



1 Create Application & Upload Plans

STEP 1A

Create a Permit Application

- Refer to E-Plan User Guide, "How to Apply for a Building Permit", for additional instructions
- The architect or expeditor must create the building permit application online at the Dept. of Buildings (DOB) website www.cityofchicago.org/buildings Select "Getting Started Online". Permit application must include address, architect, owner, MOPD to trigger E-Plan invitation

STEP 1B

E-Plan Invitation

An E-Plan invitation & instructions for uploading drawings is emailed to the applicant approx. 48 hours after submission of building permit application. If no invite then email eplan@cityofchicago.org

STEP 1C

Upload Plans at E-Plan

- Upload drawings & application forms (dwf or pdf) to E-Plan
- Provide an empty 3"x3" area at top right corner of all sheets
- Include an electronic seal, signature & graphic scale on all sheets
- Use DOB's file naming per The E-Plan Online User Guide
- Complete "Upload Confirmation"
- Pay online \$300 of Building Permit fee & 100% of Zoning fee

STEP 1D (If applicable)

- Obtain or initiate the following items prior to the E-plan upload:
- Structural Peer Review
 - Professional of Record Certification Statement, Owner /Tenant Certification Statement & Hold Harmless Letter if Self-Cert.
 - CDOT Information Retrieval Request (utility search)
 - Structural Peer Review Report
 - Fee Waiver Ordinance
 - Use of Public Way Ordinance
 - Administrative Relief Request
 - Driveway Permit Application

2 Prescreen & Plan Reviews

STEP 2A

- DOB PM reviews documents for completeness, electronic seals, bldg. violations & stop work orders
- PM administrative corrections may require AOR response prior to beginning plan reviews

STEP 2B

If Self-Certification Permit

- The Professional of Record must be registered as Self-Cert.
- Include "Self-Cert." in work description on permit application
- Zoning and Planning reviews are performed, however, no DOB technical reviews are performed.
- Address Zoning corrections
- Self-Cert. project proceeds to Final Approval by DOB PM

STEP 2C

DOB PM verifies \$300 of Building Permit fee has been paid & assigns project to Plan Examiners for applicable reviews

Technical Plan Reviews

- Architecture
 - Ventilation
 - Plumbing
 - Electrical
 - Refrigeration
 - Fire Prevention
 - Structural
 - Environmental
 - Accessibility
 - Storm Water Management
 - Geotechnical
 - Zoning (AOR can submit to E-Plan for a Zoning Only review prior to submission to DOB for review)
- Additional Reviews as Determined by Zoning:**
- Landscape
 - Lakefront Protection District
 - Landmark Review
 - Planned Development Review (for short form & part II reviews)

STEP 2D

Corrections Report & Status

- Notification of Corrections Report, markups and instructions emailed to Architect after plan reviews are performed (Planning & Zoning corrections may be sent separately)
- "Check Permit Status" and corrections online at: www.cityofchicago.org/buildings

3 Plan Corrections

STEP 3A (If applicable)

Request Code Variance

- Administrative Relief Request
- Building Board of Appeals
- Committee on Standards & Tests

STEP 3B

- Professionals of Record shall review plan corrections and amend the drawings. Bubble, date and initial all revisions.
- Architect shall log-in to E-Plan to upload revised drawings and forms as a new version of the original file (don't change file name)
- E-plan notification "Applicant Resubmit Request Task Assignment" must be completed by the Architect once revised plans are uploaded

STEP 3C

Certified Plan Corrections (CPC)

- This plan correction method must be used to address all plan corrections except Geotechnical and Storm Water corrections. However, disciplines unable to complete a plan review due to incomplete information will require resubmission of amended plans for another review.
- Upload a new CPC sheet behind the cover sheet with itemized corrections, responses & the CPC Certification Statement

STEP 3D

Correction Mediation Meeting

- Projects with more than 3 plan review cycles require the AOR to attend a meeting with DOB Plan Examiners RM 906 at 121 N. La Salle. The DOB PM will provide instructions

4 Final Review

STEP 4A

Final Review by PM

- Verify documents are complete
- Verify technical plan reviews are addressed by Certified Plan Corrections or approved by Plan Examiners or project is using Self-Certification Permit Program
- Verify existing building violations are addressed
- Tabulate permit fee balance
- Electronically stamp sheets with DOB approval
- Email architect when approved

5 Permit Fee & Certificate

STEP 5A

Building Permit Issued

- Applicant pays the permit fee balance and prints the permit certificate online or at the Dept. of Revenue window in RM 900 at 121 N. La Salle

6 Approved Plans & Inspections

STEP 6A

Printing Approved Plans

- PM moves approved Permit Set to "Released Documents" folder in E-Plan to allow the applicant to print DOB approved copies of the Permit Set

STEP 6B

Field Inspections

- Request applicable field inspections online at: www.cityofchicago.org/buildings