



Neighborhood Residential Permit Centers

<u>Addison Office</u> 2550 West Addison (312)742 - 2560 (312)742 - 2566 Fax	<u>Kedzie Office</u> 4770 S. Kedzie (312)745 - 4240 (312)745 - 4340 Fax	<u>95th St. Office</u> 2006 East 95 th St. (312)745 - 0995 (312)745 - 2018 Fax	<u>Downtown Office</u> Room 104 / 121 N. La Salle (312)744 - 7328 (312)744 - 7322 Fax
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**CHECKLIST FOR ADDITIONS, DORMERS AND OTHER
BUILDING EXPANSIONS**

(drawings and documents you may need)

For Applicants using

The Bungalow Initiative Special Permit Assistance Program

For Architect's Plans and Homeowner Prepared Plans

DRAWINGS

Sets of Drawings:

3 sets if there is no new plumbing work;

4 sets if there is new plumbing work;

One additional set for Zoning Exceptions or Variances or Building Board of Appeals.

Drawings should include:

floor plans (of each level of building illustrating existing and new construction, dimensions, room labels, location and size - height and width - of windows, doors and stairs);

building elevations - two sides, illustrating addition and original building (if applicant is working with Homeowner Assistance provide photos of front, side and rear of building);

wall section of building showing floor to ceiling heights and height to grade from basement floor and new construction detail;

a natural light and ventilation schedule for all new habitable rooms;

if there is any new plumbing work, a plumbing schematic (showing waste, vent and supply lines) and a plumbing fixture schedule;

any changes to the heating system must be noted on the plans;

all plans prepared by a Licensed in Illinois architect or structural engineer must be stamped with the cover page stamped and signed by the Design Professional of record. Page 4 of the DCAP Application must also be stamped and signed.

CHECKLIST FOR ADDITIONS, DORMERS AND OTHER BUILDING EXPANSIONS

DOCUMENTS

A completed Building Permit application and whichever of the following documents are appropriate:

- two property surveys, less than ninety (90) days old (for additions, dormers, brand new (not a replacement of an existing porch) porches and enclosed porches, new masonry facades.
- an owner's Certificate of Responsibility Form (applicable for the owner's primary residence only) or, the application must list the Name, address, and license number of a properly licensed through the Department of Buildings general contractor.
- a notarized Electrical Permit application from a Licensed Electrical Contractor;
- when applicable, a letter from the Landmarks Division of the Department of Planning and Development;
- a signed Aldermanic Acknowledgment Letter, if, once your plans have been approved, you intend to have the permit issued sooner than ten days after the date of application;
- a design approval letter from the Historic Chicago Bungalow Association for your proposed exterior alteration (only if you wish to qualify for the monetary incentives in the program.);
- helpful, though not necessary, is a letter signed and sealed by your architect authorizing you, the owner, to make changes to the plans;
- less frequently required documents could include
 - Driveway Permits
 - Plan Development approval letters
 - Lakefront Protection release letters,
 - Fee Waiver documents, proof of ownership and some DCAP forms.