

NEW OPEN PLAN REVIEW PROCESS

Only the architect or engineer of record may attend OPR unless an authorization letter is supplied stating the individual is licensed in the state of Illinois and a full time employee. No more than 2 licensed professionals per project are allowed into the reviewing area.

If you have not been to Open Plan Review, you must sign in and supply your license number.

You may check in for OPR if you have your plans and application. You will be given a routing slip and be escorted back to the examiner's area.

NO WALK-INS SHALL BE ALLOWED.

If you need to make additional corrections, you must use the counter across from the Project Managers in Room 900. Examiners desks are not to be used to make corrections.

After all your reviews have been completed, please check out. If all disciplines have been approved, you may submit your plans and application to your Project Manager.