

CITY OF CHICAGO
DEPARTMENT OF BUILDINGS

**Self-Certification Program
Owner/ Tenant Certification Statement**

This Statement must be signed by the Owner or the Authorized Tenant responsible for the Project Work.

Application Number: _____

Project Address: _____

I have authorized all professionals named on the attached plans and application by the applicant {and consultant(s) if any} named herein. I agree to take the necessary measures to correct any misrepresentation or falsification of facts made knowingly or negligently by my agents, contractors, employees, or me. I also agree to take any remedial measures, disclosed by the Department of Buildings and or applicant, licensed professionals or subcontractors named herein, that are necessary to bring the attached plans and any completed construction into conformity with all applicable provisions of the Municipal Code of Chicago and other related state and federal laws and regulations.

BY OWNER/ TENANT

(Insert Name of Corporation, Individual or Other Legal Entity, as applicable)

Signed

Print Name

Title

Address

(_____) _____
Phone Number

_____, 20____



your letterhead here

Date: _____

Department of Buildings
City of Chicago
City Hall, Room 900
121 N. LaSalle St.
Chicago, IL 60602

RE:

Project Name_____

Project Address_____

Building Owner's Name_____

Dear Commissioner:

In consideration of the issuance of a building permit under the Self-Certification Program for the project address identified above, I, _____ hereby agree to protect, defend, indemnify and hold the City of Chicago, Department of Building, and their officers, representatives, managers and employees harmless against any claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction and/or code compliance review for the above referenced project.

The obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Chicago.

It is further understood and agreed that if the construction of the project is contrary to, or does not meet the standard of the Chicago Building Code, or the permit to be issued pursuant to this letter, I, as the owner, shall at my own expenses, remove or modify any and all components that do not conform.

Sincerely,



City of Chicago The City of Chicago's Official Site

Debt Check Required On All Permit Applications

August 30, 2010

Effective January 1, 2010 a new ordinance went into effect that requires the Department of Buildings to perform a debt check on all permit applications. The two Building Code sections are "13-32-030 Applications" and "13-32-080 Permit issuance – Issuance prohibited when. These reviews have been done manually to this point. On August 19, 2010 the Department of Buildings introduced a semi-automated system that will help expedite the Debt Check Review. A debt check is being performed on all permit applications that are submitted with drawings. If owner(s) of the project are found to owe debt to the City that debt must be cleared before a Building Permit is issued.

As the application is created online, you will be prompted to enter the owner information. The owner information that is required is for a company, a corporation or an LLC. The required information is name, address, city, state and zip code of the company/organization. In addition, all individual owners that own 25% or more of the company, as described in the building code, are to be entered. The following information will be required of the individual owner: Name, home address, home city, home state and zip, a business address or P.O. Box is not acceptable. An application will not be accepted for processing without the ownership information. At the time of the intake appointment, the submitting party must be prepared to present the percentage stake that each individual has in the ownership organization. The Project Manager will enter the percentage into the permit software.

For each project, if no member of the ownership owns over 25% as described in the building code, please provide a letter from ownership signed by the CFO, or similarly titled individual, attesting to this.

If the Owner is a Real Estate Developer as described in the ordinance (See included code section) - enter the name of the Real Estate Developer in to the application. If the owner is registered, the information will populate automatically in the application. Select the organization from the list and then select the individual owners from the organization list. If the information does not populate, it means that the ownership is not a registered Real Estate Developer. If this is the case, the application cannot advance any further until such a time that the owner has registered as a Real Estate developer. Failure to provide this information promptly may result in the delay in the issuance of the building permit.

Please be advised that submittal of fraudulent information on the application is a violation of the false statement ordinance. In the event that fraudulent information is found the city will prosecute anyone involved in the submittal of the fraudulent information.