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# CITY OF CHICAGO

## RULES

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### **SELF-CERTIFIED PERMIT APPLICATION PROGRAM**



**Mayor Brandon Johnson**

**Commissioner Matthew W. Beudet**

**City of Chicago Department of Buildings**  
**Rules for the Self-Certified Permit Application Program**

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BY AUTHORITY VESTED IN THE COMMISSIONER OF BUILDINGS PURSUANT TO SECTIONS 14A-1-104.2 AND 14A-1-104.4 AND THE GENERAL PROVISIONS OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES FOR THE SELF-CERTIFIED PERMIT APPLICATION PROGRAM ARE ADOPTED AND SUPERSEDE ALL PRIOR RULES.

BY ORDER OF THE COMMISSIONER:

  
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MATTHEW W. BEAUDET

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DATE

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## OVERVIEW

The Self-Certified Permit Application program simplifies and shortens the building permitting process for eligible projects by allowing architects and structural engineers who meet the qualifications specified in these Rules to take full responsibility for code compliance on small and mid-sized projects that do not present unusual hazards. Instead of plan reviews conducted by Department of Buildings employees, a Self-Certification Professional (SCP) certifies that the proposed work fully complies with the Chicago Construction Codes. Reviews and approvals by other City departments, including zoning, are still required before a permit is issued. The Department verifies compliance of work permitted using the Self-Certified Permit Application program through both field inspections and selective audits.

## PART I: GENERAL PROVISIONS

### A. Definitions

In these Rules, the following words and terms have the meanings shown:

**ADDITION.** As defined in the Chicago Building Rehabilitation Code.

**ALTERATION.** As defined in the Chicago Building Rehabilitation Code.

**AMBULATORY CARE FACILITY.** As defined in the Chicago Building Code, and with the potential for either: (a) four or more care recipients to be incapable of self-preservation at the same time; or (b) at least one care recipient to be incapable of self-preservation on a level other than the level of exit discharge.

**AREA OF WORK.** The total building area plus the gross floor area of a basement otherwise excluded from building area within the scope of work to be permitted.

**CHANGE OF OCCUPANCY.** As defined in the Chicago Building Rehabilitation Code.

**CHICAGO BUILDING CODE.** Title 14B of the Municipal Code.

**CHICAGO BUILDING REHABILITATION CODE.** Title 14R of the Municipal Code.

**CHICAGO CONSTRUCTION CODES.** As defined in the Chicago Construction Codes Administrative Provisions together with any rules or formal interpretations issued pursuant to the Chicago Construction Codes.

**CHICAGO CONSTRUCTION CODES ADMINISTRATIVE PROVISIONS.** Title 14A of the Municipal Code.

**COMMISSIONER.** The Commissioner of Buildings or the Commissioner's designee.

**CONGREGATE LIVING FACILITY.** As defined in the Chicago Building Code.

**CONTROL AREA.** As defined in the Chicago Building Code.

**DEPARTMENT.** The City of Chicago Department of Buildings.

**E-PLAN.** The Department's web-based system for the electronic submission and review of construction documents and other documents related to building permit applications.

**EXPEDITER.** A natural person licensed or authorized to perform acts related to expediting for building permit applications under Section 4-6-250 or 4-6-260 of the Municipal Code.

**FALSE STATEMENT.** As described in Chapter 1-21 of the Municipal Code.

**LEVEL 1 ALTERATION.** Work described in Section 602 of the Chicago Building Rehabilitation Code.

**MODULAR CONSTRUCTION.** A type of construction where individual components such as wall, floor, or roof framing; sheathing, cladding, or finishes; electrical systems; plumbing systems; HVAC systems; life safety systems; or other structural or nonstructural components of a building are pre-assembled at an off-site location in a manner that prevents the construction from being inspected at the building site without disassembly, damage, or destruction of the component.

**MOPD.** The City of Chicago Mayor's Office for People with Disabilities.

**MUNICIPAL CODE.** The Municipal Code of Chicago.

**NONRESIDENTIAL UNIT.** A contiguous space that is intended to be occupied by a single tenant or occupant, other than a residential unit.

**NOTIFICATION.** As described in Section 410.4 of the Chicago Construction Codes Administrative Provisions.

**PERMIT APPLICANT.** The person who applies for the permit in accordance with Item 5.1 of Section 410.3 of the Chicago Construction Codes Administrative Provisions.

**PERMIT APPLICATION.** An application for a building permit or similar permit, including the associated construction documents and all other supporting information, submitted to the Department or prepared for submission to the Department, together with all revisions or additional related information submitted to the Department prior to permit issuance.

**PREPARED BY.** Personally prepared by the SCP; or, if the SCP is an Illinois-licensed architect, prepared by a person over whom the SCP exercises responsible control within the meaning of Section 14 of the Illinois Architecture Practice Act of 1989; or, if the SCP is an Illinois-licensed structural engineer, prepared by a person over whom the SCP exercises personal supervision and control within the meaning of Section 12 of the Illinois Structural Engineering Act of 1989.

**PROFESSIONAL OF RECORD.** The Illinois-licensed architect or structural engineer who sealed the architectural drawings for a project that the Department has permitted.

**PROJECT.** The work identified in a plan-based permit application, or, with respect to a phased permitting process, the work identified in all related permit applications.

**PROJECT LEAD.** An individual, other than the professional of record, who is licensed by the State of Illinois to practice architecture or structural engineering and exercises substantial responsibility for the architectural design of a project. For example: an individual who prepared more than half of the architectural construction documents for a project under the control of the professional of record.

**REPAIR.** As defined in the Chicago Building Rehabilitation Code.

**RESIDENTIAL UNIT.** Either a “dwelling unit” or “sleeping unit” as those terms are defined in the Chicago Building Code.

**SELF-CERTIFICATION PROFESSIONAL** or **SCP.** A natural person currently registered and eligible under Part V of these Rules.

**SELF-CERTIFIED DRAWINGS.** All drawings, notes, and calculations submitted to the Department by the SCP in connection with a permit application, including drawings, notes, and calculations prepared and sealed by other licensed professionals.

**STRUCTURAL PEER REVIEWER’S REPORT.** A report meeting the requirements of the Department’s Rules for the Structural Peer Review Program.

**SUBMITTED BY.** Personally submitted by the SCP; or, if the SCP is an Illinois-licensed architect, submitted by a person over whom the SCP exercises responsible control within the meaning of Section 14 of the Illinois Architecture Practice Act of 1989; or, if the SCP is an Illinois-licensed structural engineer, submitted by a person over whom the SCP exercises personal supervision and control within the meaning of Section 12 of the Illinois Structural Engineering Act of 1989.

**TELECOMMUNICATIONS EQUIPMENT AREA.** As defined in the Chicago Building Code.

**TEMPORARY.** As defined in the Chicago Construction Codes Administrative Provisions.

**B. Scope and Effect**

1. These Rules are prospective only.
2. Nothing in these Rules prevents a SCP from using the Department’s Standard Plan Review program to obtain a building permit for an eligible project.
3. Nothing in these Rules is intended to limit the power or authority of the City of Chicago, the Commissioner, the Department, or any other City department or official; nor are these Rules intended to relieve any person or entity from full compliance with any provision of the Municipal Code, or any other rules promulgated by any City official or agency.
4. The Commissioner reserves the right to amend these Rules at any time in accordance with law.
5. The provisions of these Rules are severable. If part of these Rules is declared invalid or unconstitutional, that declaration does not affect any part that remains valid.

**PART II: GENERAL SELF-CERTIFICATION REQUIREMENTS**

**C. Eligible Projects**

1. A permit application prepared by a SCP for a project of a type listed in Table C-1

and not including any disqualifying feature listed in Table D or Rule D is eligible to be submitted through the Self-Certified Permit Application program.

2. The permit application must include a Structural Peer Reviewer's Report if the project scope is listed in Table C-2.
3. Interior demolition in an existing building in preparation for an eligible project as described in Rule C(1), excluding an intended change of occupancy, is eligible to be submitted using the Self-Certified Permit Application program as a separate permit application. A Structural Peer Reviewer's Report is required pursuant to the criteria in Rule C(2). A self-certified permit application for an interior-demolition-only scope must clearly describe the current or last known use and include photographs documenting the existing conditions to be demolished.
4. The Department has sole and final authority over whether a project is eligible to be submitted or permitted using the Self-Certified Permit Application program and as to whether a Structural Peer Reviewer's Report is required in order to be permitted using the Self-Certified Permit Application program. In case of a dispute over eligibility, the permit application will be reviewed using the Department's Standard Plan Review program.
5. The Department may require a permit application otherwise eligible for the Self-Certified Permit Application program to be reviewed using the Department's Standard Plan Review program if the Commissioner, in the Commissioner's sole discretion, determines the project presents an unusual risk or hazard to life or property.
6. The Commissioner may grant written authorization for a permit application for a type of work similar to one listed in Table C-1 to be reviewed using the Self-Certified Permit Application program.

#### **D. Ineligible Projects**

1. A permit application for any project containing a disqualifying feature listed in Table D may not be submitted using the Self-Certified Permit Application program.
2. Permit applications for projects that are eligible for the prototype-based Self-Certified Permit Application program or the Self-Certified Permit Application program for temporary structures must be submitted under Part III or IV of these Rules, as applicable.

#### **E. Pre-Submission Requirements**

1. Prior to submitting a permit application to the Department, the SCP must:
  - a. Personally complete a thorough on-site investigation of the site where work is to be performed to determine that the self-certified drawings accurately reflect site conditions and existing building conditions, if applicable.
  - b. Thoroughly review all documents to be submitted to the Department as

- part of the permit application, including documents sealed by other licensed professionals, to verify compliance with the Municipal Code.
- c. Complete, sign, and seal a Self-Certification Professional Statement, on the form provided by the Department, and provide a copy to the permit applicant identified on the permit application.
  - d. Obtain a signed Permit Applicant Acknowledgement and Hold Harmless Agreement, on the form provided by the Department.
2. If the work to be permitted will be on government-owned property or receiving government construction funding, the SCP must receive prior written permission from MOPD for the project to use the Self-Certified Permit Application program.

#### **F. Submission Requirements**

1. Permit applications must be submitted by the SCP using the SCP's personal E-Plan accounts. A SCP may not designate any other person to begin an electronic permit application, upload documents to the E-Plan system, or request that the Department process or not process a potential or existing permit application using the Self-Certified Permit Application program.
2. An expeditor may assist with a permit application, but the expeditor may not perform any of the actions listed in Rule F(1) on behalf of the SCP.
3. Permit applications must comply with all ordinances and rules governing permit applications, generally.
4. Permit applications must include:
  - a. All forms and documents required for the Department's Standard Plan Review program.
  - b. A completed Professional Self-Certification Statement.
  - c. A completed Permit Applicant Acknowledgement and Hold Harmless Agreement.
  - d. A valid Debt Clearance Certificate from the Department of Finance.
  - e. A Structural Peer Reviewer's Report, if structural peer review is required by these Rules.
  - f. Evidence that, if any specialized review by the Department is required, including but not limited to Alternative Code Approval or Committee on Standards and Tests consideration, such review has been completed and approved prior to submission of the permit application.
  - g. If the work to be done will be on government-owned property or receiving government construction funding, written permission from MOPD for the project to use the Self-Certified Permit Application program.



**G. Self-Certification Professional Statement**

1. The Self-Certification Professional Statement will require the SCP to make the following representations:
  - a. The SCP meets all eligibility requirements set forth in Rule O.
  - b. The SCP has determined the project is eligible under these Rules.
  - c. The SCP has reviewed all documents being submitted in connection with the permit application, including those prepared and sealed by others, and has determined that the work identified in the documents will conform to the requirements of the Chicago Construction Codes.
  - d. The Self-Certification Professional Statement and all other documents that are part of the permit application and sealed by the SCP were prepared in accordance with the standard of care applicable to the practice of architecture in the State of Illinois.
  - e. All information and assertions made by the SCP in the permit application are true and correct.
  - f. The SCP will comply with his or her ongoing obligations under Rule T.
  - g. The SCP understands that the Commissioner will rely on the truth and accuracy of the certifications made in the permit application as the basis for issuing a permit, and such permit will be subject to field inspection and/or audit in accordance with these Rules.
2. Nothing in this Rule limits the Commissioner from requiring additional representations in the Self-Certification Professional Statement.

**H. Permit Applicant Acknowledgement**

1. The Permit Applicant Acknowledgement will require the permit applicant to make the following representations:
  - a. The permit applicant has authorized the work of all design professionals and contractors identified in the permit application and self-certified drawings.
  - b. The permit applicant agrees to take all measures necessary to correct any false or inaccurate statement knowingly or negligently made by the permit applicant in the permit application, either by the permit applicant or the permit applicant's agents, contractors, or employees.
  - c. The permit applicant understands that the permit will be a conditional permit, subject to post-issuance audit and/or field inspection by the Department in accordance with these Rules.
2. Nothing in this Rule limits the Commissioner from requiring additional representations in the Permit Applicant Acknowledgement.

**I. Hold Harmless Agreement**

1. The Hold Harmless Agreement will require the permit applicant and the owner of the real property where work is to be performed, if the owner of the real property is different from the permit applicant, to agree to the following:
  - a. To protect, defend, indemnify, and hold harmless the City of Chicago and its officers, representatives, agents, and employees against any and all claims, liabilities, judgments, costs, expenses, delays, demands, or injuries arising out of or in any way connected with the design, construction, code compliance review, or issuance of a permit for the project.
  - b. To promptly take all action necessary to bring the project into conformance with the Chicago Construction Codes, including but not limited to securing a revised permit, modifying work performed under the conditional permit, or removing work performed under the conditional permit, at no cost to the City of Chicago, if the Department determines through a field inspection or post-issuance audit that the self-certified drawings and/or work performed under the conditional permit do not comply with the Chicago Construction Codes.
2. Nothing in this Rule limits the Commissioner from requiring additional agreements in the Hold Harmless Agreement.

**J. Review and Issuance**

1. Permit applications will be subject to review for compliance with the Zoning Ordinance under the authority of the Zoning Administrator and the Department of Planning and Development.
2. Permit applications will be subject to review for compliance with the Stormwater Management Ordinance, if applicable.
3. Permit applications will be subject to review for compliance with requirements of the Chicago Department of Transportation's Office of Underground Coordination (OUC), if applicable.
4. Following review and approval by all necessary City departments (including but not limited to those listed above), the permit application will be reviewed by the Department for compliance with these Rules.
5. If the Department determines that a permit application has been submitted using the Self-Certified Permit Application program, but the proposed scope of work is not eligible for self-certification under these Rules, the Department will cancel the application and any amount paid in connection with the improperly submitted permit application will be forfeited.
6. If the Department determines that a permit application has minor defects, errors, omissions, or deficiencies, the Department will notify the SCP and provide one opportunity to correct the permit application.

7. If the Department determines that a permit application has substantial defects, errors, omissions, or deficiencies, the Department may notify the SCP and provide one opportunity to correct the permit application or may require the permit application to be reviewed using the Standard Plan Review program.
8. If, after allowing the SCP one opportunity to correct the permit application, the Department again determines that there are minor or substantial defects, errors, omissions, or deficiencies in the permit application, the project is ineligible to continue using the Self-Certified Permit Application program and the permit application (and any subsequent permit applications for the same or substantially similar project prepared by the same SCP) must be reviewed using the Standard Plan Review program. A penalty fee will be added in accordance with Section 412.2.2.3 of the Chicago Construction Codes Administrative Provisions.

#### **K. Permit Revisions**

1. An application to revise a permit issued using the Self-Certified Permit Application program may be submitted through the Self-Certified Permit Application program but only with the written preapproval of the Department.
2. The Department will ordinarily grant such approval if all the following apply:
  - a. The revision does not make the scope of work an ineligible project.
  - b. The revision does not change the zoning use classification of the project, as approved in the original permit.
  - c. The revision is not being made to address a stop work order or audit under these Rules.
  - d. The self-certified drawings are prepared by the same SCP who prepared the self-certified drawings for the original permit.
  - e. The permit application will include an updated Structural Peer Reviewer's Report if the revision is structural in nature.
3. An application to revise a permit issued using the Self-Certified Permit Application program that will be submitted by a design professional other than the SCP who prepared the self-certified drawings for the original permit must always be submitted for review using the Department's Standard Plan Review program.
4. The Commissioner has sole and final discretion over whether an application to revise an active permit may be submitted or permitted using the Self-Certified Permit Application program.

### **PART III: PROTOTYPE-BASED SELF-CERTIFICATION**

#### **L. Eligibility and Requirements**

1. A permit application prepared by a SCP for a new-construction project of a type listed in Table L, and not including any disqualifying feature listed in Table D or

Rule D is eligible to be submitted using the Self-Certified Permit Application program as a prototype-based permit application if the SCP was the professional of record on a substantially similar project permitted using the Department's Standard Plan Review process during the preceding 36-month period.

**TABLE L: PROTOTYPE ELIGIBLE PROJECTS**

<b>Occupancy Classification</b>	<b>Conditions</b>
<b>Group A</b> (occupant load less than 300)	<ul style="list-style-type: none"> <li>• up to 2 stories above grade plane</li> <li>• no more than one basement</li> </ul>
<b>Group B</b>	<ul style="list-style-type: none"> <li>• up to 4 stories above grade plane</li> <li>• no more than one basement</li> </ul>
<b>Group M</b>	<ul style="list-style-type: none"> <li>• up to 2 stories above grade plane</li> <li>• no more than one basement</li> </ul>
<b>Group R</b>	<ul style="list-style-type: none"> <li>• up to 4 stories above grade plane</li> <li>• no more than one basement</li> <li>• any number of dwelling units or sleeping units</li> </ul>
<b>Group S-2 (parking garage only)</b>	<ul style="list-style-type: none"> <li>• up to 1 story above grade plane</li> <li>• no more than 1 basement</li> </ul>
<b>Mixed Occupancy</b> (any combination of A, B, M, R, or S-2 allowed above)	<ul style="list-style-type: none"> <li>• up to 4 stories above grade plane</li> <li>• Group A, M and S-2 occupancies limited to basement and first story above grade plane</li> </ul>

2. The permit application for a project submitted under this Rule must also include a Structural Peer Reviewer's Report if the project requires an earth retention system.
3. A project is not eligible to be permitted using the Prototype-Based Self-Certified Permit Application program if any provision of the Chicago Construction Codes applicable to the project has been substantively amended since the prototype permit was issued.
4. For purposes of this Rule, a project is substantially similar to a prototype project if the only changes are:
  - a. A minor decrease, as determined by the Department, in the building's width or length.
  - b. An increase in the distance from property lines and other buildings on the same lot.
  - c. A change of window location, size, or type that does not decrease the quantity of natural light or ventilation in a room or space required by the Chicago Construction Codes to be provided with natural light or ventilation.
  - d. A change of exterior wall finishes, if the change does not decrease the fire-resistance rating or change the combustibility of the wall assembly.
  - e. A mirror image of the building.

- f. Room variations on a floor, such as the relocation of closets or changes in closet size, the relocation of plumbing fixtures if such relocation does not impact vertical stack locations, the relocation of interior doors, or the installation of plumbing fixtures where the prototype indicated rough-in only, provided, however, all such changes must be itemized on the first sheet of the drawings and are subject to review by the Department.
5. Permit applications submitted under this Rule must have a full copy of the approved permit drawings for the previously-permitted prototype project uploaded to the reference documents folder in the E-Plan system.
6. Permit applications submitted using the Prototype-Based Self-Certified Permit Application program must also comply with Rules E through J.

#### **PART IV: TEMPORARY STRUCTURE SELF-CERTIFICATION**

##### **M. Eligibility and Requirements**

1. The following projects are eligible to be permitted using the Self-Certified Permit Application program as temporary structures:
  - a. Temporary tents and temporary canopies up to 4,000 square feet, with an occupant load less than 300.
  - b. Temporary stages and temporary platforms with an occupant load less than 300.
  - c. Other temporary buildings and structures that will be used for Group A (with occupant load less than 300), B, or M occupancy, as applicable.
2. A permit for a temporary structure issued using the Self-Certified Permit Application program may only be extended beyond 180 days through the Standard Plan Review program.
3. Permit applications submitted using the Self-Certified Permit Application program for temporary structures must also comply with Rules E through J, however the Department may provide and require the use of specialized forms for such applications.

##### **N. Required Pre-Occupancy Inspection by SCP**

1. If a permit is issued for a temporary structure using the Self-Certified Permit Application program, the SCP, or an Illinois-licensed architect or structural engineer working under the SCP's control, must conduct a field inspection of the structure for conformance with the self-certified drawings and the Chicago Construction Codes.
2. A temporary structure permitted using the Self-Certified Permit Application program may not be used or occupied until: (a) the project has passed all necessary inspections performed by the Department; or (b) 24 hours after the SCP completes a Certificate of Compliance and uploads it to the E-Plan system.

3. The Certificate of Compliance must be on a form provided by the Commissioner, and, at a minimum, will require the SCP to certify that all of the following are true:
  - a. The SCP has completed or caused an Illinois-licensed architect or structural engineer working under the SCP's control to complete an in-person inspection of the temporary structure.
  - b. Based on the inspection, the temporary structure has been erected in substantial compliance with the self-certified drawings.
  - c. Based on the inspection, the temporary structure has been erected in substantial compliance with the Chicago Construction Codes.
  - d. Based on the inspection, the temporary structure, as erected, is safe for use and occupancy.
  - e. The SCP has notified the permit applicant in writing of applicable restrictions on the use or occupancy of the temporary structure under the permit.
4. The Certificate of Compliance must be signed and sealed by the SCP and a copy must be available on site at all times the temporary structure is occupied.
5. Nothing in this Rule limits the Commissioner from requiring additional certifications in the Certificate of Compliance.
6. Nothing in this Rule limits the Department from inspecting a temporary structure permitted using the Self-Certified Permit Application program or prohibiting the use or occupancy of a temporary structure found to be unsafe.

## **PART V: PROFESSIONAL REGISTRATION**

### **O. Eligibility**

1. To be eligible for SCP status, registration, or renewal an individual must meet all the following criteria:
  - a. Currently be licensed by the State of Illinois to practice architecture or structural engineering.
  - b. Have been licensed by the State of Illinois to practice architecture or structural engineering for at least 3 years.
  - c. Have acted as professional of record or project lead on 6 or more permits issued by the Department in the prior 72-month period.
  - d. Have successfully completed a SCP training class offered by the Department, as evidenced by a certificate of completion.
  - e. Maintain current contact information, including an e-mail address, on file with the Department.
2. An individual is ineligible for SCP status if the individual is subject to active

discipline or disciplinary proceedings by the Department, the State of Illinois, or any other municipality or state licensing authority, or has been subject to such discipline during the preceding 6-year period.

3. An individual is ineligible for SCP status if, during the preceding 6-year period, the individual has been convicted or found liable of any of the following:
  - a. Knowingly making a false statement of material fact on or in connection with any permit application or other submission to a governmental entity.
  - b. Knowingly submitting any document containing false or fraudulent information in support of a permit application or other submission to a governmental entity.
  - c. Knowingly affixing a false signature or seal to any permit application or other submission to a governmental entity.
4. The Commissioner may require disclosure of and consider as a basis for ineligibility for registration or renewal disciplinary proceedings or action, convictions, or findings of liability during the preceding 10-year period.
5. Only natural persons (not firms, sole proprietorships, partnerships, corporations, limited liability companies, or other legal entities) are eligible for SCP status.
6. A SCP must continuously maintain professional liability insurance, issued by an insurer authorized to insure in the State of Illinois, with limits of not less than \$500,000.00 per claim and \$1,000,000.00 in the aggregate for all claims made during the policy period. This requirement may be met with professional liability coverage applicable to the SCP as owner, member, or employee of a sole proprietorship, firm, partnership, corporation, limited liability company, or similar entity, so long as the coverage is applicable to architectural and/or structural engineering services.

**P. Duration of Registration**

1. An SCP registration or renewal registration will expire on December 31 of the latter of:
  - a. The sixth year after such registration.
  - b. The sixth year after the scheduled expiration of the prior registration.
2. The Commissioner may extend expiring SCP registrations on uniform terms and no more than 180 days to facilitate scheduling of a training class.
3. A permit application submitted by a SCP whose registration status is expired will not be processed using the Self-Certified Permit Application program but will be reviewed using the Department's Standard Plan Review program or other applicable review program.
4. The responsibility to maintain SCP status is on the registered individual and not on the Department. The Department is under no obligation to extend registration

pending renewal or offer additional training classes to accommodate renewal for an individual who has allowed his or her prior registration to expire.

5. The Department may periodically require SCPs to submit written acknowledgement of significant changes to the Chicago Construction Codes. It will be grounds to suspend or revoke the registration of any SCP if the SCP fails to acknowledge such a change within 60 days of an official notice sent to the e-mail address on file with the Department.

**Q. Training Class**

1. The Department will periodically offer an SCP training class for individuals seeking or renewing SCP status. The class will provide attendees with an overview of these Rules and selected provisions of the Chicago Construction Codes and Municipal Code.
2. The training class will be open to any individual who has been licensed by the State of Illinois to practice architecture or structural engineering for at least 3 years, is otherwise eligible under Rule O, and has paid the training class fee. Space in each training class is limited and placement in a training class is on a first come basis upon full payment of the training class fee.
3. The training class fee will be periodically established by the Commissioner but may not be less than \$3,500.00, except that the Commissioner may allow individuals who have never before registered with the Department as a SCP to take the training class for one-half the otherwise applicable training class fee. The training class fee is nonrefundable. Payment of the training class fee and attendance at the training class does not guarantee SCP status if other eligibility requirements are not met.
4. The Department will issue a certificate of completion to each attendee who successfully completes the training class. Successful completion requires:
  - a. In-person attendance at all portions of the training class. An individual who is absent for more than 30 minutes of the scheduled training class sessions without advance permission from the Department has not successfully completed the training class.
  - b. Active participation in the training class. An individual who is present at the training class but engaged in unrelated activities during the class has not successfully completed the training class.
  - c. Substantial comprehension of materials covered in the training class. The Department may administer one or more written evaluations as part of the training class. An individual must receive satisfactory results on each such evaluation to successfully complete the training class.
5. The Department may allow any person to audit the training class if space is available. Such individuals are required to pay one-half of the training class fee prior to attendance. Such individuals will not receive a certificate of completion.
6. The Department may charge additional fees in connection with the training class,



such as additional fees for livestream participation or for cancellation of a training class application after a set deadline.

**R. Initial Application Procedure**

1. An initial application must be submitted on a form provided by the Department.
2. If the applicant did not serve as professional of record for at least 6 projects for purposes of Rule O(1)(c), the Department may require the applicant to submit one or more letters signed by the professional of record establishing the applicant's role as project lead.
3. An initial applicant who meets the minimum training class eligibility requirements will be notified by e-mail of the next available training class date and the procedure for payment of the training class fee.
4. The Department will make every effort to review other qualifications of initial applicants prior to requiring payment of the training class fee, however admission to the training class is not a determination by the Department that all eligibility criteria are met or that the applicant has sufficient expertise to act as a SCP. Any questions about eligibility should be discussed with the Department prior to payment of the training class fee, which is nonrefundable.
5. For each applicant who successfully completes the training class, the Department will conduct a final review of eligibility and notify each qualified individual in writing.
6. The Department will maintain a list of SCPs and make it available to the public.

**S. Renewal Procedure**

1. Renewal applications must be made in writing in a form and format established by the Department.
2. A renewal application must be accompanied by a training class certificate of completion issued within the past 365 days.
3. For each renewal applicant who meets all eligibility requirements, the Department will renew the SCP's registration.
4. The Department may, but is not required to, automatically renew the registration of a SCP who successfully completes a training class.

**T. Ongoing Obligations**

1. A SCP must notify the Department in writing within 10 business days of any event that may cause the SCP to no longer be eligible under these Rules.
2. A SCP has the following ongoing obligations with respect to each project for which the SCP submits a permit application using the Self-Certified Permit Application program:

- a. To notify the Department in writing within 5 business days if the SCP becomes aware of any false or inaccurate statement in the permit application or self-certified drawings.
- b. To notify the Department in writing within 5 business days (or 24 hours for a temporary structure) if the SCP becomes aware of work done contrary to a permit issued using the Self-Certified Permit Application program and provide the permit number and details of such noncompliant work.
- c. To fully cooperate with the Department in addressing any conditions in the self-certified drawings, supporting documentation, and application that the Department determines do not comply with the Chicago Construction Codes.
- d. To work with the permit applicant to prepare and submit an application for a revision to the permit in a timely manner, and to take other remedial measures within the SCP's control, to bring the self-certified drawings for the project, and the project itself, into conformance with the Chicago Construction Codes if the Department determines through field inspection or post-issuance audit that the self-certified drawings do not conform to the Chicago Construction Codes.

## **PART VI: FIELD INSPECTION AND AUDIT**

### **U. Pre-Issuance Review and Audit**

1. All documents submitted in connection with a permit application are subject to review by the Department, at the Department's discretion, to determine if the project is in compliance with the Municipal Code.
2. The Commissioner, in the Commissioner's sole discretion, may require any permit application that is found by the Department to contain substantial defects, errors, omissions, or deficiencies prior to issuance to be reviewed using the Department's Standard Plan Review program.

### **V. Field Inspection and Post-Issuance Audit**

1. All permits issued using the Self-Certified Permit Application program are conditional and subject to field inspection and post-issuance audit by the Department.
2. Post-issuance audits may be conducted on a random or judgmental basis, at the discretion of the Commissioner. Post-issuance audits may review one, several, or all disciplines.
3. If a field inspection or post-issuance audit identifies one or more condition in the self-certified drawings that does not comply with the Chicago Construction Codes the SCP must prepare an application to revise the permit in order to correct the non-compliant conditions.
4. If a field inspection or post-issuance audit identifies one or more condition in the self-certified drawings that does not comply with the Chicago Construction Codes

and poses a serious risk to health, safety, or welfare, the Department may issue a stop work order and/or revoke the permit, at the discretion of the Department.

5. For purposes of this Part, conditions that pose a serious risk to health, safety, or welfare include, but are not limited to:
  - a. Incorrect classification of the occupancy resulting in a lower-than-required hazard index in accordance with Tables 14R-10-1011.4, 14R-10-1011.5, and 14R-10-1011.6 of the Municipal Code.
  - b. Inclusion of any occupancy not eligible for permitting using the Self-Certified Permit Application program.
  - c. Inadequate fire separation between mixed occupancies.
  - d. A project that exceeds height and area limitations based on the occupancy and construction type.
  - e. A project that violates any restriction applicable to the fire limits.
  - f. Inadequate fire-resistance ratings based on construction type.
  - g. Inappropriate use of combustible materials in a building of Type I, II, or III construction.
  - h. Inadequate or inappropriate fire protection system(s).
  - i. Inadequate size or number of exits.
  - j. Undercalculation of occupant load for purposes of exiting.
  - k. Inadequate accessible routes of ingress or egress.
  - l. Inadequate or missing areas of rescue assistance.
  - m. Insufficient design loads.
  - n. Insufficient or inappropriate structural elements or connections.
6. If a field inspection or post-issuance audit identifies a false statement in the permit application or self-certified drawings, the Department may issue a stop work order or revoke the permit, at the discretion of the Department.
7. The Department will only undertake a post-issuance audit of a permit issued using the Self-Certified Permit Application program within 12 months of permit issuance, or, if the permitted work is not complete at that time, prior to completion of the permitted work, as evidenced by passing final inspections by all applicable disciplines.

## **W. Suspension and Revocation of SCP Status**

1. For each SCP, the Department will maintain a record of any deficiency identified in connection with a permit application or permit issued using the Self-Certified

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Permit Application program. A deficiency will be assigned a point value as follows:

- a. Submission of a permit application for a project determined by the Department to be ineligible. **1 POINT.**
  - b. Submission of a permit application for an eligible project found by the Department to contain substantial defects, errors, omissions, or deficiencies prior to issuance. **2 POINTS.**
  - c. Submission of a permit application found to contain a false statement. **2 POINTS.**
  - d. Submission of self-certified drawings in which, during a field inspection and/or post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code. **2 POINTS.**
  - e. Submission of self-certified drawings in which, during a field inspection and/or post-issuance audit, the Department identifies a condition that does not comply with the Municipal Code and pose a serious risk to health, safety, or welfare. **5 POINTS.**
  - f. Failure to comply with any ongoing obligation identified in Rule T. **5 POINTS.**
2. If a deficiency is identified prior to permit issuance, the SCP will be notified as part of the permit review process. Such notification may be oral or written.
  3. If a deficiency is identified after permit issuance, the Department will send notification to the SCP. Any post-issuance determination of deficiency is only subject to review as part of a suspension or revocation process.
  4. If a SCP accrues 5 points within a 365-day period, or 10 points within a registration period, his or her SCP status may be suspended by the Department.
  5. If a SCP accrues 10 points within a 365-day period, or 20 points within a registration period, his or her SCP status may be suspended or revoked by the Department.
  6. The process for suspending or revoking SCP status will be the process established in the Department's Rules for the Suspension and Revocation of Trade Licenses.

**TABLE C-1: ELIGIBLE PROJECTS**

Use or Occupancy Classification of Finished Building	Scope of Work	
	New Construction	Rehabilitation
<b>EXCLUSIVELY RESIDENTIAL BUILDINGS AND ACCESSORY STRUCTURES</b>		
<b>Group R-1, R-2, R-3, R-4 or R-5, up to eight residential units in building</b> • May include attached private garage	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>May include occupiable rooftop</li> </ul>	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>May include occupiable rooftop</li> <li>Gut rehab and porch replacement allowed</li> </ul>
<b>Group R-1 or R-2, more than eight residential units in building</b>	<ul style="list-style-type: none"> <li>Initial buildout of individual residential unit or common area, as described below</li> </ul>	<ul style="list-style-type: none"> <li>Work in individual residential unit or common area, as described below</li> <li>Other work with written preapproval from the Department</li> </ul>
<b>Accessory structure (Group R-5 or U)</b>	<ul style="list-style-type: none"> <li>1 or 2 story building (may include occupiable rooftop)</li> </ul>	<ul style="list-style-type: none"> <li>1 or 2 story building (may include occupiable rooftop)</li> </ul>
<b>SINGLE-OCCUPANCY NONRESIDENTIAL BUILDINGS (NO MIXED OCCUPANCY)</b>		
<b>Single Group A nonresidential unit in building, total occupant load less than 300</b>	<ul style="list-style-type: none"> <li>Building up to 2 stories above grade plane</li> <li>Up to 10,000 ft<sup>2</sup> building area</li> </ul>	For rehabilitation work in a single nonresidential unit, see section on individual nonresidential units, below.
<b>One to four Group B or M nonresidential units in building</b>	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>Up to 30,000 ft<sup>2</sup> building area</li> </ul>	For rehabilitation work in two to four nonresidential units: <ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>Up to 30,000 ft<sup>2</sup> of work without written preapproval</li> <li>No alterations to fire-resistance-rated unit separations, corridor separations, or exit enclosures unless entire building is vacant</li> </ul>
<b>Single Group E-1, I-1, or I-2 nonresidential unit in building</b>	<i>Not eligible.</i>	<ul style="list-style-type: none"> <li>Alterations or repairs only; NO additions</li> <li>Up to 30,000 ft<sup>2</sup> area of work without written preapproval</li> </ul>
<b>MIXED-OCCUPANCY BUILDINGS, WORK INVOLVING MORE THAN ONE OCCUPANCY</b>		
<b>Separated mixed occupancy (including Group A (with occupant load less than 300); B; M; R; S-2 (garage only); and/or U (private garage only))</b> • Group A and M occupancies limited to basement and first story above grade plane • Garage areas limited to basement and first story above grade plane	<ul style="list-style-type: none"> <li>Building up to 4 stories above grade plane</li> <li>Up to 30,000 ft<sup>2</sup> building area</li> <li>Maximum of 4 nonresidential units in building</li> <li>Maximum of 8 residential units in building</li> <li>Occupiable rooftop allowed</li> </ul>	<ul style="list-style-type: none"> <li>Alterations or repairs only; NO additions</li> <li>Building up to 4 stories above grade plane</li> <li>Up to 30,000 ft<sup>2</sup> building area</li> <li>Maximum of 4 nonresidential units in building</li> <li>Maximum of 8 residential units in building</li> <li>No alterations to fire-resistance-rated unit separations, corridor separations, or exit enclosures unless entire building is vacant</li> </ul>
<b>WORK ON INDIVIDUAL NONRESIDENTIAL UNIT, RESIDENTIAL UNIT OR COMMON AREA IN AN EXISTING BUILDING</b>		
<b>Separately-owned dwelling unit in Group R-2, R-3 or R-5 (condominium or cooperative apartment)</b>	<ul style="list-style-type: none"> <li>Residential sales centers and model units</li> <li>Alterations to single unit before initial occupancy</li> </ul>	<ul style="list-style-type: none"> <li>Alterations or repairs; additions only with written preapproval from the Department</li> <li>No change of occupancy</li> </ul>
<b>Single Group A (with occupant load less than 300), B or M nonresidential unit in building WITHOUT any residential units</b>	<ul style="list-style-type: none"> <li>Initial buildout: Group A nonresidential unit (any area)</li> <li>Initial buildout: Group B nonresidential unit (any area)</li> <li>Initial buildout: Group M nonresidential unit up to 30,000 ft<sup>2</sup></li> <li>Multi-story nonresidential units allowed</li> </ul>	<ul style="list-style-type: none"> <li>Alterations or repairs; additions only with written preapproval from the Department</li> <li>Multi-story nonresidential units allowed</li> <li>30,000 ft<sup>2</sup> maximum area of work for Group M without written preapproval</li> </ul>
<b>Single Group A (with occupant load less than 300), B or M nonresidential unit in building WITH one or more residential unit(s)</b>	<ul style="list-style-type: none"> <li>Initial buildout: Group A nonresidential unit (any area)</li> <li>Initial buildout: Group B nonresidential unit (any area)</li> <li>Initial buildout: Group M nonresidential unit up to 30,000 ft<sup>2</sup></li> <li>Single-story nonresidential units ONLY</li> </ul>	<ul style="list-style-type: none"> <li>Alterations or repairs only; NO additions</li> <li>Single-story nonresidential units ONLY</li> <li>30,000 ft<sup>2</sup> maximum area of work for Group M without written preapproval</li> </ul>
<b>Common area or system in a building with two or more residential units or nonresidential units</b>	<i>Not applicable.</i>	<ul style="list-style-type: none"> <li>Alterations or repairs only; NO additions</li> <li>Exterior wall / window replacement work allowed</li> <li>Must be permitted separately from work within nonresidential units or residential units</li> </ul>

**TABLE C-2: STRUCTURAL PEER REVIEW REQUIREMENTS**

Use or Occupancy Classification of Finished Building	Scope of Work	
	New Construction & Additions	Repairs, Renovations & Alterations
<b>All buildings</b>	<ul style="list-style-type: none"> <li>Work includes adding balcony to existing building</li> <li>Work includes construction within 1 foot of property line</li> <li>Work includes excavation 10 feet or more below grade</li> </ul>	For all buildings, "structural scope of work" means: <ul style="list-style-type: none"> <li>Adding, altering, or removing load-bearing elements</li> <li>Adding, altering, or removing floor openings</li> <li>Use of earth retention system</li> </ul>
<b>Building of entirely residential (Group R) occupancy</b>	<ul style="list-style-type: none"> <li>Scope of work exceeds 3 stories above grade plane</li> <li>Scope of work includes occupiable rooftop above third story above grade plane</li> </ul>	<ul style="list-style-type: none"> <li>Structural scope of work in building greater than 3 stories above grade plane</li> </ul>
<b>Building with any nonresidential (not Group R) occupancy</b>	<ul style="list-style-type: none"> <li>Scope of work exceeds 1 story above grade plane</li> <li>Scope of work includes occupiable rooftop above second story above grade plane</li> <li>Work includes excavation 5 feet or more below grade and within 5 feet of an existing building</li> </ul>	<ul style="list-style-type: none"> <li>Structural scope of work in building greater than 1 story above grade plane</li> </ul>

**TABLE D: DISQUALIFYING FEATURES**

<p><b>Use and Occupancy:</b></p> <ul style="list-style-type: none"> <li>Increase in number of permitted residential units</li> <li>New construction or addition of Group E or I occupancy</li> <li>Work involving Group A occupancy or occupancies with total occupant load greater than 299</li> <li>Work involving Group A occupancy with below-grade public areas other than restrooms</li> <li>Work involving Group E-2 or I-4 occupancy</li> <li>Work involving Group M occupancy with below-grade public areas other than restrooms</li> <li>Work involving a Group F, H, or S-1 occupancy or Group S-2 occupancy other than a garage</li> <li>Work involving congregate living facilities</li> <li>Work involving an ambulatory care facility</li> <li>Work involving use of more than one control area to avoid classification as a Group H occupancy</li> </ul>	<p><b>Use and Occupancy (continued):</b></p> <ul style="list-style-type: none"> <li>Work involving a Wrigley Field-adjacent rooftop deck</li> <li>Work involving a distillery (regardless of occupancy)</li> <li>Any change of occupancy where the original and new classifications are other than Group A (with occupant load less than 300), B, or M, except expansion of an existing occupancy into existing storage/utility space</li> <li>Work involving a telecommunications equipment area greater than 150 ft<sup>2</sup></li> </ul> <p><b>Height and Area:</b></p> <ul style="list-style-type: none"> <li>New construction or addition resulting in a building with building area exceeding 30,000 ft<sup>2</sup></li> <li>New construction or addition resulting in a building exceeding 4 stories above grade plane</li> <li>New construction or addition resulting in a building exceeding 55 feet in building height</li> </ul>	<p><b>Specialized Review or Department Preapproval Required:</b></p> <ul style="list-style-type: none"> <li>Work requiring Alternative Code Approval, unless such approval has been granted prior to filing the permit application</li> <li>Work requiring approval by the Committee on Standards and Tests</li> <li>Work in a building exceeding 80 feet in height (high-rise building) if the building does not have a full sprinkler system without written preapproval from the Department</li> <li>Work involving Group E, I or M occupancy with an area of work exceeding 30,000 ft<sup>2</sup> without written preapproval from the Department</li> <li>Work involving modular construction without written preapproval from the Department</li> <li>Work involving a permanent Group U occupancy other than fences, sheds, carports, and private garages without written preapproval from the Department</li> </ul>
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