

Application Details

* Project Address

* Permit Application Number

Certification by Occupant of Property as Primary Residence

By signing below, I certify that:

- I am named in the permit application as primary applicant.
- I live at the property where work will be done under this permit. This property is my primary (main) residence.
- The property will contain, upon completion of work under this permit ([check one](#)):
 - A detached single-family residential building.
 - Two to six residential units in one or more buildings not exceeding three stories in height.
- The property does not currently contain any non-residential uses and the property will not contain any non-residential uses upon completion of work under this permit.
- During this calendar year, I have not claimed another property as my primary residence for the purpose of obtaining a contractor licensing exception.
- I am assuming all the responsibilities assigned to a general contractor by the Municipal Code of Chicago, including but not limited to ensuring that: construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

Signature

Date

Printed Name

Email

Phone Number

Certification by Representative of Governmental Entity

By signing below, I certify that:

- I am an authorized representative of the local, state, federal, or foreign governmental entity named as primary applicant in the associated building permit application.
- The property where work will be performed under this permit is owned or controlled by the governmental entity.
- Work under this permit will only be performed by employees of the governmental entity, not contractors or independent contractors.
- The governmental entity named as primary applicant is assuming all the responsibilities assigned to a general contractor by the Municipal Code of Chicago, including but not limited to ensuring that: construction activities are undertaken in accordance with applicable health and safety requirements, construction is completed in accordance with the permitted construction documents, required inspections are scheduled and completed, and deficiencies in the construction are corrected before completion.

Signature

Date

Printed Name and Title

Email

Phone Number

Instructions

Form 401-GC must be completed when the primary applicant listed in the building permit application intends to act as general contractor without a general contractor license. The primary applicant (or an authorized representative of a primary applicant that is a governmental entity) is required to certify eligibility and acknowledge applicable requirements of the Municipal Code of Chicago. A Department of Buildings employee may ask to verify primary residency based on a government-issued photo ID.

Digital, electronic, and facsimile signatures are acceptable. If this form is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Fields and sections marked with a red star (*) are required. Where a section is applicable, all fields in that section are required.