



DEPARTMENT OF CONSTRUCTION AND PERMITS

Neighborhood Residential Permit Centers

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| <u>Addison Office</u> | <u>Kedzie Office</u> | <u>95th St. Office</u> | <u>Downtown Office</u> |
| 2550 West Addison | 4770 S. Kedzie | 2006 East 95 th St. | Room 104 / 121 N. La Salle |
| (312)742 - 2560 | (312)745 - 4240 | (312)745 - 0995 | (312)744 - 7328 |
| (312)742 - 2566 Fax | (312)745 - 4340 Fax | (312)745 - 2018 Fax | (312)744 - 7322 Fax |

Working with the Historic Chicago Bungalow Initiative

This program is intended to help owners of Certified Bungalows obtain a building permit for additions, alterations, or remodeling to their residence. Design Guideline approval must be secured from the HCBA to be eligible for grants.

How the Permit Assistance Program Works

Call (312)744.3488 or fill out the online form to schedule an intake appointment to review your eligibility and the scope of your project with DCAP Staff. For this meeting you should bring the following items:

1. A copy of your bungalow certification letter or member card from the HCBA.
2. A Plat of Survey of your bungalow. If your project is an addition or dormer addition the survey must be no older than 90 days.
3. Photographs of your bungalow (all 4 sides)
4. Plans of all floor levels showing the existing layout of all rooms and spaces and proposed changes. (The plans may be prepared by an architect, the owner, or be drawn on the bungalow pattern plans.

Three options for preparing plans for your bungalow rehab project:

1. You may submit plans prepared by a Licensed in Illinois Architect or Structural Engineer.
2. You may prepare plans using the Homeowner's Assistance Program (see document #2). You will work with DCAP architectural plan examiners who will review your project and assist in the preparation of permit plans and related documents sufficient to obtain a Chicago Building Permit.
3. Under the DCAP Homeowner's Assistance Program you may also make use of the **Bungalow Pattern Drawings** prepared by HCBA. Plans are available for 8 common rehab projects including: a dormer addition, a rear addition, a kitchen rehabilitation, a bathroom rehabilitation, a basement remodel, exterior improvements, building green and assisted living. If the plans accurately describe your project they can be submitted for a permit, or modified by DCAP staff to describe your proposed project if there are only minor changes. The drawings can also be used as a base for tracing plans that you will prepare for your project. **Each set is \$10.00 and can only be purchased from the HCBA 312.642.9900 or visit chicagobungalow.org.**

PERMIT PROCESS OUTLINE

1. The applicant schedules the first intake meeting at the neighborhood permit center
2. At the time of the first meeting the applicant brings their plans, a completed DCAP Application photographs, and related documents.
3. At this meeting the applicant will be given an application number, and then a preliminary meeting with an architectural plan examiner will be held.
4. The Plan Examiner will review the plans and identify key administrative, zoning and potential building code issues. At the close of the meeting, the Architectural Examiner will give the applicant a computerized list of building code corrections. These corrections will also identify any outstanding zoning and outstanding administrative issues such as landmark holds, stop work orders, Aldermanic and Planning Department issues.

The DCAP application, plans, and computer corrections will be given to the applicant so that the plans may be corrected and necessary documents filled out.

If the proposed Bungalow project requires either special zoning permission or potential approval of the Building Board of Appeals, the applicant will be notified at this meeting.

5. When the plans have been corrected the applicant may return to the Residential Permit Center as required for a scheduled meeting with the Architectural Examiner. When all the required corrections and approvals are obtained the Architectural Examiner will sign off on the application and stamp the plans.