



DESIGN AND CONSTRUCTION DOCUMENT TOOL KIT

DESIGN AND CONSTRUCTION

Hello there!

Welcome to the Design and Construction Document submission toolkit. This detailed guide will help you ensure that your documents are complete and error-free.

Please refer to this guide for any questions or issues about what details are needed, what documents you need submit, and what information needs to be included.

If you still have questions, our team is here to support you, don't hesitate to contact the DPD Inbox **via Submittable** - City of Chicago - Dept. of Planning and Development.

DESIGN AND CONSTRUCTION

To ensure that your Design and Construction documents are error-free and complete, please follow this detailed guide. It's crucial to double-check that all your documents are precise and up-to-date.

Include:

- ★ Date
- ★ Signature(s)
- ★ Project site address
- ★ Important/Specific information requested

Careful attention to these details will ensure that your documents are cleared.

Inaccurate or incomplete documents will be returned, and our team will request revisions, which will delay your grant contract.

SUBMITTABLE SECTIONS

The design and construction section is comprised of two submittable sections, each with their own unique required documents:

DESIGN DOCUMENTS

- Executed and signed contract with designer or architect
- Project's proposed storefront elevation (optional, based on architect's determination)
- Project's preliminary drawing(s) and/or additional project rendering(s)

CONSTRUCTION DOCUMENTS

- Two comparable bids (estimates) from different licensed general contractors (GC)
- Copy of selected GCs general liability insurance
- Copy of selected GCs license with the City of Chicago, Department of Buildings
- Permit application number



DESIGN DOCUMENTS

EXECUTED CONTRACT

★ The Architect/Designer Contract:

1 Has name of design firm and the client identified matches the grantee entity

2 Address and proposed use of the project matches the application

3 Must contain an itemized scope of work, with itemized costs

4 Must be signed/executed by both parties

EXECUTED CONTRACT EXAMPLE

Joe Doe

Firm Signature

Joe's Diner LLC

Design Firm Name

1/1/2023

1/2/2023

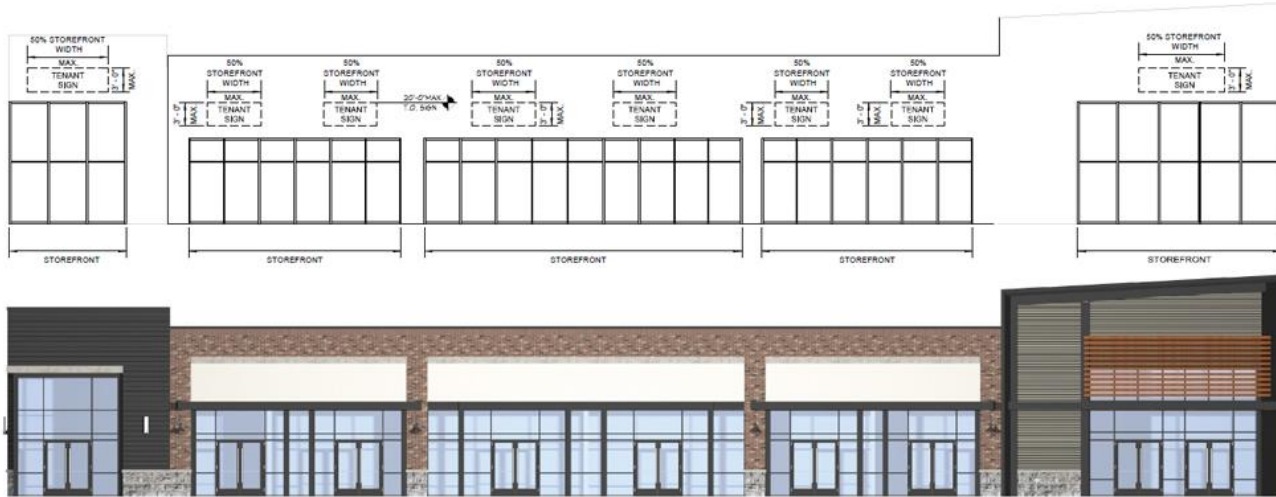
Tip: Ensure that both you and the design firm sign and date the contract.

DOLLAR AMOUNT AND ITEMIZED SCOPE OF WORK EXAMPLE


| Phase | Cost |
|------------------------|-------------|
| Schematic Design | \$2,000.00 |
| Design Development | \$4,000.00 |
| City of Chicago Permit | \$2,500.00 |
| MEP Design | \$5,000.00 |
| Total | \$13,500.00 |

Tip: Before submitting your design documents, please ensure that the scope of work is itemized and that the dollar amount is included, similar to the example above. The line items should pertain to your project, so please work with your architect to provide an accurate representation of your costs. This is important because it will help us calculate your eligible expenses. Failure to do so may cause delays in receiving a contract.

PROJECT'S PROPOSED STOREFRONT ELEVATION EXAMPLE



Tip: Confirm with your design professional if your drawings have/require this detail. If you are altering the exterior of your building (storefront, windows, masonry, facade improvements), or working on multiple levels, your architect will likely include your storefront elevation on your permit drawings/renderings.



CONSTRUCTION DOCUMENTS

CONSTRUCTION DOCUMENTS

★ Regarding General Contractor Bids:

1

Must have a minimum of **TWO** itemized bids with dollar values associated with each line item from separate, licensed general contractors. Please ensure that **all** line items have a comparing cost on the secondary GC bid, or on a separate individual item bid, to ensure eligibility

2

The project scope of the bids must match the description of what was stated in your application

4

The date on the bids must be within the last six months

5

The listed project address on the bids must match the project construction site

COMPARABLE BIDS EXAMPLE

FRANK'S GENERAL CONTRACTING

36TH ST, CHICAGO IL

P: 555-555

Susan's General Contracting

400 S Belmont, Chicago IL

P: 555-555-6666

Client: Joe's Diner

Project Site Address

P: 555-556-666

Client: Joe's Diner

Project Site Address |

P: 555-556-666

| | | |
|-------------|-------------------------------------|-------------|
| Roofing | <input checked="" type="checkbox"/> | 1000.00 |
| Siding | <input checked="" type="checkbox"/> | 3000.00 |
| Plumbing | <input checked="" type="checkbox"/> | 4000.00 |
| Carpentry | <input checked="" type="checkbox"/> | 6000.00 |
| Electric | <input checked="" type="checkbox"/> | 5000.00 |
| HVAC | <input checked="" type="checkbox"/> | 9000.00 |
| Insulation | <input type="checkbox"/> | 8000.00 |
| Flooring | <input type="checkbox"/> | 5000.00 |
| New Fencing | <input type="checkbox"/> | 1000.00 |
| Millwork | <input type="checkbox"/> | 6000.00 |
| Contingency | <input type="checkbox"/> | 6000.00 |
| GC Fee | <input type="checkbox"/> | 10,000.00 |
| Total | <input type="checkbox"/> | \$64,000.00 |

| | |
|-----------|-----------|
| Roofing | 1050.00 |
| Siding | 7000.00 |
| Plumbing | 9000.00 |
| Carpentry | 4000.00 |
| Electric | 8000.00 |
| HVAC | 7000.00 |
| Total: | 36,050.00 |

Why does the City require TWO GC bids?

To make sure that you receive a fair market price for your project expenses. For an expense to be considered eligible for reimbursement, it is important to have a comparable estimate. Otherwise, the expense will be deemed ineligible for this grant. As shown in the bid from "Frank's General Contracting," insulation, flooring, fencing and millwork were all marked ineligible for reimbursement because they did not have a comparable line item on the bid from "Susan's General Contracting."

GC'S License

Please upload the City of Chicago issued license for all tradesman that you are paying directly for work on the project.

Tip: Ensure that this document is active and has not expired.

For information, please visit:

[https://www.chicago.gov/dam/city/depts/dps/ContractAdministration/Forms/Sample Daley Center Insurance Policy Limits.pdf](https://www.chicago.gov/dam/city/depts/dps/ContractAdministration/Forms/Sample%20Daley%20Center%20Insurance%20Policy%20Limits.pdf)



Permit Application Number

The Department of Buildings issues permits to make sure that construction work follows safety standards and protects public health, safety, and welfare. You need a permit before starting most construction, demolition, or repair work. The department has different permitting processes for different projects, from home repairs to new skyscrapers, to provide better service.

For information, please visit:

- <https://www.chicago.gov/city/en/depts/bldgs.html>
- [GuidetoPermits110119.pdf \(chicago.gov\)](#)

The permit application number can be verified through the Department of Building's website or City of Chicago data portal.

If your permit application number does not show up, it may have gone through the self-certification process. Please request proof of application from your architect.

Featured Services and Programs



Construction Codes

Chicago Construction Codes, code interpretations



Permits

Easy Permits, Self-Certification, Standard Plan Review, Developer Services, Specialized Reviews



Inspections and Reports

Permit, periodic, and complaint-based inspections; Required reporting programs



Trade Licensing

Licensing information for builders and contractors

Self-Certification Permit Program

The City of Chicago Self-Certification Permit Program simplifies the building permit process for residential and commercial projects. By using the program, architects can certify that plans meet Chicago's building code, so there's no need for the Chicago Department of Buildings to review them.

Architects need to have valid Illinois licenses and take periodic training classes to use the service. Once registered, architects can submit a certification statement with their permit application, agreeing to fix any code compliance issues and taking responsibility for the drawings. However, when architects select this option, permit status cannot be tracked on the website.

Finalists should request their permit application receipt and upload to Submittable if they elect to use a self-cert architect.

I am Acting As

Contractor Type

SELF-CERTIFICATION

Additional Contractors ([Add Contractor](#))

| Type | Contractor Details | License # | Delete |
|--------|--------------------|-----------|--------------------------|
| GENCON | ABC 1 517 M | | <input type="checkbox"/> |
| ELECT | CABL 3825 | | <input type="checkbox"/> |
| PLUMB | RELI/ 9013 | | <input type="checkbox"/> |

Select the contractor(s) you'd like to remove from this permit application and click [Delete](#)

[Delete](#)

Additional Individual Owners/Contacts ([Add Individual Owner/Contact](#))

Note: You must add all individuals with ownership percentage of 25% or greater in this section.

| Type | Contact Details | Edit | Delete |
|-------|---|----------------------|--------------------------|
| OWNER | CITY OF CHICAGO INC 121 N LA SALLE ST CHICAGO, IL, 60602 | Edit | <input type="checkbox"/> |

Select the contact(s) you'd like to remove from this permit and click [Delete](#)

[Delete](#)

Additional Owners (Real Estate Developers) ([Add Company Owner/Contact](#))

Note: You must add all real estate developers with ownership percentage of 25% or greater in this section.

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The background of the entire image is a blue-tinted photograph of a city skyline, likely Chicago, with several tall skyscrapers visible. The text and graphics are overlaid on this background.

 **CHICAGO**
 **RECOVERY PLAN**

THANK YOU!