

**Structural Peer
Review
Requirements**

**Self-Certification
Training Class**

Structural Peer Review Requirements

Presented by:

Lindsay Anderson, RA, SE

Structural Examiner



**Structural Peer
Review
Requirements**

OVERVIEW

- The Structural Peer Review Program is designed to expedite the permit process by reducing the time and effort required for conventional structural plan examination by Department personnel. Use of Structural Peer Review may be required for some types of work under the Self-Certification Program. In all cases, the permit applicant may select any Registered Structural Peer Reviewer (RSPR) to prepare a Structural Peer Reviewer's Report.
- The use of Structural Peer does not affect the building permit fee or inspection process.
- The permit applicant is responsible for any and all costs associated with retaining the RSPR.
- Structural Peer Review Program Rules are posted on the Department of Buildings' website.



Structural Peer Review Requirements

BENEFITS

- Building Code compliance is verified
- Permit process is streamlined by eliminating need for structural review by DOB staff
- Better predictability in timing to obtain permit
- Standard of Care provided.



Structural Peer Review Requirements

REGISTERED STRUCTURAL PEER REVIEWER QUALIFICATIONS

- Illinois Licensed Structural Engineers must complete DOB's Structural Peer Review Training Class to become a Registered Structural Peer Reviewer (RSPR).



Structural Peer Review Requirements

STRUCTURAL PEER REVIEWER SELECTION

- The permit applicant may select any Registered Structural Peer Reviewer (RSPR) from the current list maintained by the Department.
- The permit applicant is responsible for any and all costs associated with retaining the RSPR.
- The RSPR must have demonstrable technical expertise in projects similar in scope and complexity to the project to be reviewed.
- The RSPR (and the RSPR's firm) must be independent of the applicant and the design and construction team.
- The RSPR must be selected and retained prior to initial submission of the permit application.



Structural Peer Review Requirements

STANDARD OF CARE

In conducting the review, the RSPR must exercise the level of skill and care used by an Illinois-licensed structural engineer practicing in the greater Chicagoland area acting as a structural peer reviewer on a project of similar scope and complexity.

The RSPR is responsible for preparation and assembly of the entire Structural Peer Review Report.



**Structural Peer
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**RSPR
CERTIFICATION
STATEMENT**



I, _____, hereby certify that I have performed a structural peer review and prepared this report in accordance with the Structural Peer Review Program Rules effective January 1, 2018.

I possess professional experience and expertise in projects of similar scope and complexity. I performed these services consistent with the standard of care applicable to the performance of structural engineering peer review services on projects of similar size and complexity in the greater Chicagoland area.

The peer review was limited to a review of the extent to which the design in question complies with City of Chicago Building Code requirements. I have further determined that the structural design is in substantial compliance with the City of Chicago Building Code.

I further certify that neither I nor any firm with which I am affiliated has a financial or other interest in this project other than as structural peer reviewer.

Signature: _____

Date: _____

IL License No.: _____

**Structural Peer
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**SCOPE OF
REVIEW**



1. Review list of codes and standards used in the structural design of the project.
2. Review structural design criteria, including loads and performance requirements.
3. Review the basis for design criteria that are not specified directly in applicable codes and standards. This should include reports by specialty consultants, such as wind tunnel study reports and geotechnical reports.
4. Verify that existing conditions at the site have been investigated as appropriate, and that the design of the proposed structure is in conformance with these conditions.

Structural Peer Review Requirements

SCOPE OF REVIEW

5. Review the structural and architectural drawings. This review to consist of:

- confirmation that the structural drawings are in general conformance with the architectural drawings regarding load conditions, and other conditions that may affect the structure;
- confirmation that major mechanical items are indicated in the structural drawings in the manner required by the DOB;
- review of completeness of the structural drawings;
- review of completeness of notes on materials, loadings and design criteria and conditions;
- review of conformance of the structural design (see next slide) to the Chicago Building Code.



Structural Peer Review Requirements

SCOPE OF REVIEW

6. Review the structural design. This review to consist of:

- review of overall design concepts and methods, including methods of resisting gravity and lateral loads and methods of providing for lateral stability;
- review of computer programs used, and the appropriateness of their application;
- review of the structural analysis used to determine member forces and performance parameters such as wind-induced deformation, this review to include examination of methods and computer input and output (or, alternatively, verification by independent analysis by the reviewer);
- **complete check of the design of a few selected components & submit calculations;**
- general review of the reasonableness of the design of all structural components;
- verification that the calculations documenting the design are complete.



Structural Peer Review Requirements

SCOPE OF REVIEW

7. Verify that appropriate documentation on the design of performance-specified contractor-designed structural components (such as certain precast concrete elements) has been obtained for inclusion in the permit submittal.
8. The RSPR must review all structural aspects of the project, including earth retention systems (if applicable).
9. **Submit correspondence between the Design SE and the Structural Peer Reviewer**



Structural Peer Review Requirements

GENERAL CONTENT OF REPORT

- Identify the application number and the exact project address listed on the associated building permit application.
- Certification statement (without modification), signed and sealed by the RSPR.
- The report must NOT include any conditions, limitations, or unresolved issues. All issues must be resolved prior to completion of the report.
- The RSPR must identify at least 3 projects of similar scope and complexity where the RSPR served as professional of record, structural peer reviewer, or project lead.
- Evidence that RSPR holds professional liability insurance of not less than \$500k per claim and \$1,000k in aggregate for all claims during policy period.



Structural Peer Review Requirements

GENERAL CONTENT OF REPORT

- Copy of RSPR's current Illinois Structural Engineer license.
- Correspondence between RSPR and the design professional.
- List all codes and standards used in the design and verify they are appropriate.
- Identify the title and sheet number and revision date of each structural and architectural drawing used to complete the report.
- Structural calculations performed by the RSPR of at least 2 selected components.



Structural Peer Review Requirements

SUBMITTAL PROCEDURES

- The applicant is responsible for uploading the Structural Peer Review Report simultaneously with all other building permit application documents into ProjectDox.
- "STRUCTURAL PEER REVIEW" should be included in the description of work on the building permit application.



Structural Peer Review Requirements

REPORT AUDITS

- The Department may audit Structural Peer Review Reports before or after the permit has been issued. Reports are selected for audit on a random or judgmental basis.
- The audit results will be used to assure compliance with the structural provisions of the Building Code, to evaluate the Structural Peer Review program and to initiate discipline of the RSPR.



Structural Peer Review Requirements

QUESTIONS & ANSWERS

- What types of projects are eligible to use the Structural Peer Review Program?
 - All project types and all permit processes are eligible to use the Structural Peer Review Program.
- Does the applicant need to contact DOB for preapproval of a selected RSPR on a specific project?
 - No. A list of Registered Structural Peer Reviewers is maintained on DOB's website.



Structural Peer Review Requirements

QUESTIONS & ANSWERS



- Who selects and pays for the Registered Structural Peer Reviewer?
 - The owner selects and pays for the services of the RSPR. The City of Chicago is not involved in the hiring of the RSPR.
- Is the Registered Structural Peer Reviewer an individual or a firm?
 - Only an individual can be a RSPR.
- Who is responsible for submitting the Structural Peer Review to DOB?
 - The applicant must upload the structural peer review to the permit application in ProjectDox.

Structural Peer Review Requirements

QUESTIONS & ANSWERS



- Can someone else perform the peer review for the selected Registered Structural Peer Reviewer (RSPR)?
 - No. The RSPR who is selected by the owner must perform the review, seal and sign the report.
- What, if any, structural review is performed by DOB?
 - A cursory review of the report is performed by DOB to verify content, certification and completeness.

**Structural Peer
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Questions & Answers



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