



Neighborhood Residential Permit Centers

<u>Addison Office</u>	<u>Kedzie Office</u>	<u>95th St. Office</u>	<u>Downtown Office</u>
2550 West Addison	4770 S. Kedzie	2006 East 95 th St.	Room 104 / 121 N. La Salle
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Historic Chicago Bungalow Initiative

HOMEOWNERS ASSISTANCE - PLAN CREATION & APPROVAL PROCEDURES

If you are the primary owner of a single family bungalow residence, you may, under Illinois State Law, act as your own architect for additions or alterations to your single family home. If you need assistance in the preparation of plans and documents for obtaining a Building Permit you may request the assistance of the **Homeowner's Assistance Program**. Please Note: this process typically takes a minimum of 3 to 5 or more visits to the Satellite Office. Because you are acting as your own architect through the Bungalow Initiative and receiving scheduled meetings, you or an immediate family member must be present at all of these meetings.

You will need to meet with an Administrative Staff Member to process your Building Application and assign your Application Number. After your application has been entered into the DCAP system, you will meet with an Architectural Plan Examiner who will interview you concerning your project. At this point in the process the Plan Examiner must:

- a. **Understand the scope of your project**
- b. **Determine which sections of the Zoning and Building Code are applicable.**
- c. **Conclude that your project meets these requirements.**

In order to understand the scope of your project you must provide the Plan Examiner with the following minimal information at your first intake meeting:

1. **The certification approval letter from the Historic Chicago Bungalow Association for your Bungalow.**
2. **A survey of your property (if you are building an addition or dormer addition, this survey must be no older than 90 days at the time you submit for permit.)**
3. **Exterior photographs showing the front, rear, and sides of your bungalow.**
4. **Floor plans of each floor of your home illustrating new room dimensions, new window dimensions, new window locations and sizes, and all existing conditions including stair and door locations. All room names should be labeled and the plans should be drawn to scale.**

5. If you are using the Bungalow Pattern Drawings, consult for a list of documents to bring to the meeting.

After the initial analysis, the Examiner will give the homeowner a prepared list of other information and documents which must be provided. The Plan Examiner will explain the reasons for this additional information and describe the form in which the information must be provided. Where applicable, the Examiner will give the homeowner the required forms.

During follow up meetings, the Examiner will assist the homeowner to assemble and organize a set of plans and documents sufficient to obtain a Building Permit. In some cases, the owner will be permitted to leave the documents with the Examiner who will assemble the sets as office scheduling permits.

Depending on the scope of the project and its compliance with Code requirements and the HCBA design requirements, the homeowner will be instructed to take the plans and applications to the next stage of the Permit Process. This usually involves review and approval by the Plumbing Examiner, but may also involve obtaining Special Approvals from the Zoning Department, Building Board of Appeals, Department of Transportation (Driveway Permit), Planning Department (Landmarks Commission, or Planned Development), Electrical Bureau, and Structural Review.

Once all approvals and required documents have been obtained, permit fees can be assessed, and a Building Permit may be issued for your bungalow project.