



PERMIT APPLICATION SUBMISSION REQUIREMENTS

The Commission on Chicago Landmarks (the "Commission") reviews all permit applications for alteration, construction, reconstruction, erection, demolition, relocation, or other work for any area, district, place, building, structure, work of art, or other object that is a designated Chicago Landmark or a proposed Chicago Landmark (i.e., the Commission has made a preliminary recommendation for landmark status) or which is located within a designated or proposed Chicago Landmark District. The Department of Buildings routes building permit applications to Commission staff for review as part of the building permit process. The purpose of the Commission's review is to ensure that the proposed work will not adversely affect any significant historical or architectural features of the improvement or the landmark district. Projects not requiring the Commission's, or its Permit Review Committee's review may be approved by the Commission staff through the regular building permit process.

Review of Permit Applications

The permit review process is outlined in Sections 2-120-740 through -825 of the Municipal Code of the City of Chicago. An overview of the process, as well as the procedures and standards for review, are contained in Article III of the Commission's *Rules and Regulations*. The Commission's review of permit applications is guided by the City of Chicago Landmarks Ordinance (Municipal Code of Chicago, Section 2-120-580 et seq.), the *U.S. Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*, the Commission's *Guidelines for Alterations to Historic Buildings and New Construction*, and the Commission's *Rules and Regulations* (such documents, as may be amended from time to time, collectively, the "Guidelines"). Copies of these documents are available from the Commission offices and the Historic Preservation Division website.

To the extent not already included as part of the permit application, the attached submittal checklists identify what information must be submitted to the Commission as part of a permit application. The Commission staff will notify applicants of incomplete submittals and may defer review of an application until the submittals are complete. Questions about the required submittal information or the permit review process should be directed to Commission staff.

Commission's Permit Review Committee (PRC) - See *Pre-Permit Review* document for the submittal checklist, meeting schedule, and submittal deadlines for PRC review. While most permit applications can be reviewed at the Commission staff level, the following types of projects need to be reviewed by the Commission or the PRC:

- New infill construction projects
- Garages on corner properties
- Building additions, dormers, and rooftop additions visible from the public way, except for rear additions no taller and no wider than the existing building and not located on corner lots
- Signage requiring City Council approval due to its size or height above grade
- Driveways and curb cuts
- Demolitions of 40% or more of any building or other structure designated as a Chicago Landmark or located in any Chicago Landmark District, pursuant to Sec. 2-120-825 of the Municipal Code
- Projects otherwise referred by the Commission staff, such as, but not limited to, projects that involve unusual conditions and projects that do not comply with the Guidelines



City of Chicago
Brandon Johnson, Mayor

Department of Planning and Development
Ciere Boatright, Commissioner
Bureau of Citywide Planning
Kathleen E. Dickhut, Deputy Commissioner

Commission on Chicago Landmarks
Ernest C. Wong, Chairman

SUBMITTAL CHECKLIST – PERMIT APPLICATIONS

All submitted information regarding proposed work must completely, clearly, and accurately present the project, in terms of both existing and proposed conditions and the effect of the proposed work on the improvement. Please be advised that the documents, including plans that an applicant submits are subject to disclosure by the city, including pursuant to a request made under the Illinois Freedom of Information Act.

The Commission encourages applicants to contact the Commission staff prior to submitting an application to ensure that the application will include all the necessary information. For types of proposed work not identified below, or involving unusual conditions, or which do not comply with the Guidelines, additional information may be required by Commission staff beyond what is identified below. In other instances, the Commission staff may determine that some of the information or the indicated level of detail is unnecessary if the submittal provides all the information otherwise necessary to review the project. Contextual and background information previously provided as part of a pre-permit submission is not required to be re-submitted as part of a permit application.

Permit applications which do not meet building code and zoning code requirements may be deemed incomplete by Commission staff pending revisions to bring the projects into compliance or applicable approvals by the Building Board of Appeals, Committee on Standards and Tests, Zoning Administrator, Building Commissioner, the Commission, or City Council.

Permit applications for projects that were previously reviewed and conditionally approved by the PRC must address all PRC conditions of approval.

New Infill Construction Projects

- Proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections
- Photographs of the subject property
- Information on proposed exterior features, such as windows, doors, skylights, garage doors, railings, exterior materials, finishes, details, etc., as identified below under Alterations
- If not previously submitted as part of a pre-permit submission, the background and contextual information identified in the *Pre-Permit Review* document under submission requirements
- Any building or zoning code issues/assumptions, if applicable, regarding the proposed work
- Prior issuance by City Council of an order accepting the Commission's recommendation for the approval of a demolition permit, if applicable
- Prior issuance of a demolition permit, if applicable.

Garages on Corner Properties

- Proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections
- Photographs of the subject property
- Information on proposed exterior features, such as windows, doors, garage doors, exterior materials, finishes, details, etc., as identified below under Alterations
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work

Building Additions, Rooftop Additions, Dormers, Porches, Decks/Roof Decks

- Existing and proposed drawings including existing site survey, site plan, floor plans, elevations, roof plan, and cross and longitudinal sections; a demolition plan, engineering reports or studies, and a construction phasing plan, as applicable. For projects involving the proposed partial demolition of the significant historical or architectural features (as identified in the applicable landmark designation ordinance, and, if not identified, the entire building or structure shall be deemed a significant feature)

of any building or structure that is a Chicago Landmark or located within a Chicago Landmark District, Commission staff may require an applicant to provide calculations establishing the percentage of significant historical or architectural features to be demolished pursuant to Section 2-120-825 of the Municipal Code of Chicago

- Photographs of the subject property and other information on existing conditions, such as details, drawings and/or material samples, as applicable to the proposed work
- Information on proposed exterior features, such as windows, doors, skylights, railings, exterior materials, finishes, details, etc., as identified below under Alterations
- If not previously submitted as part of a pre-permit submission, the background and contextual information identified in the *Pre-Permit Review* document under submission requirements for additions, dormers and porches
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work
- Demolition approval, if required, by the Commission and City Council

Signage Requiring City Council Approval

- Existing and proposed drawings, including existing site plan, elevations, sections, details, information on materials, method of attachment, any illumination, raceways, or conduit, etc.
- Photographs of the subject property
- Zoning code analysis and any building code issues/assumptions, if applicable, regarding the proposed work

Driveways and Curb Cuts

- Existing site plan or site survey
- Photographs of the subject property and other information on existing conditions
- Proposed site plan with dimensioned driveway and curb cut/apron widths
- Contextual information such as streetscape photographs and plans of the subject block or blocks, both sides of the street and including the subject property, showing existing conditions
- Any Chicago Department of Transportation (CDOT) or zoning code issues/assumptions regarding the proposed work

Demolition

- Existing site plan or site survey
- Photographs of the subject property
- Information about the subject property, such as date of construction, information on alterations and/or additions, to the extent known, etc.
- Demolition approval by the Commission and City Council, if required pursuant to Sec. 2-120-825 of the Municipal Code

Alterations and other work *involving siding, masonry, roofing, windows, doors, skylights, decorative features, signs, awnings and canopies, storefronts, interior renovations, designated interior features, fences and walls, lighting fixtures, mechanical equipment, etc.*

- Information on existing conditions, such as photographs, details, drawings and/or material samples; if the historic features or conditions are unclear, archival materials, historical information, and/or physical evidence, as available and applicable to the proposed work, or information on comparative historic conditions, e.g., similar properties in a landmark district or designed by the same architect
- Information on the proposed work, such as specifications, details, product literature, shop drawings, manufacturer's cut sheets, sections, and/or other drawings; and material samples and/or mock-ups

- For some projects per Commission staff direction: a location diagram, site plan, replacement unit count, elevations, and/or other drawings to identify the location and extent of the proposed work; a licensed engineer's report and construction phasing information
- Any building or zoning code issues/assumptions, if applicable, regarding the proposed work

For the following types of work, also include:

- Signs, lighting, awnings, and canopies: Information on method of attachment, any illumination, and raceways or conduit
- New Windows: Large-scale side-by-side drawings of the existing and proposed windows for each window type, including elevations, cross and longitudinal sections, and details, as necessary, all dimensioned and to scale. Sections including profiles of sashes, any mullions or muntins, meeting rails, sills, brick molds, and headers/lintels. If the existing windows are modern replacements, drawings of the existing windows may not be required. Manufacturer's product cut sheets, depending on their scale, completeness, and level of detail, may be accepted in lieu of drawings of the proposed windows. In some cases, Commission staff may request submission of mock-ups or sample window unit. For skylights, information on visibility from the public way, such as additional photo views, roof plans, and on-site mock-ups may be required
- New Doors/Garage Doors: Information and drawings like that required for windows
- Masonry: For tuck-pointing and repairs, specifications, mortar joints/profile, and patching/repair details. For cleaning, specifications, and product/testing information. In some cases, Commission staff may request a control sample, test patch, and/or mortar analysis; and shop drawings and/or material samples for replacement units
- Roofing: Additional information, materials samples, and drawings about roofing materials, flashing, gutters, downspouts, parapets, and/or other details or related features may be required
- Other: For designated interiors, storefronts, interior alterations, and rooftop appurtenances, site plans, floor plans, roof plans, elevations, sections, and details are generally required. For storefronts and interior alterations, sections shall be provided indicating dropped ceilings/soffits, with dimensions. For mechanical equipment and rooftop equipment and appurtenances, information on visibility from the public way, such as sight-line drawings and on-site mock-ups may be required. For architectural accent lighting, mock-ups may be required

All Projects – General Requirements

All drawings shall be drawn to scale, be dimensioned, and clearly and accurately represent the project:

- Site plans shall include building footprints with front, side, and rear yard dimensions; garages, driveways, parking, and curb cuts; outlines of neighboring buildings; and location of fences and other structures. For additions, existing, demolished, and new portions of building all dimensioned. For porches, setbacks are measured to the faces of the porch and the building. A professional survey may be required by Commission staff
- Demolition plans shall accurately show the portions of the existing building to be removed. Proposed floor plans, elevations, roof plans and sections should clearly indicate existing and proposed work
- Elevations should indicate materials, windows and doors, railings, accurate details, and other features. Additional details shall be provided as necessary. Height and elevation marks shall be indicated, including heights from grade to top of eaves, ridge, roof, parapet, etc. A professional survey of building heights may be required by Commission staff
- Sections should indicate floor-to-floor heights (and head clearances under sloped roofs), overall building heights (from grade to eaves, ridges, parapets, etc.), heights of dormers (with both exterior dimensions and interior head clearances, as applicable), railing heights, etc. Additional details may be required by Commission staff
- Site plans, floor plans, roof plans, elevations, sections, and other drawings shall include, whether existing or proposed, mechanical/HVAC equipment, vents and grilles, utility equipment, gutters and downspouts, rooftop appurtenances, lighting fixtures, awnings and canopies, and signage. Ceiling heights, soffits, partial and full-height walls, and other obstructions behind doors, windows and

storefronts shall be included on all drawings. Window and door schedules may be required. Additional details for eaves, gutters/downspouts, plaster reglets, control joints, reveals, soffits, returns, surface-applied materials, etc., shall be provided

- *Other:* Access for on-site inspections of conditions prior to or during construction, test samples or patches, project mock-ups, etc., shall be provided for Commission staff, if requested.