

**City of Chicago
Department of Buildings**

**RULES AND REGULATIONS
FOR THE SELF CERTIFICATION PERMIT PROGRAM**

**City of Chicago
Rahm Emanuel
Mayor**

BY AUTHORITY VESTED IN THE COMMISSIONER OF BUILDINGS PURSUANT TO THE GENERAL PROVISIONS OF THE MUNICIPAL CODE OF CHICAGO, THE FOLLOWING RULES AND REGULATIONS FOR THE SELF-CERTIFICATION PERMIT PROGRAM ARE ADOPTED HEREIN.

By Order of the Commissioner:

Michael R. Merchant

Date _____

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Revised: April 9, 2013

**CITY OF CHICAGO
DEPARTMENT OF BUILDINGS**

**RULES AND REGULATIONS
for
THE SELF-CERTIFICATION PERMIT PROGRAM**

**As promulgated by the Commissioner of Buildings pursuant to the
General Provisions of Section 2-22-040(4) and the
Specific Provisions of Section 13-32-031(a)**

ARTICLE I: GENERAL REQUIREMENTS

Rule No. 1. The Self-Certification Permit Program covered by these rules is administered by the Department of Buildings. Self-certification simplifies and streamlines the permit review process for eligible projects by allowing qualified architects and structural engineers to self-certify that plans filed with the department do not contain any false information and are in compliance with the requirements of the Chicago Building Code.

Rule No. 2. *Definitions:* As used in these rules, unless the context clearly indicates otherwise:

“Apparent compliance” means seemingly free of building code violations pending thorough review by the department.

“Building board of appeals” or “board” means the building board of appeals established pursuant to Chapter 13-24 of the Municipal Code of Chicago.

“Chicago Building Code” or “building code” has the meaning ascribed to the term in Section 1-4-090 of the Municipal Code of Chicago.

“Commissioner” means the commissioner of buildings or his designee.

“Department” means the department of buildings.

“E-Plan” means the department’s web-based electronic plan and document workflow system that allows citizens and City staff to initiate and complete the building permit plan submission, review and approval process on-line.

“Energy Conservation Ordinance” means Chapter 18-13 of the Municipal Code of Chicago.

“Grader(s)” means any person designated by the commissioner to grade an audit.
“Level One Project” or “Level One” means that the scope of work identified in a building permit application is residential construction eligible for self-certification within the meaning of the Self-Certification Eligibility Chart printed in Rule No. 10.

“Level Two Project” or “Level Two” means that the scope of work identified in a building permit application is residential or commercial construction eligible for self-certification within the meaning of the Self-Certification Eligibility Chart printed in Rule No. 10.

“Manager of code compliance” means the manager of code compliance of the department of buildings or his designee.

“Non-administrative requirement” means any requirement of the Chicago Building Code, except for requirements characterized in Rule No. 53 as “administrative violations” of the Chicago Building Code.

“Prototype(s)” or “prototypical plan(s)” means any project that is identical to a project previously reviewed through the department’s standard review process and approved for permit, that is signed and sealed by the same professional of record who signed and sealed the previously reviewed and permitted project.

“Prepared” or “prepared by or under the direct supervision of” means:
(A) personally prepared by the professional of record submitting the project, or
(B) if such professional of record is an architect, prepared under the responsible control of such architect within the meaning of Section 14 of the Illinois Architecture Practice Act of 1989, as amended, or
(C) if such professional of record is a structural engineer, prepared under the personal supervision and control of such structural engineer within the meaning of Section 12 of the Structural Engineer and Practice Act of 1989, as amended.

“Professional of record” means the Illinois licensed architect or structural engineer, as applicable, identified as such on a building permit application and accompanying plans.

“Project” means the work identified in a building permit application and accompanying plans.

“Registered energy professional” means a professional of record who has successfully completed an approved energy training workshop and is registered with the department as an energy professional.

“Registration number” or “self-certification registration number” means the registration number issued by the department upon successful completion of the self-certification training class required by Rule No. 23. Such registration number

is separate and distinct from the professional of record's license number issued by the State of Illinois.

“Self-certification” or “self-certify” means the submission to the department of a signed, personal verification that: (A) is made by the professional of record identified in a building permit application; and (B) accompanies plans filed with the department by such professional of record; and (C) attests that such plans do not contain any false information; and (D) attests that such plans are in compliance with the requirements of the Chicago Building Code; and (E) attests that such plans were prepared by or under the direct supervision of, and signed and stamped by, the professional of record identified in the building permit application.

Rule No. 3. The department reserves the right to suspend operation of the Self-Certification Permit Program as the commissioner deems necessary or appropriate, and to amend, repeal or otherwise modify the rules contained herein in accordance with the requirements of Section 2-22-040(5) of the Municipal Code of Chicago. Provided, however, that no such suspension, amendment, repeal or modification shall affect any permit application under review by the department at the time such suspension, amendment, repeal or modification occurs.

Rule No. 4. The department will periodically post on the City of Chicago website the names of all professionals of record who are eligible to participate in the Self-Certification Permit Program.

Rule No. 5. If a project is audited under these rules, a separate and independent audit may be conducted to determine whether all accompanying documentation that is signed and sealed by a registered energy professional complies with the requirements of the Energy Conservation Ordinance.

Rule No. 6. Nothing in these rules shall be construed to prevent a professional of record from submitting a project to the department for review through the department's standard plan review process.

Rule No. 7. [Reserved].

Rule No. 8. [Reserved].

Rule No. 9. [Reserved].

ARTICLE II. ELIGIBLE PROJECTS

Rule No. 10. Only projects appearing on the “Self-Certification Eligibility Chart” printed below are eligible for self-certification by a professional of record.

SELF-CERTIFICATION ELIGIBILITY CHART

	CONSTRUCTION OF A NEW BUILDING	ALTERATIONS TO AN EXISTING BUILDING
LEVEL ONE PROJECTS (formerly referred to as SC Residential)	Single Family Residential (A-1) <ul style="list-style-type: none"> • New building only, no building additions allowed • No mixed use occupancy allowed • No Structural Peer Review required • No prototype plans required unless more than 6 single family homes in a development 	Single Family Residential (A-1) <ul style="list-style-type: none"> • Alterations and building additions allowed • No mixed use occupancy allowed • No Structural Peer Review required • Verify: 10(13-160-050)(o) Minimum Number of Exits, 34(13-200-070) Type IV Construction Location on Lot, and 34(13-200-250) Additions
	Multiple Family Residential (A-2) <ul style="list-style-type: none"> • New building only, no building additions allowed • 3 residential units maximum • 3 stories maximum • No mixed use occupancy allowed • No Structural Peer Review required • No prototype plans required 	Multiple Family Residential (A-2) <ul style="list-style-type: none"> • Alterations only, no building additions allowed • Allows gut rehab. of entire building when not more than 3 residential units in building • Individual residential unit only in buildings with more than 3 residential units & excludes the building's common areas & systems • No mixed use occupancy allowed • No Structural Peer Review required
LEVEL TWO PROJECTS (formerly referred to as SC Commercial)	Multiple Family Residential (A-2) with or without Small Assembly (C-2), Business (E) or Mercantile(F) <ul style="list-style-type: none"> • New building only, no building additions allowed • 8 residential units maximum • 4 stories maximum • Small Assembly, Business, or Mercantile use is allowed on 1st floor • Includes townhouse buildings up to 8 residential units & 4 stories without mixed use occupancy • Structural Peer Review may be required • Prototype plans are required: This is a DOB stamp approved plan set for an identical building at a different location. The original building must have been reviewed and permitted through DOB's Standard Plan Review process. The building permit must not be more than 2 years old. The Self-Cert. plans and the Prototype Plans must have the same AOR. 	Multiple Family Residential (A-2), Small Assembly (C-2), Schools (C-3), Business (E) or Mercantile (F) in Buildings <u>with</u> Residential Units <ul style="list-style-type: none"> • Alterations only, no building additions allowed • One residential unit or one 1st floor commercial tenant per permit • 25,000 sq. ft. maximum area for Mercantile • Includes restaurants, bars and taverns • 299 persons maximum for Small Assembly • Includes residential sales centers & model units • Includes removal of non-load bearing partitions, fixtures & utilities for future tenant build-out • Includes individual townhouse residential unit • Excludes building's common areas & systems • Excludes day care centers • Structural Peer Review required if structural scope of work
	Small Assembly (C-2), Business (E) or Mercantile (F) <ul style="list-style-type: none"> • New building only, no building additions allowed • Single tenant building only • One story only • 25,000 sq. ft. maximum area • Includes restaurants, bars & taverns • 299 persons maximum for Small Assembly • Structural Peer Review may be required • Prototype plans are required: This is a DOB stamp approved plan set for an identical building at a different location. The original building must have been reviewed and permitted through DOB's Standard Plan Review process. The building permit must not be more than 2 years old. The Self-Cert. plans and the Prototype Plans must have the same AOR. 	Institutional (B), Small Assembly (C-2), Schools (C-3), Business (E) or Mercantile (F) in Buildings <u>without</u> Residential Units <ul style="list-style-type: none"> • Alterations only, no building additions allowed • One commercial tenant per permit • Multiple floors are allowed • 25,000 sq. ft. maximum area for Mercantile • Includes restaurants, bars and taverns • 299 persons maximum for Small Assembly • Includes removal of non-load bearing partitions, fixtures & utilities for future tenant build-out • Excludes building's common areas & systems in multi-tenant buildings • Excludes day care centers • Structural Peer Review required if structural scope of work

Rule No. 11. Projects not eligible for self-certification include, but are not limited to, the following:

- (A) Projects that are required to be reviewed under the Developer Services Program, including but not limited to, libraries, police stations and large residential or multi-building developments;
- (B) All large assembly, industrial, storage, hazardous occupancies, regardless of size.
- (C) All new construction buildings over 25,000 square feet.
- (D) All restaurants, bars and taverns with an occupancy load over 299 persons;
- (E) Any rooftop in the Wrigley Field adjacent area as defined in Chapter 4-388 of the Municipal Code of Chicago;
- (F) Mercantile units over 25,000 square feet;
- (G) Projects involving a change of occupancy, unless the occupancy is changed: (1) from business to mercantile or small assembly, (2) from mercantile to business or small assembly, or (3) from small assembly to mercantile or business;
- (H) [Reserved].
- (I) Level Two Alteration Projects involving structural changes, unless the Level Two Project is submitted for Structural Peer Review and is pre-approved for self-certification by the deputy commissioner or assistant commissioner of plan review;
- (J) Projects involving modifications to or variations from a previously permitted prototype, unless: (1) the project is signed and stamped by the same professional of record who signed and stamped the previously permitted prototypical plans, and (2) the modification or variation involves any of the following changes: (i) a minor decrease, as determined by the department, in the building's width or length dimensions; or (ii) a change of window location, size or type if such change does not decrease the natural light or ventilation in the room or other area where the existing windows are located; (iii) any change to exterior wall finishes if such change does not decrease the fire resistance rating of the walls; (iv) a reverse hand image or mirror image of the building; or (v) 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 basement plumbing fixtures where the prototype indicated plumbing rough-in only. Provided, however, that all deviations from previously permitted prototypical plans are subject to preliminary review by the assistant commissioner of standard plan review;
- (K) Projects in involving multiple tenant build-outs; and
- (L) Projects requiring a storm water management review. Provided, however, that if, prior to the intake appointment for the self-certified project, any project requiring a storm water management review is reviewed and approved by the department for conformance to the requirements of the

Municipal Code of Chicago pertaining to storm water management, such project will be eligible for self-certification.

Rule No. 12. If there is a dispute over whether a project is eligible for self-certification under these rules, a final determination of eligibility shall be made by the commissioner.

Rule No. 13. [Reserved].

Rule No. 14. [Reserved].

Rule No. 15. [Reserved].

Rule No. 16. [Reserved].

Rule No. 17. [Reserved].

ARTICLE III. ELIGIBLE PARTICIPANTS

Rule No. 18. No professional of record shall be eligible to participate in the Self-Certification Permit Program unless all of the following requirements are met:

- (A) The professional of record is properly licensed by the State of Illinois and has been so licensed for at least three years; and
- (B) The professional of record maintains in full force and effect at all times while participating in the Self-Certification Permit Program professional liability insurance meeting the requirements of Rule No.19; and
- (C) Except as otherwise provided in Rule No. 25, the professional of record has successfully completed the self-certification training class required by Rule No. 23, as evidenced by a valid certificate of completion and registration number issued by the department; and
- (D) The professional of record's self-certification privileges have not been suspended for cause within the meaning of Rule No. 82; and
- (E) The professional of record's self-certification privileges have not been revoked for cause within the meaning of Rule No. 88.

Rule No. 19. For each self-certified project, the professional of record is required to furnish to the department a certificate of professional liability insurance, issued by an insurer authorized to insure in Illinois, with limits of not less than \$500,000.00 per claim, \$1,000,000.00 in the aggregate for all claims made during the policy period.

Rule No. 20. For each self-certified project, the professional of record is required to submit to the department, on a form provided by the department, a signed and dated Professional of Record Self-Certification Statement in which the professional of

record shall be required to certify to the city and to the person hiring or otherwise retaining the professional of record for such project that:

- (A) the professional of record holds, as applicable, a valid architect's or structural engineer's license issued by the State of Illinois and has held such license for at least three years; and
- (B) within the preceding five-year period, the professional of record has not been convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or (2) knowingly submitting in support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application; and
- (C) the attached application and every page of the accompanying plan(s) stamped by the professional of record: (1) were prepared by or under the direct supervision of such professional of record; (2) are complete; and (3) are, as of the date of submission, in accordance with the requirements of the Chicago Building Code and all other applicable laws; and
- (D) the attached application and all technical submissions made by the professional of record in connection with the self-certified project were prepared in accordance with and meet the "standard of care" required of the profession; and
- (E) all information and assertions made by the professional of record in the permit application and documents submitted in support of such permit application are true and correct; and
- (F) if the professional of record becomes aware of any false or inaccurate statement in the permit application, accompanying plans or any document submitted in support of such permit application, regardless of whether such false or inaccurate statement was made by such professional of record or by his agent or employee, the professional of record will immediately take all measures necessary to correct such false or inaccurate statement; and
- (G) the professional of record understands that the commissioner will rely upon the truth and accuracy of the certifications contained in the Professional of Record Self-Certification Statement as the basis for issuing a permit under the Self-Certification Permit Program; and
- (H) the professional of record understands that the self-certified project identified in the building permit application is being approved for a building permit subject to audit and/or field inspection by the department and is subject to revocation by the commissioner if necessary or appropriate to protect the public health, safety or welfare; and
- (I) if the department determines that the submitted plans do not conform to the requirements of the Chicago Building Code or any other applicable law, the professional of record agrees to submit a revision to permit to the department in a timely manner and to take all remedial measures within such professional of record's control to bring the submitted plans and any

- construction thereunder into conformity with the requirements of the Chicago Building Code and any other applicable law; and
- (J) the professional of record understands that the failure to submit any required revision to permit to the department in a timely manner will result in automatic suspension of the professional of record's self-certification privileges under the Self-Certification Permit Program, until such time that a revision to permit is submitted to the department and/or the matter is resolved by the department; and
 - (K) the professional of record understands that failure to take all remedial measures within such professional of record's control to bring the submitted plans and any construction thereunder into compliance with the Chicago Building Code or any other applicable law shall result in revocation of the professional of record's self-certification privileges under the Self-Certification Permit Program and may result in notification of such fact to the Illinois Department of Professional Regulation.

Nothing in this rule shall be construed to prohibit the commissioner from requiring additional certifications in the Professional of Record Self-Certification Statement.

- Rule No. 21.** For each self-certified project, the professional of record is required to submit to the department, on a form prepared by the department, an Owner/Tenant Certification Statement, which shall be signed and dated by the owner or tenant responsible for the work identified in the building permit application and in which such owner or tenant shall certify to the city that such owner or tenant:
- (A) authorized the work of all professionals and consultants named in the building permit application and accompanying plans;
 - (B) agrees to take all measures necessary to correct any misrepresentation or falsification of facts made knowingly or negligently in the building permit application or in any document submitted in support of such application by the owner or tenant, as applicable, or by such owner's or tenant's agents, contractors or employees;
 - (C) understands that the self-certified project is being approved for a building permit subject to audit and/or field inspection by the department; and
 - (D) agrees to take all remedial measures necessary to bring the plans and all construction completed under the permit for the project into conformity with requirements of the Chicago Building Code and all other applicable laws.

Nothing in this rule shall be construed to prohibit the commissioner from requiring additional certifications in the Owner/Tenant Certification Statement.

- Rule No. 22.** For each self-certified project, the professional of record is required to submit to the department, on a form provided by the department, an Owner/Tenant

Hold Harmless Letter, which shall be signed and dated by the owner or tenant responsible for the work identified in the permit application and in which such owner or tenant shall agree to the following:

- (A) to protect, defend, indemnify and hold harmless the City of Chicago and its officers, representatives, managers and employees against any and all claims, liabilities, judgements, 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 building permit for the project identified in the building permit application; and
- (B) that if construction is contrary to the Chicago Building Code or any other applicable law or to any permit issued under the Self-Certification Permit Program, the owner or tenant, as applicable, shall, without undue delay, remove or modify, at such owner's or tenant's own expense, any component of such construction that does not conform to the requirements of the Chicago Building Code or any other applicable law or to such permit.

Nothing in this rule shall be construed to prohibit the commissioner from requiring additional agreements in the Owner/Tenant Hold Harmless Letter.

Rule No. 23. Each professional of record participating in the Self-Certification Permit Program must successfully complete a self-certification training class offered by or under the direction of the department. Such class shall provide attendees with intensive instruction about the self-certification permit process, with hands-on experience examining plans for compliance with the Chicago Building Code and with instruction about the administrative aspects of permit processing for which the professional of record is responsible when self-certifying plans. The class, which shall be offered periodically by or at the direction of the department, shall be open to all Illinois licensed architects and structural engineers who have been so licensed for at least three years. Upon successful completion of the class, attendees will receive a certificate of completion and registration number enabling them to self-certify Level One and Level Two Projects and to otherwise participate in the Self-Certification Permit Program.

Information about self-certification training classes and the required application form for such classes shall be made available by the department on the City of Chicago website and at the Department of Buildings of the City of Chicago, Room 900, City Hall, 121 N. LaSalle Street, Chicago, Illinois.

Class size shall be limited to a maximum number of persons. Enrollment in the class shall be on a "first-come, first served" basis. A confirmation number will be required to attend the class. A fee of \$2,500.00 is required to attend the class for the first time. A fee of \$1,200 is required to attend the class after the first time. Such fee shall cover the cost of administering the Self-Certification Permit Program.

Rule No. 24. The certificate of completion issued under Rule No. 23 shall expire five years after the date of its issuance. Provided, however, that any certificate of completion issued prior to the effective date of these rules shall expire on December 31, 2012. No professional of record holding a certificate of completion issued prior to the effective date of these rules shall be eligible to participate in the Self-Certification Permit Program on or after January 1, 2013, unless and until such licensed professional successfully completes another self-certification class. To avoid any loss of ability to participate in the Self-Certification Permit Program, it is strongly recommended that the professional of record complete the required training class at least 6 months prior to the expiration date on the certificate of completion.

Rule No. 25. [Reserved].

Rule No. 26. [Reserved].

Rule No. 27. [Reserved].

Rule No. 28. [Reserved].

Rule No. 29. [Reserved].

ARTICLE IV. PROJECT SUBMISSION PROCEDURES

Rule No. 30. No project shall be submitted by a professional of record to the department for self-certification review unless the project is accompanied by all completed documentation, which shall be signed and sealed by a registered energy professional, that is required to demonstrate compliance with the Energy Conservation Ordinance.

Rule No. 31. When a professional of record is ready to submit an eligible project to the department for self-certification review by the department, the professional of record is required to create a self-certification building permit application online and upload the project documents at the department's E-Plan website.

Rule No. 32. [Reserved].

Rule No. 33. All projects submitted under the Self-Certification Permit Program must include the professional of record's self-certification registration number and a copy of the professional of record's certificate of completion of the self-certification training class required by Rule No. 23.

Rule No. 34. The following project submittal items are required to be uploaded on the department's E-Plan website.

- (A) the Professional of Record Self-Certification Statement, Owner/Tenant Certification Statement, and Owner/Tenant Hold Harmless Letter;
- (C) all completed documentation required to demonstrate compliance with the Energy Conservation Ordinance, as required by Rule No. 30;
- (D) a building permit application meeting the requirements of Rule No. 35;
- (E) plans meeting the requirements of Rule No. 36;
- (F) for each set of plans required to be submitted, a cover sheet meeting the requirements of Rule No. 37;
- (G) [Reserved].
- (H) all completed applications, forms, letters and other documents listed on the department's Standard Plan Review Project Submittal Checklist, as applicable, or otherwise required by the department for the project;
- (I) if the project identified in the building permit application involves an electrical scope of work, a completed electrical permit application; and
- (J) if the project identified in the building permit application is a prototype permitted by the department within the last 24 months, the previously permitted prototypical plans signed and sealed by the same professional of record identified in the building permit application.

Rule No. 35. The building permit application uploaded to E-Plan must be completed in full, using black ink only. The use of correction fluid or correction tape in the building permit application and accompanying plans is prohibited.

The project address and scope of work stated in the building permit application must agree with the address and the scope of work shown in the submitted plans. Such application must contain all required information about the contractors for the project, including, but not limited to, the name, address and license number of the general contractor and of all applicable subcontractors, and if applicable, a condominium association letter approving the project, which is signed by a board member of the condominium association.

The Owner or Tenant who is responsible for the work identified in the building permit application must sign the building permit application. If the project identified in the building permit application is a build-out in an existing building, the work covered by the building permit application must be limited to work for a single tenant only. If a Tenant is responsible for the work identified in the building permit application, all ownership-related information provided on the building permit application must be information about the owner/lessee of the tenant space, and not information about the owner of the building. Both the building permit application and accompanying cover sheet and drawing index sheet plans must be wet-ink signed and stamped in black by the professional of record who prepared the plans and is submitting the plans for self-certification under the Self-Certification Permit Program. All other plan sheets must bear the wet stamp or electronic seal of the responsible Illinois licensed professional. Provide an empty 3"x3" area at top right corner and a graphic scale on each sheet.

Rule No. 36. If the self-certified project is a prototype of a building permitted by the department within the last 24 months, the following materials must also be submitted:

- (A) one set of the previously permitted plans signed and stamped by the same professional of record identified in the building permit application, or
- (B) a full size copy, with all department approvals, of the previously permitted plans signed and stamped by the same professional of record identified in the building permit application. Each set of such plans must be:
 - (1) wet-inked signed and stamped in black by the professional of record self-certifying the plans. Provided, however, that if the stamp is electronically applied, each page of the plans must be wet-inked signed and stamped by such professional of record; and
 - (2) prepared by or under the direct supervision of the professional of record self-certifying the plans; and
 - (3) attached to a cover sheet meeting the requirements of Rule No. 37.

Rule No. 37. A cover sheet shall be included with the set of plans. The required cover sheet shall:

- (A) be wet-ink signed and stamped in black by the professional of record and all other Illinois licensed professionals responsible for preparing and stamping the plans; and
- (B) contain an Index of Drawings as required by law; and
- (C) contain the following certification statement, which shall be wet-inked in black or plotted to the cover sheet: "I hereby certify that these drawings are prepared by me or under my supervision and to the best of my professional knowledge conform to the Chicago Building Code." Such certification statement shall be signed by the professional of record who prepared the plans; and
- (D) contain an Energy Conservation Ordinance Compliance Statement or Compliance Not Required Statement. Such Statement must be permanently affixed, sticky-backed or plotted to the cover sheet and must be dated and wet-ink signed and stamped in black by a registered energy professional.

Rule No. 38. Approximately 10 days after the architect of record completes the document upload confirmation task, the project manager will review the project to determine:

- (A) whether the Registered Energy Professional's stamp required by Rule No. 30 is affixed to the project;
- (B) whether the project is in apparent compliance with the requirements of the Energy Conservation Ordinance;
- (C) whether the project is eligible for self-certification within the meaning of Article II of these rules;
- (D) whether the professional of record submitting the project is eligible to self-certify the project within the meaning of Rule No.18 ;

- (E) whether all applicable applications, forms, letters and other documents listed on the department's Standard Plan Review Project Submittal Checklist or otherwise required by the department have been submitted and completed in full by the appropriate parties;
- (F) whether the project identified in the building permit application is in apparent compliance with the requirements of the Chicago Building Code;
- (G) if the project contains a structural scope of work, whether documentation has been submitted showing that a structural peer review has been conducted.

Rule No. 39. If the project manager determines that the plans submitted by the professional of record require minor corrections to bring the plans into compliance with the Chicago Building Code, the professional of record may be allowed to make such minor corrections.

Rule No. 40. If, the project manager determines that the requirements set forth in items (A) through (G) of Rule No. 38 have been met, the project manager shall accept the project for admission to the Self-Certification Permit Program and route the electronic documents to the appropriate City departments for zoning, planning and landmark reviews.

Rule No. 41. If, the project manager determines that any of the requirements set forth in items (A) through (G) of Rule No. 38 have not been met, the project manager shall reject the project for admission to the Self-Certification Permit Program.

Rule No. 42. After a project is accepted for admission to the Self-Certification Permit Program and prior to the issuance of a building permit for such project, the project manager will conduct a final review of the project to verify that the application for the building permit and all accompanying documents are complete.

Rule No. 43. Upon completing the final review of a project within the meaning of Rule No. 42, the department will notify the professional of record whether the requested permit will be issued under the Self-Certification Permit Program.

If the permit is issued, such permit shall be black-ink stamped by the department, as follows:

Department of Buildings
Standard Plan Review
Conditional Permit
Construction Subject to Full Compliance with the Municipal Code
of Chicago and Field Inspection

If the permit is not issued, such notification shall state the reasons why the permit was not issued.

Rule No. 44. [Reserved].

Rule No. 45. [Reserved].

Rule No. 46. [Reserved].

Rule No. 47. [Reserved].

ARTICLE V. AUDITING PROCEDURES

Rule No. 48. All self-certified plans are subject to auditing by the department to determine whether the plans are in compliance with the requirements of the Chicago Building Code.

Rule No. 49. Random and judgmental audits of self-certified plans may be conducted by the department.

Rule No. 50. Random and judgmental audits may be conducted by the department prior to the issuance of permit (i.e. “pre-permit issuance”) or after the issuance of a permit (i.e. “post-permit issuance”).

Rule No. 51. Judgmental audits of self-certified plans may be conducted by the department if the department determines that:

- (A) in any given month, a professional of record has had four or more projects accepted for self-certification by the department and none of those projects has been audited by the department;
- (B) within the preceding 12 months, no project submitted by a professional of record and accepted for self-certification by the department has been audited by the department;
- (C) a project accepted for self-certification is a complex project. For purposes of this item (C), the term “complex project” means a project involving at least five of the following plan review disciplines: (i) architectural, or (ii) electrical, or (iii) mechanical (vent/furnace), or (iv) plumbing, or (v) structural, or (vi) environmental, or (vii) refrigeration, or (viii) accessibility (MOPD), or (ix) fire prevention;
- (D) a project accepted for self-certification is a Class C-2, small assembly unit within the meaning of Section 13-56-090 or a Class F, mercantile unit within the meaning of Section 13-56-130 or a Class C-3, large assembly unit within the meaning of Section 13-56-80;
- (E) a professional of record has provisionally passed two or more audits within any 60-month period or failed any audit within any 60-month period; or
- (F) a field inspection conducted by the department finds that the plans permitted under the Self-Certification Permit Program are not in

compliance with the requirements of the Chicago Building Code or any other applicable law.

Rule No. 52. Each self-certified project selected for audit will be audited for compliance with the Chicago Building Code by plan examiners in all applicable plan review disciplines.

Upon completion of the audit by all applicable plan examiners, a grader(s), as defined in Rule No. 2, shall:

- (A) for each applicable plan review discipline, review for relevance and applicability all plan review corrections entered by the applicable plan examiner;
- (B) for each applicable plan review discipline, group by subject matter all building code violations identified in such plan review corrections to eliminate repetitive comments addressing essentially the same building code violation;
- (C) for each applicable plan review discipline, and except as otherwise provided in Rules No. 53, 54 and 55, assign a point value of “1” to each such subject-matter group into which such plan review corrections have been categorized;
- (D) for each applicable plan review discipline, (1) tally the applicable point value(s) assigned to each group into which plan review corrections have been categorized to determine the numeric auditing grade for that discipline; (2) if such numeric auditing grade exceeds the cap on numeric auditing grades imposed pursuant to Rule No. 55, adjust such numeric auditing grade accordingly to determine the final numeric auditing grade for that discipline; and (3) enter the applicable final numeric auditing grade for such discipline on the department’s master audit spreadsheet;
- (E) after a final numeric auditing grade has been determined for each applicable discipline, add all such final numeric auditing grades together to determine the audited project’s final cumulative auditing grade;
- (F) enter the audited project’s final cumulative auditing grade on the department’s master audit spreadsheet; and
- (G) based on the audited project’s final cumulative auditing grade, determine whether the audited project “failed,” “provisionally passed” or “passed” the audit within the meaning of Rules No. 56, 57 and 58.

Rule No. 53. Except as otherwise provided in this rule, plan review corrections categorized as administrative violations of the Chicago Building Code shall be assigned a point value of “0” for purposes of grading an audit. Such administrative violations include, but are not limited to, the following: application-related and fee-related violations of the Chicago Building Code; missing copies of required trade licenses or certificates; missing engineering or architectural stamps; missing or incorrect contractor information; or incomplete information on drawings.

Provided, however, that if the administrative violation identified in any plan review correction involves the failure to submit any application or form required by the department of the environment or the submission of an incomplete application or form required by the department of the environment, such administrative violation shall be assigned a point value of “1” for purposes of grading the audit.

Provided, further, that a revision to permit shall be required to correct all administrative violation(s) of the Chicago Building Code.

Rule No. 54. Within each applicable plan review discipline, a point value higher than a point value of “1” shall be assigned to the following subject-matter categories of building code violation(s):

<u>Plan Review Discipline</u>	<u>Subject Matter Category</u>	<u>Points</u>
Architecture:	not enough exits	2 points
	inaccurate occupancy count	2 points
	fire ratings inadequate	2 points
	height and area limits exceeded	3 points
Structural:	incorrect design loads	3 points
	structural elements inadequate	5 points
Fire:	not enough exits	2 points
	inaccurate occupancy count	2 points
	fire ratings inadequate	2 points
	hazardous materials unprotected	2 points
	height and area limits exceeded	3 points
Electrical:	full system failure	3 points
Plumbing:	no back-flow preventer w/ sprinkler system	2 points
Environmental	hazardous materials unprotected	2 points
Refrigeration	ammonia system and/or ammonia fireman’s dump	3 points

A point value higher than a point value of “1” shall not be assigned to the following subject-matter categories: Energy Conservation, Accessibility and Mechanical.

Rule No. 55. Within each applicable plan review discipline, a cap shall be set on the numeric auditing grade assigned for that discipline, as follows:

<u>Plan Review Discipline</u>	<u>Applicable Cap on Points</u>
Architecture	no limit on points
Fire	no limit on points
Structural	no limit on points
Electrical	4 points
Energy	3 points
Accessibility	3 points
Plumbing	3 points
Mechanical	3 points
Refrigeration	4 points
Environmental	3 points

Rule No. 56. Except as otherwise provided in Rule No. 57, if an audited project's final cumulative auditing grade is ten (10) points or more, such project shall be deemed to have failed the audit.

Rule No. 57. If an audited project's final cumulative auditing grade is eight (8) or nine (9) points, such project shall be deemed to have provisionally passed the audit. Provided, however, that if the final cumulative auditing grade is ten (10) points or more, but, when combined, the cumulative auditing grade for architecture, fire, structural and accessibility is zero (0) points, the audited project shall be deemed to have provisionally passed the audit.

Rule No. 58. If an audited project's final cumulative auditing grade is seven (7) points or less, such project shall be deemed to have passed the audit.

Rule No. 59. The department shall notify the professional of record in writing of the results of any audit conducted under these rules. Such notification shall meet the requirements of Rules No. 60 or 61, as applicable.

Rule No. 60. If a project accepted for self-certification is deemed to have passed an audit under these rules, the notification required by Rule No. 59 shall:

- (A) advise the professional of record of such fact; and
- (B) identify the building permit number and audit number applicable to such audited project.

Provided, however, that if a plan review correction is entered in connection with a passed audit, such notification shall also contain the information identified in items (C), (I), (J), (K), (L) and (M) of Rule No. 61.

- Rule No. 61.** If a project accepted for self-certification is deemed to have provisionally passed or failed an audit under these rules, the notification required by Rule No. 59 shall:
- (A) notify the professional of record of such fact;
 - (B) identify the building permit number and audit number applicable to the audited project;
 - (C) include the building permit application number that can be used by the Professional of Record to view and print the audit corrections using the “Check Building Permit StatusOnline” link on the department’s website;
 - (D) state, for each plan review discipline auditing the project, the applicable final numeric auditing grade for such discipline as described in item (D) of Rule No. 52;
 - (E) state the audited project’s final cumulative auditing grade as described in item (E) of Rule No. 52;
 - (F) state the consequences which may attach for having provisionally passed or failed the audit, including, but not limited to, future judgmental audits of the professional of record’s self-certified projects and possible revocation of such professional of record’s self-certification privileges;
 - (G) state that if the professional of record disputes the results of the audit, such professional of record has the right to submit to the department, by the date certain identified in the notification, a written request for an open plan review meeting to review the results of the audit;
 - (H) state that if a written request for an open plan review meeting to review the results of an audit is not received by the department by the date certain identified in the notification or if the professional of record fails to appear at a timely requested open plan review meeting, the professional of record shall be deemed to have waived his or her right to dispute the results of the audit;
 - (I) notify the professional of record that all building code violations identified in the plan review comments entered for such audited project must be corrected by uploading revised plan sheets to E-Plan for an additional review by the department’s plan examiners;
 - (J) notify the professional of record that if the building code corrections identified in the code correction comments have not been corrected or resolved by the date indicated on the notification, the commissioner shall, without further notice, suspend the professional of record’s self-certification privileges until such time that such building code violations are corrected or resolved;

- (K) notify the professional of record that if the commissioner determines that the building code violation(s) identified in the plan review comments pose a threat to the public health, safety or welfare, the commissioner may revoke the permit issued under the Self-Certification Permit Program; and
- (L) state the departmental e-mail address where a written request for an open plan review meeting should be directed.

Rule No. 62. Except as otherwise provided in Rule No. 63: If the professional of record of an audited project disputes the results of the audit or disputes the accuracy or applicability of any code correction comment entered in connection with such audit, the professional of record has the right to request an open plan review meeting to review the matter with the department. Such request must be made by the professional of record: (A) in writing; (B) to the person identified in the notification provided pursuant to Rule No. 59; and (C) by the date certain stated in such notification.

Rule No. 63. The professional of record of an audited project shall be deemed to have waived his or her right to dispute the results of an audit if such professional of record fails to submit, in a timely manner, a written request for a correction mediation meeting to review the results of such audit or requests such a meeting but fails to appear at such meeting.

Provided, however, that if the professional of record submits a written request for a correction mediation meeting in a timely manner but fails to appear at such meeting, the department may, upon a showing of such good cause, reschedule such meeting. For purposes of this rule, the term “timely manner” means the date certain required by item (H) of Rule No. 61 to appear in the notification provided pursuant to Rule No. 59.

Rule No. 64. If, as a result of correction mediation meeting, the plan examiner determines that a disputed plan review correction is not accurate or applicable to the audited project or that the results of an audit are incorrect, the plan examiner shall so inform the professional of record and, if applicable, shall resolve the matter by not requiring the professional of record to address the particular correction(s).

If the professional of record believes that the plan examiner’s determination will change the results of the audit, the professional of record may request the manager of code compliance to recalculate the audited project’s final cumulative auditing grade. Upon receipt of such request, the manager of code compliance shall recalculate the audited project’s final cumulative auditing grade accordingly and shall notify the professional of record in writing of the results of such recalculation.

Rule No. 65. If, as a result of a correction mediation meeting, the plan examiner determines that a disputed plan review correction is accurate and applicable to the audited

project such that a revision to permit is required for the project or that the results of an audit are correct, and the professional of record agrees with such determination, such mutual understanding between the plan examiner and professional of record shall be memorialized in writing.

Rule No. 66. If, as a result of a correction mediation meeting, the plan examiner determines that a disputed plan review correction is accurate and applicable to the project or that the results of an audit are correct, and the professional of record disagrees with such determination, the manager of code compliance shall refer the matter to the commissioner, who shall render a decision on the matter and so notify the professional of record in writing. Such decision by the commissioner may be appealed by the professional of record to the building board of appeals in accordance with the requirements of Chapter 13-24 of the Municipal Code of Chicago.

Provided, however, that if the commissioner's decision involves matters over which the board does not have jurisdiction within the meaning of Section 13-24-040, the commissioner shall refer the matter for decision to the appropriate city board or commission that does have jurisdiction over the matter and, if no such board or commission exists, the decision of the commissioner shall constitute a final determination for purposes of judicial review.

Rule No. 67. The new building permit application number issued to the professional of record pursuant to item (J) of Rule No. 61 shall be identical to the audit number assigned by the department to the audited project.

Rule No. 68. [Reserved].

Rule No. 69. [Reserved].

Rule No. 70. [Reserved].

Rule No. 71. [Reserved].

ARTICLE VI. ADDRESSING AUDIT CORRECTIONS

Rule No. 72. All building code violations identified in plan review comments entered in connection with an audited project must be corrected by uploading the revised drawing sheets to E-Plan.

Rule No. 73. If revised plans are required to correct a building code violation identified by a plan examiner in connection with an audited project, the professional of record must:

- (A) prepare revised plans showing all changes made to the previously submitted plans;
- (B) upload the revised plans to E-Plan. Such revised plans must clearly show all revised work. All revisions on such plans must be circled (bubbled, clouded) with black ink and dated and initialed by the professional of record. The revised plans must be coordinated so that the revisions to such plans are consistent for all sheets of the set. Revision dates must be placed in the title block of the plans;
- (C) if, pursuant to Rule No. 74, the audited project may utilize the Certified plan corrections method by the professional of record, submit one set of Certified plan correction documents; and
- (D) submit any documents identified as missing or incomplete in the plan review comments or otherwise required by the department.
- (E) if the self-cert. permit is issued prior to the audit then an additional permit must be obtained to address the corrections. The new permit application and cover sheet must contain the description: "Submitted for Audit of Self-Cert. Permit # ____".

Rule No. 74. If a project has passed an audit within the meaning of Rule No. 58, the professional of record may use the Certified plan corrections method to address the corrections resulting from the audit.

Rule No. 75. If a project has failed or provisionally passed an audit within the meaning of Rules No. 56 and 57 respectively, the professional of record may not use the certified plan corrections method to address the corrections resulting from the audit. Instead, the sheets revised to address the corrections resulting from the audit are required to receive an addition review by the department's plan examiners.

Rule No. 76. No permit shall be issued by the department for a project being audited unless all of the outstanding building code violations identified in the audit plan review comments for such project have been corrected by the professional of record and/or resolved at an open plan review meeting or by the building board of appeals.

Rule No. 77. [Reserved].

Rule No. 78. [Reserved].

Rule No. 79. [Reserved].

Rule No. 80. [Reserved].

Rule No. 81. [Reserved].

ARTICLE VII. SUSPENSION OF SELF-CERTIFICATION PRIVILEGES

Rule No. 82. A professional of record's self-certification privileges under the Self-Certification Permit Program shall be automatically suspended by the department if the professional of record fails to submit to the department in a timely manner any revision to permit required by the department. Such suspension shall last until such time that the required revision to permit is submitted to the department *or* the matter is resolved by the department. Provided, however, that this requirement shall not apply: (A) pending the outcome of any timely filed request for an open plan review meeting with the department to review the accuracy or applicability of any plan review correction giving rise to the revision to permit; or (B) pending the outcome of any appeal timely filed by the professional of record with the building board of appeals under Section 13-24-060 of the Municipal Code of Chicago or in a court of competent jurisdiction. Notice of such suspension shall be provided in accordance with the requirements of item (K) of Rule No. 61. For purposes of this Rule No. 82, the term "in a timely manner" means by the date certain identified in the notification provided to the professional of record pursuant to the requirements of Rule No. 60 or 61, as applicable.

Rule No. 83. [Reserved].

Rule No. 84. [Reserved].

Rule No. 85. [Reserved].

Rule No. 86. [Reserved].

Rule No. 87. [Reserved].

ARTICLE VIII. REVOCATION OF SELF-CERTIFICATION PRIVILEGES

Rule No. 88. A professional of record's self-certification privileges under the Self-Certification Permit Program shall be revoked by the building commissioner if the professional of record:

- (A) fails three or more audits within any 60-month period; or
- (B) provisionally passes four or more audits within any 60-month period; or
- (C) in any combination, provisionally passes or fails four or more audits within any 60-month period; or
- (D) is convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or

- (2) knowingly submitting in support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application;
- (E) fails to take all remedial measures within such professional of record's control to bring the required plans and any construction thereunder into compliance with the Chicago Building Code or any other applicable law.

Rule No. 89. If a professional of record's self-certification privileges are subject to revocation for any of the reasons identified in Rule No. 88, the department shall cause a dated notice to be mailed, by first class mail, to such professional of record at his or her business address. Such dated notice shall inform the professional of record of the following facts:

- (A) unless the professional of record can show cause at a hearing for the commissioner not to revoke such professional of record's self-certification privileges, the professional of record's self-certification privileges under the Self-Certification Permit Program shall be revoked by the commissioner, for a period of five years, effective ten business days after the date on which notice is mailed under this rule. Provided, however, that if the requirements of Rule No. 93 are met, the dated notice required under this rule shall inform the professional of record that his or her self-certification privileges shall be permanently revoked by the commissioner;
- (B) the reason why the professional of record's self-certification privileges are subject to revocation;
- (C) if the professional of record has reason to believe that revocation of such professional of record's self-certification privileges is not warranted for the reason(s) set forth in the notice required under this rule, the professional of record's right to request in writing, within ten business days of the date on which notice is mailed under this rule, a hearing before the commissioner to determine whether revocation of the professional of record's self-certification is warranted for any of the reasons identified pursuant to item (B) of this rule;
- (D) the name and address of the person to whom such written request for a hearing shall be sent;
- (E) if a hearing under this rule is requested in a timely manner, such hearing shall be commenced by the commissioner within seven business days of receipt of such request; and
- (F) the penalty which shall attach if no such hearing is requested in a timely manner or if the professional of record fails without good cause to appear at a timely requested hearing.

Rule No. 90. Within seven business days of receipt by the department of a timely written request for a hearing within the meaning of Rule No. 89, the commissioner shall cause such hearing to be commenced. At the hearing, the formal or technical

rules of evidence shall not apply. Any evidence on which a reasonably prudent person would rely may be considered at such hearing.

If, based upon the whole record, the commissioner determines that revocation of the professional of record's self-certification privileges is not warranted within the meaning of Rule No. 88, the commissioner shall render a written decision stating why revocation of the professional of record's self-certification privileges is not warranted. If, based upon the whole record, the commissioner determines that revocation of the professional of record's self-certification privileges is warranted within the meaning of Rule No. 88, the commissioner shall render a written decision stating why revocation of the professional of record's self-certification privileges is warranted and shall issue a final order revoking such professional of record's self-certification privileges for a period of five years, as measured from the date on which the revocation order is issued by the commissioner. Provided, however, that such professional of record's self-certification privileges shall be permanently revoked by the commissioner if the requirements of Rule No. 93 are met.

The decision and final order of the commissioner shall be announced no later than five business days after the hearing is completed. A copy of such written decision and final order shall be sent, by first class mail, to the professional of record at his or her business address.

Provided, however, that if no hearing under this rule is requested in a timely manner, or if a hearing is requested in a timely manner but the professional of record fails to appear at such hearing, the professional of record shall be deemed to have waived his right to such hearing and such professional of record's self-certification privileges shall be deemed, by operation of law, to have been revoked by the building commissioner on the date stated on the notice of revocation required by this rule. Provided further, that if the professional of record submits a written request for a hearing, but fails to appear at such hearing, the commissioner may, upon a showing of good cause, reschedule the hearing.

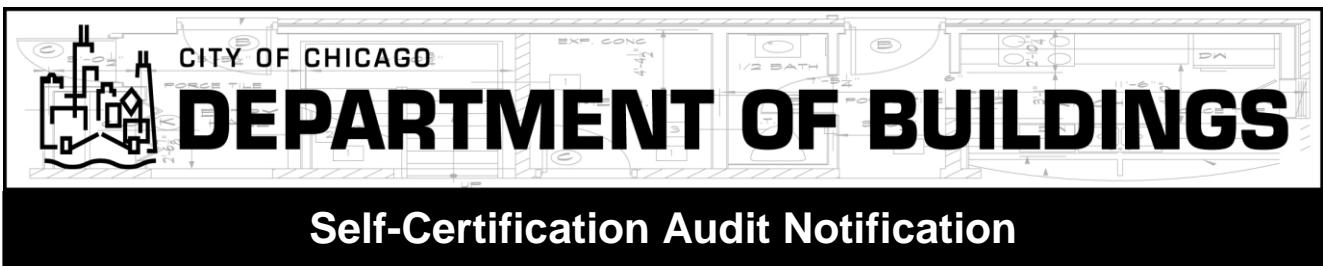
Rule No. 91. A final order of the commissioner within the meaning of Rule No. 90 may be appealed by the professional of record to the building board of appeals in accordance with the requirements of Chapter 13-24 of the Municipal Code of Chicago.

Rule No. 92. The requirements of Rule No. 63 shall apply to any hearing commenced pursuant to these rules by the commissioner or the building board of appeals.

Rule No. 93. A professional of record's self-certification privileges shall be permanently revoked by the department, if such professional of record is convicted or found liable of: (1) knowingly making a false statement of material fact on or in connection with any building permit application, or (2) knowingly submitting in

support of a building permit application any document containing false or fraudulent information, or (3) knowingly affixing a false signature to any building permit application.

Rule No. 94. The commissioner may revoke any permit issued under the Self-Certification Permit Program if an audit or inspection indicates that the permitted project or any portion thereof poses a threat to the public health, safety or welfare.



Dear Self-Cert. Architect

This Self-Certification project has been selected for an audit by the Department of Buildings. The purpose of the audit is to verify compliance with the building code and measure the effectiveness of the Self-Cert. program. In an effort to offer the architect and owner some control over the audit process, we are allowing you to select whether the audit is performed before or after the building permit is issued. Your decision must be communicated via email to selfcertaudits@cityofchicago.org within 48 hours of receiving this notification. If the architect does not respond the department will perform a Post-audit. The following is an explanation of the two audit options:

Option #1: Pre-audit

The audit is performed **before** the Self-Cert. permit is issued. The project will be processed as a Standard Plan Review project and all applicable plan reviews will be performed. The architect will receive an email notification with the audit grade at the completion of the audit review.

Summary:

- The permit process and time to permit will be identical to a Standard Plan Review project (typically 4-8 weeks).
- All applicable audit plan reviews will be performed by DOB plan examiners prior to the permit issuance.
- The architect will resolve any audit corrections using Certified Plan Corrections or an additional plan review prior to permit issuance.
- A single building permit is issued.
- An open plan review (OPR) to dispute corrections can be requested by emailing DOBOPR@cityofchicago.org. Adjustment of audit grades can be requested by emailing selfcertaudits@cityofchicago.org.

OR

Option #2: Post-audit

The audit is performed **after** the Self-Cert. permit is issued. The Self-Cert. permit will be issued in the normal Self-Cert. timeframe (typically 1-10 days after the Pre-Screen Review by the PM). The architect of record is required to resubmit the project (with a new application number) to Standard Plan Review for all applicable audit plan reviews. The permit process and time to permit for the audited application will be identical to a Standard Plan Review project. The architect will receive an email notification with the audit grade at the completion of the audit review.

Summary:

- The Self-Cert. permit application and time to permit will be processed as a normal Self-Cert. project and is not affected by the audit.
- The architect must submit a second permit application with plans for the audit within 48 hours of the audit notification. "Submitted for Audit of Self-Cert. Permit # _____" must be included in the description of work and the cover sheet.
 - All applicable plan reviews will be performed by DOB plan examiners.
 - The architect will resolve the audit corrections using Certified Plan Corrections or an additional plan review prior to permit issuance.
 - The audit permit application will be issued if audit corrections require revisions to the plans. The cost of an audit permit is typically \$375.
- An open plan review (OPR) to dispute corrections can be requested by emailing DOBOPR@cityofchicago.org. Adjustment of audit grades can be requested by emailing selfcertaudits@cityofchicago.org.



CITY OF CHICAGO

DEPARTMENT OF BUILDINGS

Self-Certification Program

Professional of Record Self-Certification Statement

Application Number: _____

Project Address: _____

I hereby certify that: (1) information and assertions made on this Permit Application are true and correct, (2) the attached application and each page of the plans that I have stamped was personally prepared by me and submitted herewith is complete and in accordance with all applicable provisions of the Municipal Code of Chicago and any applicable state or federal laws, as of this date. I further state that I have exercised a professional standard of care in the preparation, completion and submission of these documents and am aware that the Commissioner of the Department of Buildings (DOB) will rely upon the truth and accuracy of this statement as the basis for issuance of a building permit. If it is determined by DOB that the submitted plans do not conform to all such laws, I agree to immediately take all remedial measures within my control, to meet the DOB's requirements. I also agree that if I become aware of any false or inaccurate statements made in any document provided to DOB, (whether such misrepresentations are made by agents, my employees or by me) I will immediately take all necessary measures to correct such statements. I realize that failure to take any such corrective action may result in termination of my participation in the DOB Self-Certification Program and notification to the Illinois Department of Professional Regulation.

ARCHITECT:

Signature: _____

Printed Name: _____

Address: _____

Dated: _____



STRUCTURAL ENGINEER:

Signature: _____

Printed Name: _____

Address: _____

Dated: _____



**HVAC CONSULTANT:
(PROFESSIONAL ENGINEER)**

Signature: _____

Printed Name: _____

Address: _____

Dated: _____



**PLUMBING CONSULTANT:
(PROFESSIONAL ENGINEER)**

Signature: _____

Printed Name: _____

Address: _____

Dated: _____

