

# Building Permit Contact Information



## Before You Submit



## Pending Applications



## Talk with a Supervisor



### Easy Permit Program

Easy Permit Counter  
City Hall Room 900  
M-F, 8:30 a.m. – 4:00 p.m.

312-744-8615

*Some easy permits are available online*

Easy Permit Counter  
City Hall Room 900  
M-F, 8:30 a.m. – 4:00 p.m.

312-744-8615

To schedule a meeting:  
Claudette.Hillock@cityofchicago.org  
312-744-8913



### Demolition Permit

Marko.Mihajlovich@cityofchicago.org  
312-744-9455

Marko.Mihajlovich@cityofchicago.org  
312-744-9455

To schedule a meeting:  
Kevin.Ayakhan@cityofchicago.org  
312-744-0385



### Standard Plan Review

Questions?  
Hal.Hutchinson@cityofchicago.org or  
Edward.Doherty@cityofchicago.org

Check application status at [chicago.gov/DOB](http://chicago.gov/DOB)  
Contact your assigned project manager  
(see Project Dox) or  
Edward.Doherty@cityofchicago.org

To schedule a meeting:  
Richard.Howell@cityofchicago.org  
312-744-7774

An in-person meeting is required after 3 rounds of plan review.



### Self-Certification Permit Program

Questions and pre-approvals:  
SelfCert@cityofchicago.org  
*self-cert architects only*

Check application status at [chicago.gov/DOB](http://chicago.gov/DOB)  
Contact your assigned project manager  
(see Project Dox) or  
Edward.Doherty@cityofchicago.org

To schedule a meeting:  
Kevin.Ayakhan@cityofchicago.org  
312-744-0385



### Traditional Developer Services

Questions?  
Grant.Ullrich@cityofchicago.org  
312-744-7579  
To schedule intake meeting online:  
[chicago.gov/DOB](http://chicago.gov/DOB)

Check application status at [chicago.gov/DOB](http://chicago.gov/DOB)  
Contact your assigned project administrator  
(see Project Dox) or  
Aprella.Johnson@cityofchicago.org

To schedule a meeting:  
Kevin.Ayakhan@cityofchicago.org  
312-744-0385

*plan review consultant must attend*



### Direct Developer Services

Questions?  
Grant.Ullrich@cityofchicago.org  
312-744-7579  
To schedule introduction meeting call  
312-744-3412 or email  
Mildred.Burton@cityofchicago.org

Contact your external plan review consultant

To schedule a meeting:  
Kevin.Ayakhan@cityofchicago.org  
312-744-0385

*plan review consultant must attend*



### Alternative Code Approval

AltCodeApproval@cityofchicago.org

To schedule a meeting:  
Claudette.Hillock@cityofchicago.org  
312-744-8913

*Meetings requested by applicant may incur an additional charge*



### New Products / Appeals

Robert.Fahlstrom@cityofchicago.org  
312-744-8204

To schedule a meeting:  
Claudette.Hillock@cityofchicago.org  
312-744-8913



### No Permit Required

*A list of minor repairs and other types of work that do not require a building permit is available at [chicago.gov/DOB](http://chicago.gov/DOB)*

Questions? Please visit the Easy Permit Counter  
City Hall Room 900  
312-744-8615  
M-F, 8:30 a.m. – 4:00 p.m.

# Specialized Permit Information

 <p>Accessibility Pre-Review</p>	<p>The Mayor's Office for People with Disabilities (MOPD) offers a fee-based pre-review service for accessibility.</p> <p>For more information or to schedule an appointment call 312-744-4441.</p>	 <p>Regulated Industrial Activities</p>	<p>Permits for regulated industrial equipment and activities (air pollution control, dust control) must be obtained from the Department of Public Health.</p> <p>For more information visit <a href="http://ipi.cityofchicago.org">http://ipi.cityofchicago.org</a></p>
 <p>Driveway Permits</p>	<p>For assistance with a driveway permit associated with a building permit, contact <a href="mailto:ELopez@PrimeraEng.com">ELopez@PrimeraEng.com</a> or visit City Hall Room 905 on Tuesday or Thursday.</p> <p>For all other driveway permits, visit CDOT in City Hall Room 905, Monday through Friday.</p>	 <p>Sewer-related Permit</p>	<p>A permit is required to install, repair, or clean underground structures designed to collect or transport stormwater or sanitary waste. Sewer permits may only be obtained by city-licensed drainlayers. For more information, call 312-744-3155.</p>
 <p>Electrical-only Permits</p>	<p>Electrical-only permits may be obtained by city-licensed electrical contractors online.</p> <p>For assistance with holds on electrical-only permit applications, see Easy Permit info.</p>	 <p>Sign Permits</p>	<p>Sign permit applications must be started online and completed by submitting the supplemental paper application in City Hall Room 900.</p> <p>For more information, call 312-744-7353 (Mark Izzo) or 312-744-7904 (Bill Bucher).</p>
 <p>Elevator and Conveyance Device Permits</p>	<p>Elevator and conveyance device permit applications must be submitted in person in City Hall Room 900 on <b>Wednesdays</b>. Most elevator permit applications must be submitted by a city-licensed elevator mechanic contractor.</p> <p>For more information call 312-743-7308.</p>	 <p>Solar Permits</p>	<p>Solar panels with output up to 13.44 kW installed on the roof of the main building may use the City's SolarExpress guide and Easy Permit Process. All other solar panels require full drawings.</p>
 <p>Fire Alarm Permits</p>	<p>Fire alarm systems must be</p> <p>For more information call 312-744-0380.</p>	 <p>Sprinkler System and Standpipe Permits</p>	<p>Permits for automatic sprinkler systems, standpipes, fire pumps, and other automatic fire suppression systems are issued by the Chicago Fire Department.</p> <p>For more information call the Fire Prevention Bureau at 312-744-4723.</p>
 <p>Food Establishment Plan Review</p>	<p>The Chicago Department of Public Health offers a free plan review consultation for food service establishments. Plans must be submitted on flash drive or CD-ROM. For more information call 312-746-9509.</p>	 <p>Stormwater Management Review</p>	<p>Large and mid-sized projects may be "regulated developments" and require a stormwater management plan. For more information, review the Stormwater Manual or call 312-744-3351.</p>
 <p>Plumbing-only Repair/Replace Permit</p>	<p>Plumbing-only repair/replacement permits are available in person at City Hall.</p> <p>For assistance, call a plumbing examiner from the courtesy phone in Room 906:</p> <p>Greg Brown 4-2157 / Kevin Kenny 4-7828 / Marty Woulfe 4-3453</p>	 <p>Ventilation-only Repair/Replace Permit</p>	<p>Ventilation-only repair/replacement permits are available in person at City Hall. (furnaces, ductwork)</p> <p>For assistance, call a ventilation examiner from the courtesy phone in Room 906:</p> <p>Bob Adams 4-6545 / Brian Harris 4-7563 / Graylin Johnson 4-7696</p>
 <p>Public Way Use</p>	<p>Structures on or over the public way, such as signs, awnings, or benches, require a public way use permit. These permits are available from the Small Business Center in City Hall Room 800.</p> <p>For more information call 312-74-GOBIZ.</p>	 <p>Water Service Connection or Disconnection</p>	<p>City-licensed plumbing contractors may obtain water service connection (water tap) or disconnection (cut and seal) permits on a walk-in basis.</p> <p>Hours: Monday - Thursday 7:30-11:30 a.m.</p> <p>For questions, call 312-744-7060.</p>
 <p>Refrigeration-only Repair/Replace Permit</p>	<p>Refrigeration-only (AC) repair/replacement permits are available in person at City Hall.</p> <p>For assistance, call a refrigeration examiner from the courtesy phone in Room 906:</p> <p>Ron Gardner 4-7694 / Stephen McGann 4-6488</p>		