipt.
3. E-mail a copy of your validated payment form and receipt to [robert.fahlstrom@cityofchicago.org](mailto:robert.fahlstrom@cityofchicago.org). Proof of payment must be submitted before your hearing will be scheduled.

NOTE: No refunds will be provided for overpayment or cancelation of the request by the applicant.