#### CITY OF CHICAGO

## DEPARTMENT OF BUILDINGS

# **Green Permit Process FLOW CHART**

**Revised 11/01/12** 

### General Info. & Kick-off Mtg.

#### **General Information**

The Green Permit Process offers qualifying projects an expedited permit process and possibly a reduction of the permit fees.

#### Requirements:

- ☐ Commercial projects must earn certification within the LEED rating system
- ☐ Smaller Residential projects
  must earn certification under the
  Chicago Green Homes Program
  checklist based rating system or
  LEED for Homes
- ☐ Green Menu Items —

  Projects must utilize certain green strategies or green technologies to qualify

#### STEP 1A

#### **Kick-off Meeting**

- □ Applicant emails the Green Permit Kick-off Mtg. request to: sophiemartinez@cityofchicago.org
- ☐ DOB assigns the application #
- ☐ The Architect will meet with the DOB PA In Rm 906 at 121 N.

  LaSalle
- ☐ Architect brings a ½ size set of preliminary construction plans
- ☐ Review scope of work, create a permit timeline & E-Plan folder for the project
- ☐ Tabulate 50% of Building Permit Fee amount

#### STEP 1B

#### **E-Plan Invitation**

- □ DOB PA emails the applicant
   w/E-Plan invitation & instructions
   for uploading the documents to
   E-Plan
- ☐ E-Plan requires MS Internet
  Explorer running on MS Windows
  Operating System

STEP 1C (If applicable)

#### **Preparation**

Obtain or initiate the following items prior to uploading plans:

- ☐ CDOT Information Retrieval
  Request (utility search)
- ☐ Structural Peer Review Report
- ☐ Fee Wavier Ordinance
- ☐ Use of Public Way Ordinance
- ☐ Administrative Relief Request
- ☐ Driveway Permit Application

# Green Review Mtg.

#### STEP 2A

#### Green Review Mtg.

- ☐ Applicant emails Preliminary
  meeting request to:
  sophiemartinez@cityofchicago.org
- ☐ Applicant uploads Green
  Review items to E-Plan
- ☐ Applicant meets with DOB PA in Rm 906 at 121 N. LaSalle
- ☐ Discuss scope of work, green technologies, and critical path
- □ Discuss Zoning issues
- ☐ Confirm project is eligible for the Green Permit Process
- ☐ Allow 4-6 weeks to confirm project eligibility prior to uploading plans via E-Plan for code review

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Upload Plans to E-Plan

#### STEP 3A

#### **Applicant Uploads the Plans**

- ☐ Upload 100% complete plans & applications (dwf or pdf)
- ☐ Provide Green Permit Program

  Drwg. sheet within permit set
- ☐ Provide a 3"x3" blank area at top right corner of drawings
- ☐ Include an electronic seal and graphic scale on all sheets except
- Cover Sheet & Drwg. List sheet

  ☐ Use DOB's file naming per
- The E-Plan Online User Guide
- ☐ Complete the assigned task of "Upload Confirmation"



Prescreen

#### STEP 4A

### Prescreen by DOB Project Administrator (PA)

- ☐ Review plans & applications for completeness
- ☐ Identify existing code violations
  & stop work orders
- ☐ Collection a check for 50% of Building Permit fee from Applicant
- ☐ Route plans to other depts.
- ☐ Route plans to DOB technical
  Plan Examiners to begin plan
  reviews

#### STEP 4B

#### **Applicant Makes Payments**

☐ Applicant submits a check for 50% of the Building Permit fee to the DOB PA

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**Plan Reviews** 

#### STEP 5A

#### **Technical Plan Reviews**

Architecture

- Ventilation
- □ Plumbing
- □ Electrical
- □ Refrigeration
- ☐ Fire Prevention
- □ Structural
- Environmental
- □ Accessibility
- ☐ Storm Water Management
- □ Geotechnical
- Zoning
- □ Landscape
- ☐ Lakefront Protection District
- ☐ Landmark Review
- ☐ Planned Development Review

#### STEP 5B

#### **Corrections Report & Status**

- □ Notification of Corrections
   Report, markups and instructions
   emailed to Architect after all
   plan reviews performed (includes
   Planning & Zoning corrections)
   □ "Check Permit Status" and
   and corrections online at:
- STEP 5C (If applicable)

#### **Request Code Variance**

□ Administrative Relief Request□ Building Board of Appeals

www.cityofchicago.org/buildings

☐ Committee Standards & Tests

#### STEP 5D

#### 2nd Plan Review

□ Projects ineligible for Certified
 Plan Corrections must be
 re-reviewed by Plan Examiners
 □ AOR of projects requiring a
 3<sup>rd</sup> plan review may be required
 to meet with Plan Examiners



#### STEP 6A

□ 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 (no file name changes)
□ E-plan notification "Applicant Resubmit Request Task Assignment" must be completed

#### STEP 6B

by the Architect

#### Certified Plan Corrections (CPC)

☐ This plan correction method must be used unless the project includes Assembly, Institutional, Industrial, Hazardous occupancy types, non-residential government projects, Dangerous & Hazardous building violations, Stop Work Orders, Geotechnical and Storm Water reviews
☐ Upload a new sheet behind the cover sheet with itemized corrections, responses

& the CPC Certification Statement

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Final Review Meeting with PA

#### STEP 7A

☐ Applicant requests Final Review Meeting with DOB PA

#### STEP 7B

- □ Verify documents are complete□ Verify technical plan reviews
- are addressed by CPC or approved by Plan Examiners
- Verify bldg. violations addressed
- □ Tabulate Permit fee balance□ Stamp sheets w/DOB approval
- ☐ Email architect when approved

#### STEP 7C

Applicant pays the Permit fee balance and obtains the permit certificate at the Dept. of Revenue window in Rm. 900 at 121 N. La Salle

#### STEP 7D

AOR brings (2) full size paper copies of Cover Sheet with wet seal & wet signature of all the Professionals of Record to the DOB PA for DOB wet stamp Approval. (Bring (2) copies of Drwg. List Sheet wet sealed & wet signed by the AOR if the Drawing List is not on the Cover Sheet)

AOR leaves one of each sheet with PA & uploads other sheets to E-Plan

PA moves approved Permit

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