



Neighborhood Grants Initiative

When do you need a Chicago permit?



>>To officially **close a street** for a period of time



>>To install a **permanent sign** on a parcel of land



>>To begin new **construction, repairs, additions, alterations, or demolition** projects on residential or private property (see table for common projects)

YES

You need a building permit*

- Building a fence that is over 5 feet tall and/or made of brick
- Building a trash enclosure
- Repairing a chimney
- Moving walls, doors, windows, columns, or beams on a house
- Building or replacing garages, porches, or decks
- Adding solar panels to a home
- Installing or repairing a car port

NO

You do not need a building permit

- Repairing or building fences less than 5 feet high
- Landscaping projects
- Painting projects
- Replacing or adding siding on residential buildings
- Repairing sidewalks or driveways on *private property*
- Playground equipment
- Repairing a front porch less than 50 sq. ft.

*Most simple repair projects qualify for the Easy Permit Program, a streamlined process for application submission, review, and issuing.

The City of Chicago [Guide to Permits](http://www.Chicago.gov/buildings) can be found by going www.Chicago.gov/buildings and selecting the “Permits” icon under **Featured Services and Programs**

Block Party Permits

[Block Party permits](#) are submitted and approved through your local Aldermanic Office. They are issued free of charge and requests must be submitted at least three days in advanced of your event to be processed and issued on time. [Application Form](#)

Sign Permits

When applying for a sign permit, you will submit both an online form and a paper application to the City of Chicago's Department of Buildings. (See Building Permit information below for location and hours). To find the online form, go to:

www.Chicago.gov/buildings

Click on the "Permits" icon

Navigate to the appropriate permit option (Sign Permits)

Review instructions for application submission and access the online form

Permit review fee is \$200 plus an additional fee that depends on the size of the sign (0-49 square feet is \$50)

Chicago park district special event permits

These [special event permits](#) are required for any event taking place at a City of Chicago park with any of the following activities:

- Events with 50 or more participants
- Use of amplified sound
- Any advertising or sponsorship activities
- Selling and/or distributing food, goods or merchandise (this includes exercise classes or boot camps)
- Liquor
- Tents, inflatables, or stages
- Specific location reservations

To find more information about the Park District's permit process and access the application form, go to www.Chicagoparkdistrict.com and select "Permits & Rentals" from the home screen.

Building Permits

Why do you need a permit?

So that buildings and structures comply with safety standards that protect occupants and individuals.

What do you need to do before applying for a permit?

Gather the appropriate paperwork and make sure that any outstanding debt to the city is paid.

How long will it take for a permit to be issued?

Easy Permits can take as little as one day for processing and issuing. However, all permits, including Easy Permits, have a 10-day window for local Alderman to review. Depending on the application and its supporting documentation, the review and approval process can take up to 80 days.

Where do you apply for a building permit?

Chicago City Hall

Department of Buildings City Hall

121 North LaSalle St. Room 900

Chicago, IL 60602

(312) 744-3449

Monday through Friday, 8:30 a.m. to 4:30 p.m.

Online: www.Chicago.gov/buildings

On the lower right-hand side of the screen, you will see several options under a section labeled: "I Want To"

Click on "Apply For"

Click on "Building Permit (online)"

Click on "Get Started Online"

Please note that only some permit applications are available online.

[Easy Permit Program](#)

This is a streamlined permit process for small, simple home and building improvement projects. These permits are generally approved the same day. To find more information about the program and access the online application, go to:

www.Chicago.gov/buildings

Click on the "Permits" icon

Navigate to "Easy Permit Program"