University of Chicago
Construction Permit &
Communication Process

Facilities Services- Capital ProjectDelivery (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, expediters, 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 \textbf{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.

\textbf{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

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

**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/1rY9xwcc4uw7eajiA_99rxJzhioyvnaRc0-BqinttP9w/edit#gid=501696258
# Schedule for Information Needed

### January 2022 Calendar Example

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<th>Sunday</th>
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<td>Monthly DOB Meeting (3rd Wed of Every Month)</td>
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**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 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.
4. If a Project’s Permit Drawings needs to 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 DR request should be submitted right after the DOB meeting, unless the permit will be uploaded < 1 week after the DOB meeting, then the DR 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 DR 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).

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**Facilities Services**
Pay Attention…

- Construction Building Permits durations are as follows:
  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)
Submission Date Finalized

A/E and PM finalize this date early in the project schedule. Factoring in when the contractor is onboarded is also important because this information is needed in the permit application. Docs should not be uploaded if this is not finalized.

Provide Project Info for Agenda

Preparation is required for Permit Coordination Meeting. PM to fill out CPD Projects Requiring Permits Google Form and provide drawings and dates and uploaded to CPD Google Drive (12 calendar days in advance).

Permit Coordination Meeting

The Office of Civic Engagement and Dept. of Buildings monthly coordination meeting occurs on the 3rd Wednesday each month. PM and architect may be required to present.

Permit Strategy

PM, Director and A/E identifies the permit strategy. If nuances and variances are need this should be brought up to the CPD Permit Liaison and OCE.

If an ACAR is required the following process needs to occur: 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.
Permit Coordination Meeting

Appointment Request Form

Project Review Invitation

See previous slide.

Architect completes an Appointment Request Form on the City of Chicago’s Developer Services website. Indicate if project is Self Certification. Reference Step #4 in Permitting Process Memo Document for more clarifications.

UChicago does not submit for the debt check prior to submitting a self cert permit application. Our established partnership with DOB allows us to move forward with a permit and our PM will run a revenue check as part of the initial administrative review.

The Dept. of Buildings will send the architect an email invitation to upload documents to their electronic review system. A “D” number is issued for tracking purposes.

Only fully complete application package should be uploaded for Self Cert permits. This includes contractor information. A/E is RESPONSIBLE for application completeness.
University of Chicago City Coordination Process

**Review Process**
- The Dept. of Buildings issues comments to the architect who issues corrections. (Not applicable for Self Cert) Architect should respond as quickly as possible and alert PM if there are any issues. PM should review A/E responses to ensure adequately addressed.
- A/E is expected to provide weekly updates to PM on status of permit, including dates, issues, questions, etc. This is info is shared with DOB to address outstanding issues.

**Revenue Review**
- Any outstanding charges due to the City of Chicago are flagged and must be paid prior to issuance of permit.

**Permit Issued**
- Email notification is sent to OCE and A/E Only.
- Reference Step #7 in Permitting Process Memo Document for more clarifications on the process and action steps.

**Permit Fee Paid**
- Completed by GC/CM or A/E. Reference Step #7 in Permitting Process Memo Document for more clarifications.
University of Chicago City Coordination Process

A/E Informs PM

PM Informs
OCE & CPD
Permit Liaison

OCE Informs DOB and then the
Stamped Drawings are
Released for Download in
ProjectDox.

A/E or GC/CM should provide receipt to PM.

*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.*
University of Chicago City Coordination Process

**Flow Diagram**

1. The Director and Project Design Professionals meet to determine permit type and strategy of the beginning of the design phase. The review of CPD Permit Numbers must be completed, except for any exceptions or special considerations or requirements on the project. (Note: The Review of Permit Numbers must be completed, except for any exceptions or special considerations or requirements on the project.)

2. Flow Diagram *

3. CPD Permit issues and OCE meet with DOB & PDP at a monthly meeting to prevent new projects, address issues, and track the status of previously submitted projects.

4. AL will submit the Permit Application Request (if this is done regardless of the permit type).

5. Once the PPM has authorized the documents, they are ready to be submitted. The PPM will submit the permit documents to the City of Chicago for approval.

6. APM needs to provide weekly updates to PPM on the permit status throughout the entire process. These updates may include: permit updates, comments received, and any other related to the project.

7. Any outstanding changes due to the City of Chicago are flagged by DOB, who informs OCE and/or the University. Permit issues, fees paid (typically by DOB/CPD or AJP based on approval by PPM), stamped drawings are released after fees are paid.

8. Reference Facilities Services Permit Memo Document for Additional Notes Section

**Responsibility Matrix**

<table>
<thead>
<tr>
<th>Document</th>
<th>CPD</th>
<th>OCE</th>
<th>Arch</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Pre-Permit Debt Check</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>This City does a revenue check as part of the permit process and therefore AJP is not required to submit this on CHICAGO Projects. If there is debt, CPD and OCE will work with the City to receive it.</td>
</tr>
<tr>
<td>2 D-Number</td>
<td>-</td>
<td>-</td>
<td>X</td>
<td>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 initial process the University has in place with the City to keep track of all of its Permits.</td>
</tr>
<tr>
<td>3 Aldermanic Acknowledgment Letter</td>
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<td>-</td>
<td>This is not required unless a permit is required within 1 week or for Damo Permits. If this is needed, the Office of Civic Engagement (OCE) will coordinate with the Alderman’s office. PPM should inform the CPD Permit Liaison and OCE of schedule constraints in advance or if this letter is needed for a Damo Permit.</td>
</tr>
<tr>
<td>4 Building Permit Application</td>
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<td>-</td>
<td>X</td>
<td>AJP to prepare and send to PPM for review and to obtain the appropriate signatures from CPD leadership.</td>
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<tr>
<td>5 Electrical Application</td>
<td>X</td>
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<td>X</td>
<td>AJP to prepare and send to PPM for appropriate signatures from CPD leadership.</td>
</tr>
<tr>
<td>6 Intake Meeting w/ City</td>
<td>X</td>
<td>X</td>
<td>-</td>
<td>Project will be presented at the monthly DOB meeting by CPD and OCE. This meeting occurs on the third 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.</td>
</tr>
<tr>
<td>7 Weekly Updates on Permit Status</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>The AJP is expected to provide the 5 PPM with weekly updates which is shared with the CPD Permit Liaison and OCE. These updates should be provided at the end of the day every Monday. Reference Step #6 in Flow Diagram.</td>
</tr>
<tr>
<td>7 Additional Meetings</td>
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<td>X</td>
<td>X</td>
<td>If any additional meetings need to occur, i.e. Code clarifications, MOPD, CDOF, 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.</td>
</tr>
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</table>
**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/1Q2lYFTfHTDXPXumowz7PeZbxJpxcm7T
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 (self-certification, 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