

On February 26, 1997, the City Council passed legislation allowing City Permit fees to be waived for designated Chicago Landmark properties. This incentive is available for all individually landmarked buildings as well as all buildings and new construction in landmark districts. **Only fees for permits for which Commission approval is required can be waived. Barricade, canopy and water tap permits and fees are not eligible for the fee waiver.**

The Permit Fee Waiver is presented to the City department issuing the permit at the time of final approval and issuance of the permit prior to paying the permit fees. The fee waiver application process typically takes 90-120 days, so the application needs to be filed well in advance of the issuance of the permit. Permit fee waiver applications are not accepted after the permit has been issued.

An application form is available from the Commission office and consists of four parts:

1. Permit Fee Waiver Form
2. Personal Profile Information
3. Economic Disclosure Statement (EDS)
4. Affidavit of Child Support Compliance

This information is necessary to comply with City ordinances governing disclosure of ownership information as well as checking for any outstanding indebtedness to the City (i.e., parking tickets and water bills) or child support obligations. Please note that the EDS, Affidavit of Child Support Compliance and scofflaw clearances are only valid for a limited time and may have to be repeated. The application is then forwarded to the alderman of the ward in which the property is located for introduction to the City Council.

Review Process

A Permit Fee Waiver must be introduced at one City Council meeting, referred to Committee, and then passed by the City Council at subsequent meeting and published before it is valid. A copy of the City Council Journal Pages for the Permit Fee Waiver is then obtained from the City Clerks office by the Commission and given to the property owner along with a cover memo releasing the waiver to the Department of Buildings.

Further questions on the Permit Fee Waiver process or to request that an application be sent to you please contact:

Department of Planning and Development
Bureau of Citywide Systems & Historic Preservation
City Hall, Room 1000
121 North LaSalle Street
Chicago, Illinois 60602
312 - 744 - 0921

Application Checklist

Completed Permit Fee Waiver Form

Completed Principal Profile Information

A completed Economic Disclosure Statement and Affidavit (EDS). EDS forms can be found on the City's website at: http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html.

Affidavit of Child Support Compliance

PERMIT FEE WAIVER FORM

Please complete this form

This application will not be processed unless it is complete



PROJECT INFORMATION

Name of landmark or district _____

Project description _____

Number of units _____ Number of stories _____ Estimated value of the project _____

Estimated permit fees for the project _____ *For more information on how to calculate the fees visit https://www.chicago.gov/city/en/depts/bldgs/provdrs/permits/svcs/permit_fee_calculator.html*

Project start date MM DD YYYY

Project end date MM DD YYYY

Submitted by Sign _____ Print _____ Date MM DD YYYY