



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

CERTIFIED PLAN CORRECTIONS

Permit Process Changes:

All building permit applications submitted on or after August 1, 2011 must use *Certified Plan Corrections* to address plan review corrections unless the project meets the criteria for *Open Plan Review*. *Certified Plan Corrections* will no longer require a Hold Harmless Letter & Owner/Tenant Certification Statement. These changes will result in a shorter, simpler and more efficient permit process.

Overview:

With *Certified Plan Corrections*, the professionals of record assume responsibility for compliance with the plan review corrections without additional plan examinations. The *Open Plan Review* appointment between the professionals of record and DOB plan examiners is eliminated. The plans are amended by the professionals of record to address all plan corrections and resubmitted directly to the DOB Project Manager for the Final Review. The applicant is issued a conditional building permit, subject to field inspection, upon approval of the Final Review and payment of the permit fee.

Certified Plan Corrections (CPC):

All projects must use *Certified Plan Corrections* to address plan corrections unless the project meets the criteria for *Open Plan Review*. The following CPC items are required at the Final Review.

1. The professionals of record must amend the plans to thoroughly address all of the DOB plan corrections. All changes to the (3) permit sets must be bubbled, dated and initialed by the professionals of record.
2. A new sheet titled "Certified Plan Corrections" must be inserted immediately behind the cover sheet of each permit set. This sheet must include an itemized list of all plan examiner corrections along with the respective typed response to each correction. Each response must include a concise description of the drawing modification and location of the modified detail(s) and sheet(s) within the set. The itemized corrections and responses must be printed directly onto the *Certified Plan Corrections* sheet and must not be applied with tape or drafting appliqué (sticky back).
3. The *Certified Plan Corrections* sheet must include the Professionals of Record Certification Statement signed and sealed. The Professionals of Record Certification Statement establishes compliance with all of the DOB plan corrections. A sample of the Professionals of Record Certification Statement can be obtained at www.cityofchicago.org/buildings.
4. Submit the amended plans and applications to the DOB Project Manager for the Final Review once zoning has been approved. No appointment is required.

Open Plan Review (OPR):

Building permit applications which include any of the following criteria are prohibited from using *Certified Plan Corrections* and must request an *Open Plan Review* at DOBOPR@cityofchicago.org to address all plan corrections.

- Assembly occupancies (Class C-1, C-2, C-3)
- Institutional occupancies (Class B)
- Industrial occupancies (Class G-1, G-2)
- Hazardous Use occupancies (Class I)
- Any school use
- Mixed occupancies that include Assembly, Institutional, Industrial or Hazardous occupancies
- Non-residential government-funded projects
- Projects with Dangerous and Hazardous building violations or Stop Work Orders
- Permit applications that have been voided and reinstated
- Pre-cast concrete elements with incomplete or missing shop drawings
- Egregious plan review corrections (Fire and Life Safety) per the Supervising Plan Examiner