

University of Chicago Construction Permit & Communication Process

Facilities Services- Capital Project Delivery (FS- CPD)

May 5, 2023



Guidelines for City of Chicago Coordination

- UChicago has a Memorandum of Understanding (MOU) with the City of Chicago which requires the Office of Civic Engagement (OCE) to be the single point of contact for all municipal communications and processes. This combines all University-wide planning, permitting, zoning and other municipal interactions into a non-duplicative, efficient and accurate coordination effort. All information between the University of Chicago and City of Chicago must flow through the single point of contact including all building permit applications.
- OCE also provides coordination between the University of Chicago and other City agencies such as:
 - Alderman's Office
 - Department of Planning and Development (DPD)
 - Historic Preservation (Landmarks)
 - Department of Buildings (DOB)
 - Chicago Department of Transportation (CDOT)
 - Chicago Transit Authority (CTA)
 - The Mayor's Office of People with Disabilities (MOPD)

Guidelines for City of Chicago Coordination

- Specific to the permitting process:
 - Intended to improve coordination and expedite the permitting process
 - Clearly and accurately identify institutional priorities
 - Architects, expeditors, and other parties **should not contact** any City staff unless agreed upon with OCE
 - All requests for Aldermanic signature are routed through OCE
- The OCE primary contact is Sarah Sheehan sarahsheehan@uchicago.edu
 - Each individual project team should be coordinating with their respective Project Manager ONLY, the OCE will be brought in as deemed appropriate by the FS-CPD Project Manager.
- Each Facilities Services Department across all University Entities has a Permit Liaison who coordinates directly with OCE. Currently for FS-CPD this is Krystal McDoom kmcdoom@uchicago.edu
 - Each individual project team should be coordinating with their respective Project Manager ONLY, the Permit Liaison will be brought in as deemed appropriate by the FS-CPD Project Manager.

Monthly Meeting with DOB & DPD

- OCE and CPD meets with the Department of Building & Department of Planning and Development on the third Wednesday of every month to present new projects requiring permits, to check the status of permits in review, address issues and discuss future projects.



- The agenda is sent out on the Monday the week before the meeting (ref calendar example on slide 6).
- FS-CPD PM to enter/submit project information in the CPD Projects Requiring Permits Google Form.
 - Information is then transferred to the University Projects and Initiatives Chart by the FS-CPD Permit Liaison located on Google Drive, which is managed by OCE.
 - FS-CPD PM to provide a location map and drawings that capture a high-level understanding of the project.
- Project A/E and FS-CPD PM is not necessary but may be required based on specific project needs.

**All projects are initiated through the Developer Services Website Portal. This is our project intake process.
(Includes both Standard Plan & Self Certification Permit Types)**

Formal Communication & Coordination Cadence with City of Chicago

Cadence	Communication
Monthly - 3rd Wednesday <i>(FS-CPD PM to provide info 12 days before DOB Meeting, usually 2 Fridays before)</i>	Permit Coordination Meeting <i>(new projects being submitted within next 30 days + projects in review)</i>
Weekly – Wednesday <i>(FS-CPD PM to provide updates by Monday EOB)</i>	Abbreviated Update <i>(projects in review)</i> <i>Allows for 2-way communication and flagging of any issues (e.g. delays in D# issuance)</i>

Flow of Information:

Licensed Professional (A/E) → FS-CPD Project Manager → FS-CPD Permit Liaison via Google Doc → OCE & University Projects and Initiatives Chart → DOB / City of Chicago

LINK to FS-CPD Google Doc (for UChicago Personnel ONLY): https://docs.google.com/spreadsheets/d/1rY9xwcc4uw7eajA_99rxJzhiJOyvnaRc0-BqinttP9w/edit#gid=501696258

Schedule for Information Needed

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	<p>Notes:</p> <p>(1) The DOB Meeting typically occurs the 3rd Wed of every month.</p> <p>(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.</p> <p>(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 months 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.</p> <p>(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.</p> <p>(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).</p>				

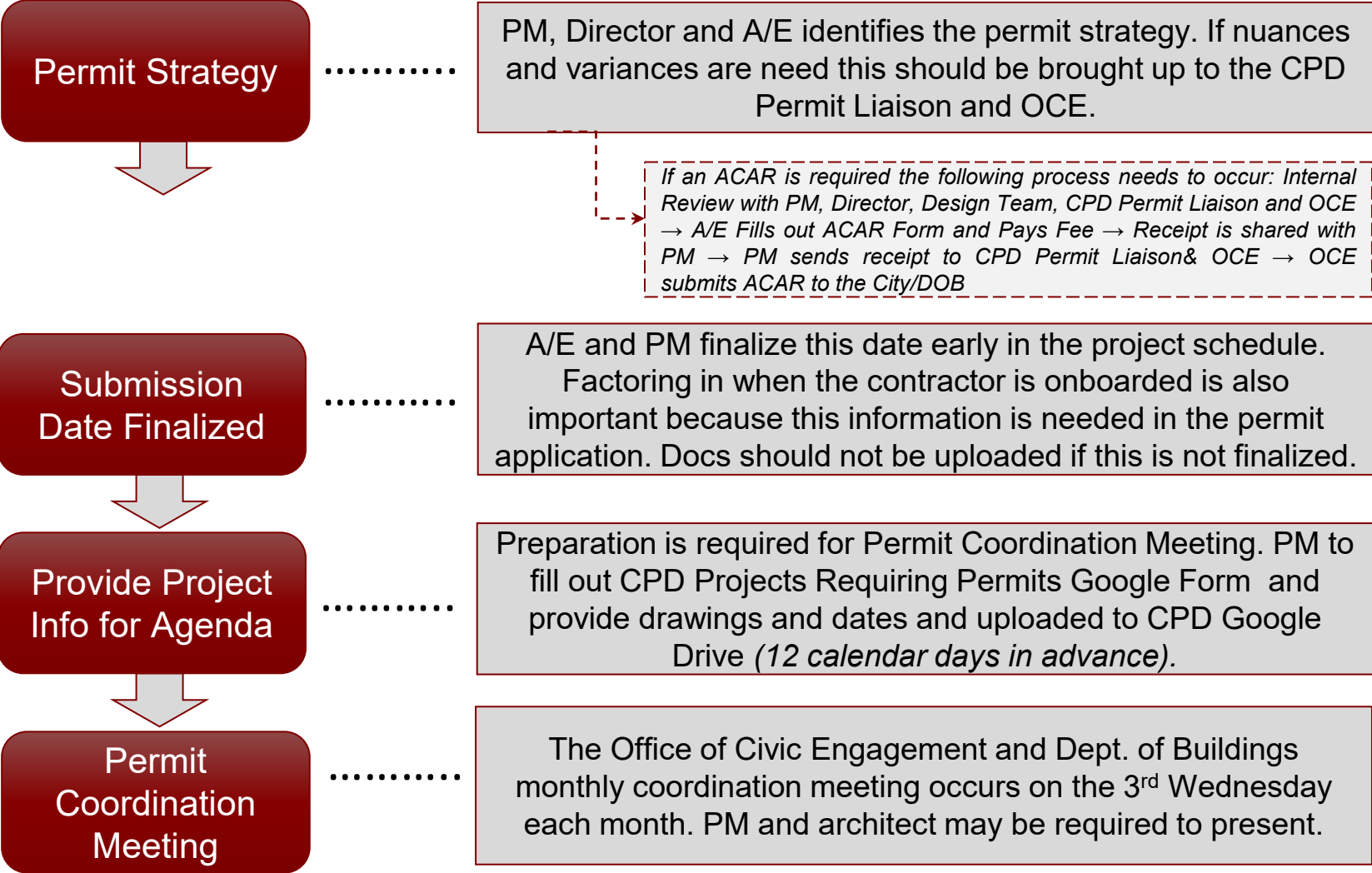
Pay Attention...

- Construction Building Permits durations are as follows:
 1. Standard Plan Review (90 Day Process)
 2. Self Certification (30 Day Process)

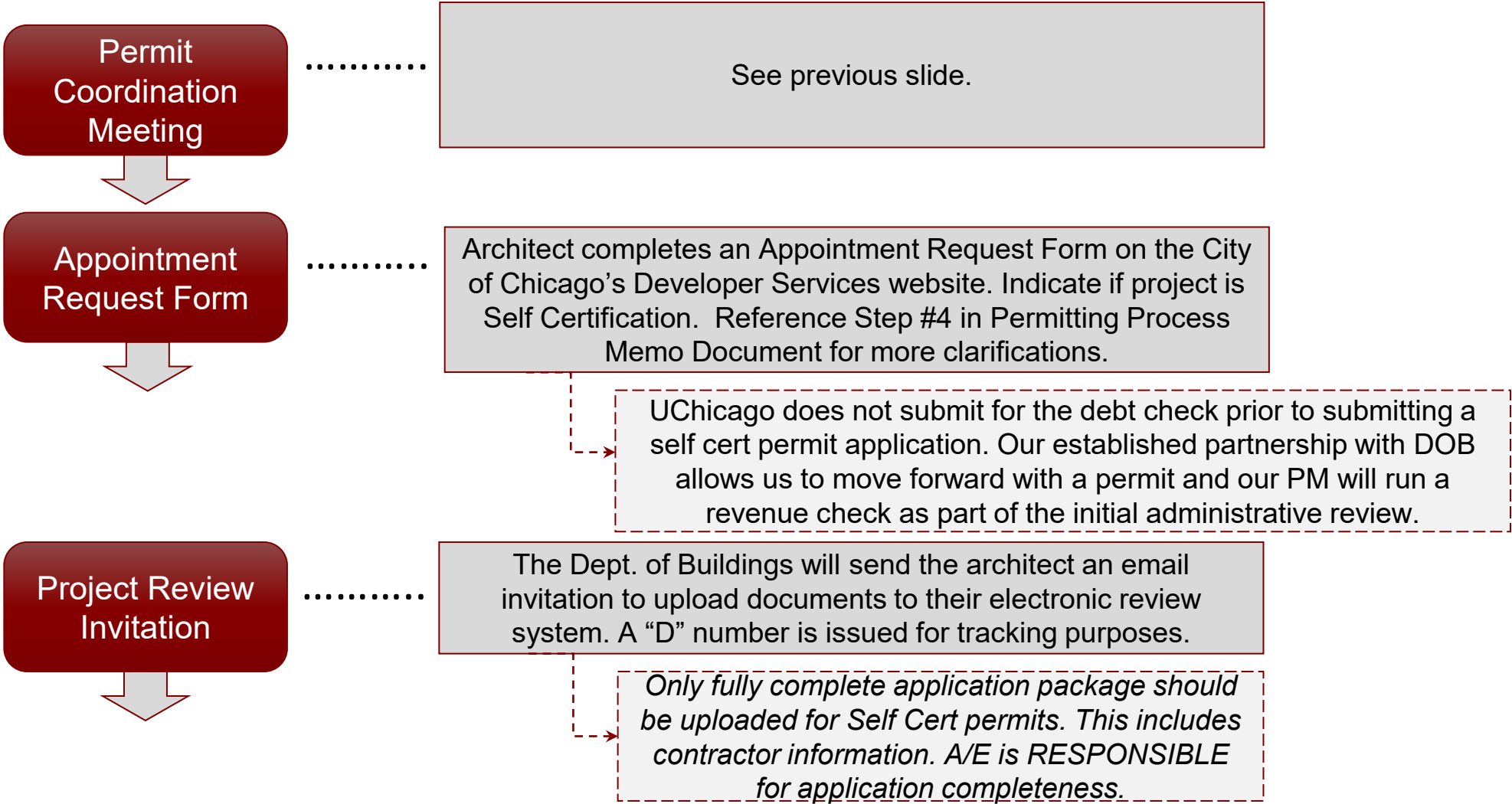


- DOB does a prescreen of application submitted by the A/E before permits are routed to the respective reviewers.*
- The clock starts ticking only when a complete permit application has been uploaded to the ProjectDox!!!*
- A/E needs to ensure the Task has been submitted to the City.
(FS-CPD PM to confirm with A/E this was done)*

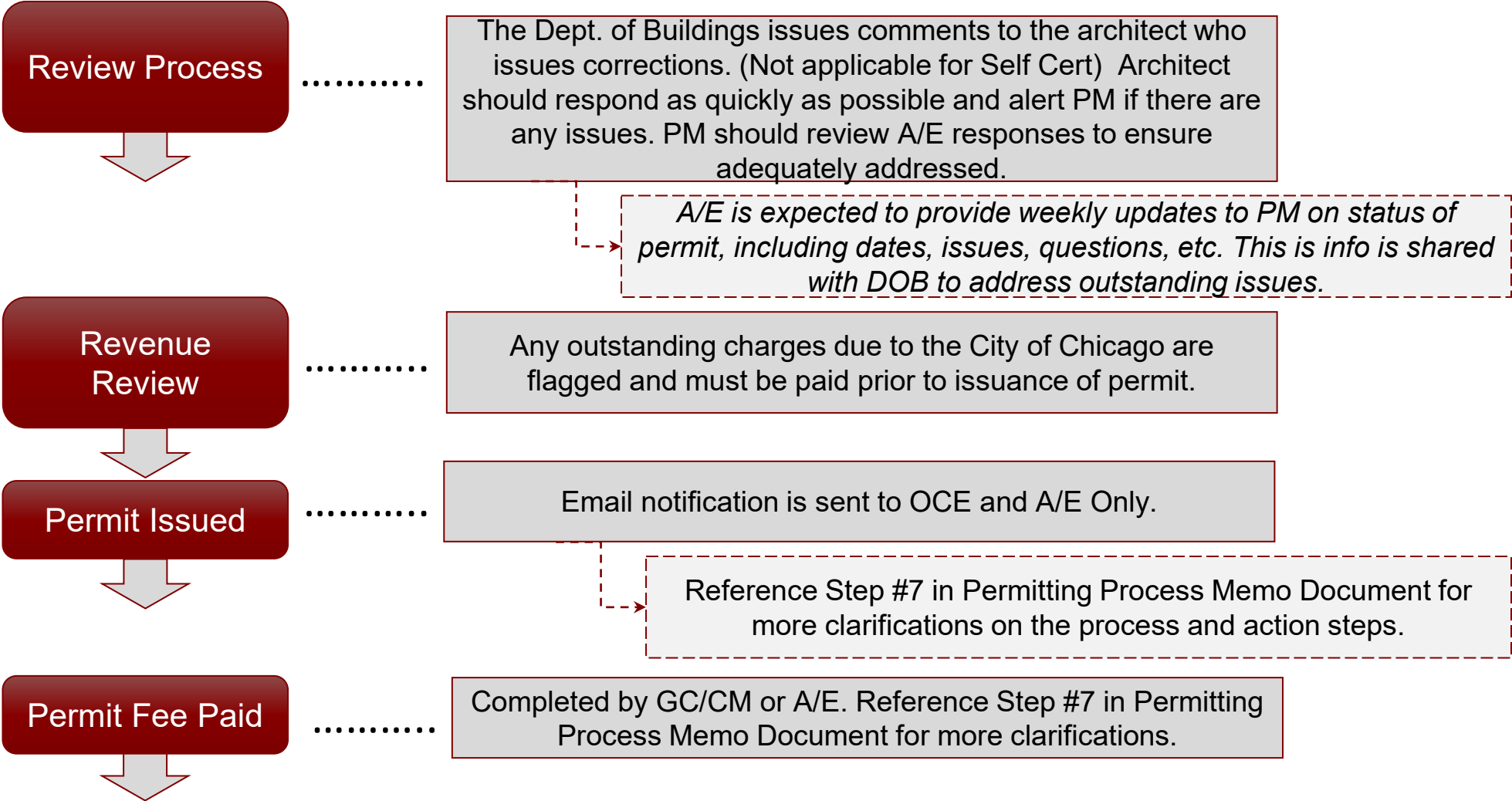
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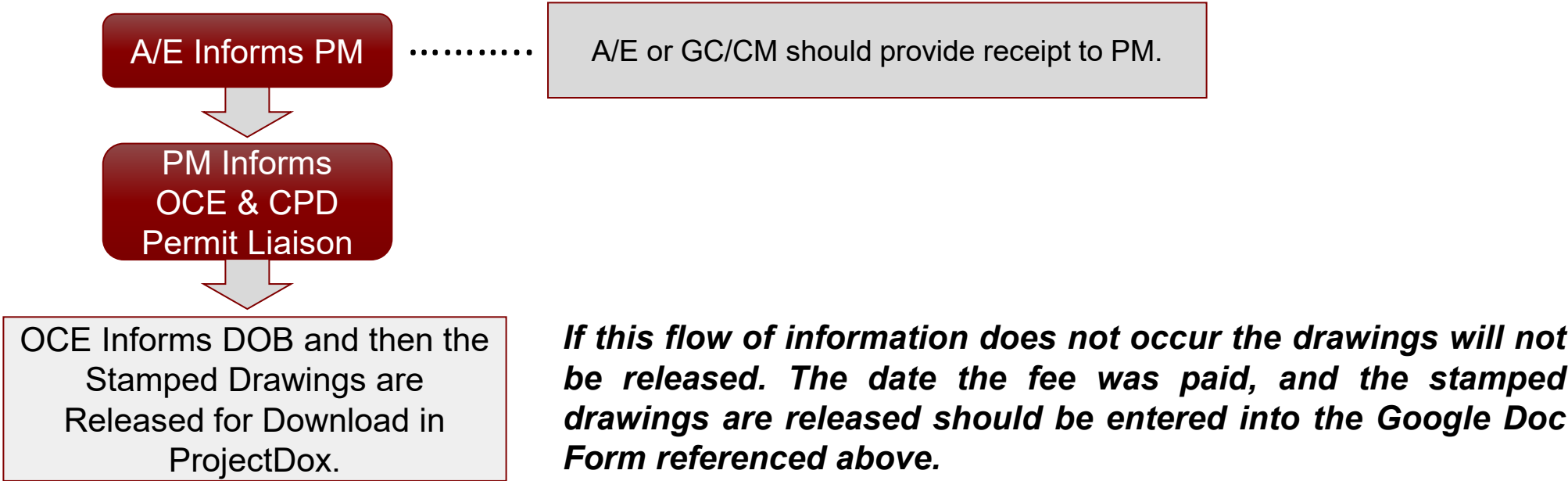
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• **Flow Diagram ***



* Reference Facilities Services Permit Memo Document for Additional Notes Section

• **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/Es 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.

Important & Helpful Tips...

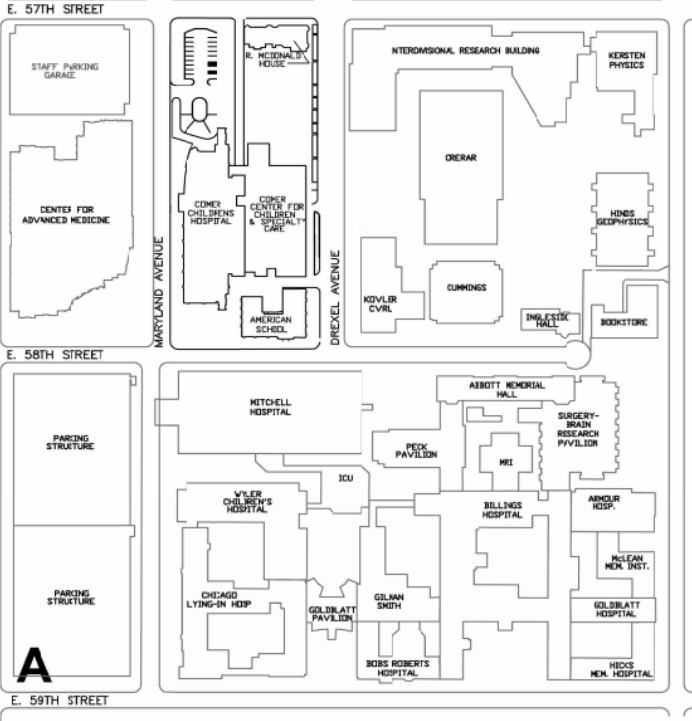
- All permits are submitted through Developer Services regardless of permit type.
- Plan for a minimum of 30 days for Self-Certification permits and 90 days for Standard Plan and Developer Services permits.
- Identify the need for variances, administrative adjustments, or special considerations prior to permit submission at the monthly meeting.
- Any code variance or special request must be submitted through/via OCE.
- OCE uses the standing monthly meetings and weekly updates to communicate issues or request information for the City.
- If architects have code questions, it is required for them to provide their professional opinion for UChicago internal review (which may require a meeting with OCE, CPD and AOR). Thereafter, OCE will submit to the City if appropriate or will set up a meeting with the City.
- Submit a complete permit application package.
- PM to monitor/review architect's response to permit comments.
- Architect must be registered with the City's Self-Cert program to submit for Self Certified permit process.
- Self Certification process cannot start without contractor information and structural peer review (if structural work is required).
- Include notes on drawings from any special reviewer meetings.
- University of Chicago does not pay 50% of permit fees up front.
- Expeditors are discouraged. However, if they are used, then their function should only be for technical upload assistance and **NOT** to liaise, coordinate or "expedite" with the City.

Appendix



Planned Development #43 Area Map

LINK to PD Maps UChicago Personnel ONLY: <https://drive.google.com/drive/folders/1Q2IYFTfvHtDXPXumowz7PeZbxJpxcm7T>



THE UNIVERSITY OF CHICAGO - PLANNED DEVELOPMENT #43
PROPOSED PLANNED DEVELOPMENT AREA
 FEBRUARY 2008

OFFICE OF FACILITIES SERVICES

- Properties Added February 2001
- Existing planned development
- University Sub-area
- Planned development boundary as amended 2000



THE UNIVERSITY OF CHICAGO - PLANNED DEVELOPMENT #43
EXISTING ADJACENT ZONING
 FEBRUARY 2005

OFFICE OF FACILITIES SERVICES

- Proposed planned development
- Underlying Zoning

Required Project Information

Details about the Project

- Name
- Address
- Permit App Number (D#)
- Scope of the Project (including sq ft)
- Status & Notes on Status
- Review Type (selfcertification, standard plan, or developer services)
- PD and Sub-Area
- Construction Value
- Architect
- Expediter
- Potential Construction Jobs Created (if applicable, i.e. personnel quantities)
- Staff Responsible for Update
- Department

Permit Process Milestone Data

These are dates on which the following actions occurred:

- Developer Services Appointment Request was made online
- DOB provided the D#
- Permit application was submitted
- OCE was notified of application upload
- OCE notified the city of application upload
- The architect received comments from the city (for the 1st, 2nd, 3rd, and 4th rounds, if applicable)
- The architect responded to comments from the city (for the 1st, 2nd, 3rd, and 4th rounds, if applicable)
- City approval of permit via permit fee letter
- Notification of date University paid the permit fee
- City released the drawings

All University Projects Submitted Through Developer Services

List of Drawings

- Intent it to provide a high-level overview of the project.
- Compile the following sheets into 1 PDF File:
 - Location Plan
 - Site Plan
 - Demo Plan
 - Floor Plans (architectural and furniture)

*** Do not upload entire drawing package*
- Name the File the same as the Project Name noted in the Google Form

LINK to Drawing Folder UChicago Personnel ONLY: <https://drive.google.com/drive/folders/1hVG586agIt09rdcQvkRTMIEtpr3DLhtn>