

Permitting Process Memo for awarded A/E Vendors

Facilities Services – Capital Project Delivery

May 05, 2023

The intent of this document is to advise our design consultants on how to navigate The University of Chicago's permitting process. Due to the high volume of projects UChicago (University, Medical Center, Biological Sciences Division and Commercial Real Estate) has under review, we have established a system with the City of Chicago's Department of Buildings (DOB) and the Department of Planning and Development (DPD) to monitor the progress of our permits. The University has a dedicated point of contact at the City and monthly meetings to present new projects, discuss potential issues, and track progress of previously submitted projects. This is facilitated through our Office of Civic Engagement (OCE) and the Capital Project Delivery (CPD) Permit Liaison. We recognize our process is unique, but the University values the support from the City of Chicago and have committed to this process to continue that partnership. Your support and participation are essential to our continued success.

It is important to note that regardless of the permit type (i.e. Standard Plan Review or Self-Certification). All projects are submitted via the City's online Developer Services Application. This is the intake process the University has in place with the City to keep track of all of our Permits.

The Flow Diagram and Responsibility Matrix below outlines the process, roles, and responsibilities for all parties involved. Should you have any question please reach out to

your respective Project Manager or University contact and they will route your questions appropriately.

Please note that the process identified in this document is simply for the Department of Building Permits. It does not capture the process for Part 1 – Department of Planning and Development (DPD) Approval for the Site Plan Approval process. The Office of Underground Coordination (OUC) process is also not captured in this document. These processes are different than what is outlined herein. Therefore, A/E teams need to coordinate with the Project Manager or University contact to clarify if these separate approval processes are needed and come up with a plan to execute this in collaboration with OCE.



I. Flow Diagram:



Additional Notes Related to Flow Diagram:

1. Step #1:

- The Permit strategy for the project should be one of the first things identified during the early stages of the design phase and if exceptions, variances, etc. are needed it should be brought to the attention of CPD Permit Liaison and OCE immediately.
- A permit application can't be submitted until the project has been present at the monthly DOB meeting.
 - Please submit all appropriate permit application documents to be signed by FS leadership in a timely fashion.
- Requests for variances are discouraged. However, if required, then the architect should propose a solution with supporting code citations rather than asking open-ended questions. A drafted letter should be shared with Project Manager and Director to confirm there is alignment with the position taken and how it represents the University before CPD Permit Liaison and OCE brings this to the City.
- Project Manager should reference the CPD Projects Requiring Permits Google Form – specifically the DOB Meeting Calendar tab and the Notes section to appropriately plan/add to your project schedule which DOB meeting the Project should be presented at. An example is also provided later in this document for the A/E to reference.

2. Step #2:

PM fills out the CPD Projects Requiring Permits Google Docs Form and uploads illustrative drawings to the Google Docs Drawings Folder. Coordination with Project/Design Team is required to fill out the form with the appropriate information.

The below points provide *relevant details and folders regarding information to be provided for the project to be presented to DOB*:

- **CPD Projects Requiring Permits Google Form (Internal to UChicago ONLY-ref Master Permits List Tab):**
https://docs.google.com/spreadsheets/d/1rY9xwcc4uw7eqjA_99rxJzhiJOyvnaRc0-BqinttP9w/edit#gid=1534139595
 - Project Scope Description should explicitly identify the trades that will be included as part of the project, e.g. demo, mechanical, electrical, interior finishes, doors/frames/hardware, etc.
- **Google Docs Drawings Folder (Internal to UChicago ONLY):**
<https://drive.google.com/drive/folders/1hVG586aglt09rdcQvkRTMIetpr3DLhtn>



- **Illustrative Drawings required to be uploaded to the Google Docs Drawings Folder:**
 - Compile the following sheets into 1 PDF File. Name the File the same as the Project Name noted in the Google Form. Do not provide the entire drawing package:
 1. Location Plan
 2. Site Plan
 3. Demolition Plan
 4. Floor Plans which summaries the scope of work

- **Planned Development Folder with Sub Areas (*Internal to UChicago ONLY*):**
<https://drive.google.com/drive/folders/1Q2lYFTfvHtDXPXumowz7PeZbxJpxcm7I>
 - This is for the Project Manager to look up and confirm the PD number and Sub Area
 - If unsure of the PD and Sub Area, the Project Manager should email Facilities Services Archivist (James Cook at: jrcook@uchicago.edu)

3. Step # 3:

- The DOB Meeting occurs the 3rd Wednesday of every month. Reference the DOB Calendar example provided later in this document.
- In order for a project to be presented, all information must be provided 12 days in advance of the DOB meeting.
- This meeting is typically only attended by the CPD Permit Liaison and OCE.
- If a variance or administrative adjustment is being sought, the PM and Architect may be asked to attend but this is not usually necessary. At the completion of this meeting, the CPD Permit Liaison will provide authorization to the FS PM for Step#4 to occur.

4. Step #4:

- A Pre-Permit Debt Check should not be submitted. The City does a revenue check as part of the permit process and informs OCE of the findings. If there is debt FS Finance and OCE will work with the City to resolve. Therefore, A/E's are not required to submit this on UChicago Projects.
- Fill out the online Developer Services Application via the City's Developer Services website/web portal to receive a D Number. This step should be followed regardless of the type of permit (Standard Plan or Self-Certification). This is the system/process the University has in place with the City to keep track of all of our Permits.
 - Design team SHOULD NOT send any courtesy emails to City.
- Typically, the D number (appointment request) should be requested right after the DOB meeting. However, there are exceptions. Thus, reference the Notes Section in the DOB Meeting Calendar tab in the Google Doc Form or the example provided later in this document to understand when the

Developer Services Appointment request should be submitted. This is dependent on when the permit application will be submitted and based on when the permit is needed.

- After the Developer Services Appointment request is submitted it typically takes 2 business days – 2 weeks for a D# to be issued because it is manually assigned by the city. This can sometimes take longer, which is why it is important for the A/E to provide weekly updates to the Project Manager by the 2pm every Monday as well as for the Project Manager to fill out the Google Doc Form and inform the CPD Permit Liaison.
- The Notes section in the DOB Meeting Calendar tab in the Google Doc Form or the example provided later in this document should be consulted to understand when the Developer Services Appointment request should be submitted.

5. Step #5

- If the A/E is having issues with submitting the permit application via Project Dox, these issues should be directed as follows A/E → Project Manager → CPD Permit Liaison & OCE → DOB
 - A/E should not reach out to the City under any circumstances.

6. Step #6:

- The A/E is expected to provide the Project Manager with weekly updates which is shared with the CPD Permit Liaison and OCE. These updates should be provided by 2pm every Monday. Updates include but are not limited to the following:
 - Date Developer Services Appointment (D) request was submitted
 - D# once received and date received
 - Date Permit Application was submitted to the City
 - Dates Comments were received (multiple rounds if applicable)
 - Dates Revised Drawings addressing comments were returned to the City (multiple rounds if applicable)
 - Date Permit issuance email was received from the City
 - Date Permit Fee was paid
 - Date stamped drawings were released from the City
 - Permit/Zoning Cost
- PM to transfer/enter all this information to the Google Doc Form referenced above in Step #2 and inform the CPD Permit Liaison this has been completed.
- Tracking these milestones and key bits of information allows for the CPD Permit Liaison and OCE to identify any potential issues in the process and follow up with the City where appropriate.



7. Step #7:

- Any outstanding charges due to the City of Chicago are flagged by DOB, who informs OCE and is paid by the University.
- Once the permit is issued, the A/E receives an email notification as well as OCE. The email OCE receives typically has the Permit Fee and it is shared with the Project Manager who later shares with the A/E. The fee is typically paid by GC/CM or A/E based on discussions or approval from the Project Manager.
 - The Project Manager and CPD Permit Liaison does not receive a notification from the City when the permit is issued. Therefore, A/E should forward email from the City immediately to the Project manager. The Project Manager is encouraged to email OCE within 24 hours of receiving notification from A/E to request the email with Permit Fee if not yet received. CPD Permit Liaison should be copied.
- A/E or GC/CM will need to let the Project Manager know this was paid and the Project Manager needs to inform OCE via email (copy CPD Permit Liaison) this was completed. This is conveyed to DOB and then the stamped drawings are released. If this flow of information does not occur the drawings will not be released. The date the fee was paid, and the stamped drawings are released should be entered into the Google Doc Form referenced above in Step #2.

III. DOB Meeting Calendar Example:

January 2022 Calendar Example						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 Weekly Updates Due from A/E & FS PM	28 Weekly Updates Due for Permits Already Presented (sent to OCE/DOB by Permit Liaison)	29	30	31	1
2	3 Weekly Updates Due from A/E & FS PM	4 Weekly Updates Due for Permits Already Presented (sent to OCE/DOB by Permit Liaison)	5	6	7 Deadline to Inform Permit Liaison & Provide Final Info for Projects being Presented (12 days before DOB Mtg)	8
9	10 Agenda is Sent to OCE/DOB by Permit Liaison for Monthly Meetings & Weekly Updates Due from A/E & FS PM	11 Weekly Updates Due for Permits Already Presented (sent to OCE/DOB by Permit Liaison)	12	13	14	15
16	17 Weekly Updates Due from A/E & FS PM	18 Weekly Updates Due for Permits Already Presented (sent to OCE/DOB by Permit Liaison)	19 Monthly DOB Meeting (3rd Wed of Every Month)	20	21	22
23	24 Weekly Updates Due from A/E & FS PM	25 Weekly Updates Due for Permits Already Presented (sent to OCE/DOB by Permit Liaison)	26	27	28	29
30	31 Weekly Updates Due from A/E & FS PM	Notes: (1) The DOB Meeting typically occurs the 3rd Wed of every month. (2) All Final information to be provided to Permit Liaison 12 days before DOB meeting (usually 2 Fridays before meeting date). Fill out google doc Master Permits List tab and email Permit Liaison when this has been completed. (3) If a Project needs Permit Drawings to be uploaded before the 3rd Wed of any month, then the Project needs to be presented in the previous month's meeting, e.g. if a Project Permit Drawings needs to be uploaded on Jan 12, 2022 the project should have been presented at the Dec 15, 2021 DOB Meeting. (4) If a Project's Permit Drawings will be uploaded after the DOB meeting of that month, then it should be presented in that same month, e.g. if a Project Permit Drawings needs to be uploaded on Jan 20, 2022 (or before the Feb 16, 2022 meeting) the project should be presented at Jan 19, 2022 DOB Meeting. (5) Typically the D# request should be submitted right after the DOB meeting, unless the permit will be uploaded < 1 week after the DOB meeting, then the D# request should be submitted 1 week before, e.g. if a Project's Permit Drawings are to be uploaded between Jan 20, 2022 (up until Jan 26) then the D# request should be submitted no sooner than Jan 13, 2022 (for the Jan 20, 2022 upload) or Jan 19 (for the Jan 26, 2022 upload).				



IV. Responsibility Matrix:

Document		CPD	OCE	Arch	Notes
1	Pre-Permit Debt Check	-	-	-	The City does a revenue check as part of the permit process and therefore A/E's are not required to submit this on UChicago Projects. If there is debt CPD and OCE will work with the City to resolve it.
2	D-Number	-	-	X	Fill out the online Developer Services Application to receive a D Number. This should be submitted regardless of the type of permit (Std Plan or Self-Cert). This is the intake process the University has in place with the City to keep track of all of our Permits.
3	Aldermanic Acknowledgment Letter	-	X	-	This is not required unless a permit is required within 1 week or for Demo Permits. If this is needed the Office of Civic Engagement (OCE) will coordinate with the Alderman's office. PM should inform the CPD Permit Liaison and OCE of schedule constraints in advance or if this letter is needed for a Demo Permit.
4	Building Permit Application	X	-	X	A/E to prepare and send to PM for review and to obtain the appropriate signatures from CPD leadership.
5	Electrical Application	X	-	X	A/E to prepare and send to PM for appropriate signatures from CPD leadership.
6	Intake Meeting w/ City	X	X	-	Project will be presented at the monthly DOB meeting by CPD and OCE. This meeting occurs on the 3rd Wednesday of every month. CPD needs to add new projects being presented to the agenda 12 business days before the meeting. Reference DOB Meeting Calendar Example section in this document.
7	Weekly Updates on Permit Status	X	X	X	The A/E is expected to provide the FS PM with weekly updates which is shared with the CPD Permit Liaison and OCE. These updates should be provided at the end of day every Monday. Reference Step #6 in Flow Diagram.
7	Additional Meetings	X	X	X	If any additional meetings need to occur, i.e. Code clarifications, MOPD, CDOT, Landmarks, etc. this should be coordinated through the CPD Permit Liaison and OCE. The architect will prepare documents and will participate in the meeting with the City. A prep meeting with OCE and CPD before meeting with the City is required.

*** Site Plan Approval and Office of Underground Coordination Process not captured in this document. The process is different than what is outlined above. ***

*** The specific ACAR process is not captured in this document. However, the general flow includes Internal Review with PM, Director, Design Team, CPD Permit Liaison and OCE → A/E Fills out ACAR Form and Pays Fee → Receipt is shared with PM → PM sends receipt to CPD Permit Liaison & OCE → OCE submits ACAR to the City/DOB. ***