

Use this form to apply for participation in the residential high-rise mechanical ventilation pilot program described in Code Memo 2024-001. Please contact Robert.Fahlstrom@cityofchicago.org with any questions.

<b>ACAR Applicant Information</b>		<i>Communications will be sent to the e-mail address you provide here.</i>	
Contact Name:			
Company:			
E-mail Address:		Telephone:	
Role: <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Expediter <input type="checkbox"/> Owner			

<b>Project Information</b>	
Property Address:	
Area(s) of Building <i>(for work in existing building)</i> :	
Project Name:	Permit App. No. <i>(where applicable)</i> :
<b>Scope of Work</b> <i>(select one)</i>	
<input type="checkbox"/> New Construction High-Rise <input type="checkbox"/> Existing High-Rise Conversion to Residential <input type="checkbox"/> Alterations to Existing Residential	

<b>Eligibility Criteria</b>		<i>You must check at least one box in each section.</i>
<b>Building Height</b>	<input type="checkbox"/> Building height is greater than 80 feet (measured per Section 203.3 of the Chicago Building Code)	
<b>Occupancy</b> 14B-3	<input type="checkbox"/> The entire building is classified as a Group R-2 <input type="checkbox"/> This request is for a portion of a mixed-use building that is or will be classified as Group R-2	
<b>Mechanical Design</b>	<input type="checkbox"/> Mechanical ventilation and exhaust will be designed in full compliance with the pilot program appendix	
<b>Outdoor Air Supply</b> Appendix 403.3.2	<input type="checkbox"/> All areas of the project will be mechanically supplied with outdoor air as required	
<b>Kitchen Exhaust</b> Appendix 403.3.2.3	<input type="checkbox"/> Continuous <input type="checkbox"/> Demand controlled—other kitchen exhaust to outdoors <input type="checkbox"/> Demand controlled—range hood exhausted to outdoors	
<b>Toilet/Bath Exhaust</b> Appendix 403.3.2.3	<input type="checkbox"/> Continuous <input type="checkbox"/> Demand controlled	
<b>Sprinkler System</b> 14B-9-903.3.1.1	<input type="checkbox"/> There is an existing NFPA 13-compliant sprinkler system covering the entire building <input type="checkbox"/> An existing partial or non-compliant sprinkler system will be upgraded as part of this project <input type="checkbox"/> A new full building NFPA 13-compliant sprinkler system will be installed as part of this project	
<b>Natural Light</b> 14B-12-1204.2	<input type="checkbox"/> Each dwelling unit complies – all rooms required to have natural light have outside openings <input type="checkbox"/> Each dwelling unit complies – borrowed light complies with Chicago Building Code (no variances)	
<b>Combustion Appliances</b>	<input type="checkbox"/> Dwelling units will <b>not</b> contain any combustion or solid-fuel-burning appliances	
<b>Post-Fire Salvage Design</b> 14B-4-403.4.7	<input type="checkbox"/> Mechanical exhaust <input type="checkbox"/> Natural ventilation – fixed glazing that can be cleared by firefighters <input type="checkbox"/> Natural ventilation – operable windows/panels	

<b>Supporting Documents</b>	
With your submission, please include:	
<ul style="list-style-type: none"> <li>• A list with contact information for all members of the project team (owner, architect, engineers, consultants, etc.)</li> <li>• A draft of presentation materials required by Section D(2) of the pilot program memorandum</li> <li>• Diagrammatic floor plans and other drawings as needed to explain the scope of the project</li> </ul>	
These supporting documents must be formatted to print legibly on pages no larger than 11" x 17" <i>(letter-size preferred)</i> .	

Department Use	Date Received:	Review by:	Date:
	<input type="checkbox"/> \$150 fee paid	<input type="checkbox"/> see letter for conditions	Date:

**APPROVAL OF THIS REQUEST IS NOT A BUILDING PERMIT. YOU ARE ENCOURAGED TO SUBMIT THIS ALTERNATIVE CODE APPROVAL REQUEST (ACAR) BEFORE APPLYING FOR YOUR BUILDING PERMIT. YOU MUST OBTAIN A BUILDING PERMIT BEFORE BEGINNING ANY WORK.**