

Application Details

* Project Address

* Permit Application Number

Permit Applicant Acknowledgement of Self-Certification Permit Program Terms

By signing below, I acknowledge:

- I have authorized this permit application to be submitted under the City of Chicago's Self-Certification Permit Program and understand that it will be subject to the program's rules, which are available on the Department of Buildings web site.
- Under the Self-Certification Permit Program, an Illinois-licensed architect or structural engineer who has completed additional training with the Department of Buildings (a "Self-Certification Professional") takes full responsibility for code compliance of proposed work for small and mid-sized projects that do not present unusual hazards. For some types of work, an additional architect or structural engineer must prepare a Structural Peer Review Report to verify the structural design is code compliant. The City conducts only limited reviews of the proposed work before issuing the permit, resulting in a shorter permitting process.
- The permitted work is subject to both field inspection and audit after the permit has issued.
- I have reviewed the permit application (including the associated drawings) with the Self-Certification Professional and, to the best of my knowledge, the application accurately and completely describes the existing condition of the property and the scope of intended work, including the contractor(s) that will perform the work.
- If I later become aware that the permit application contains any false or inaccurate statement, I have an obligation to notify the Department of Buildings in writing.
- If it is later determined during field inspections or post-issuance audit of the permit application that the proposed work does not comply with the Chicago Construction Codes, the permit applicant and/or property owner will be responsible for undertaking additional work, at their own expense, to bring the property into compliance and/or to remove noncompliant work.

* Signature

* Date

* Printed Name

* Role

Hold Harmless Agreement

By signing below, I agree:

- I the owner of the property where work will be performed or I am authorized to act on behalf of the owner.
- The permit applicant and/or owner of the property where work will be performed will 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 based on this application.
- The permit applicant and/or owner of the property where work will be performed will 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.

* Signature

* Date

* Printed Name

* Role

Instructions

This form must be completed and uploaded to the 'Documents' folder in ProjectDox for each permit application submitted under the Self-Certification Permit Program.

The Permit Applicant Acknowledgement of Self-Certification Permit Program Terms must be completed by the permit applicant or the representative of the permit applicant named on Page 5 of the Building Permit Application.

The Hold Harmless Agreement may be completed by a tenant or tenant representative if the tenant is authorized by a lease or other agreement with the property owner to apply for building permits and perform the type of work described in the permit application.

Digital, electronic, and facsimile signatures are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Fields and sections marked with a red star (*) are required.