



Neighborhood Grants Initiative

When do you need a Chicago permit?

Block Party Permit

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

Sign Permit

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

Building Permit

>>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
- Installing or repairing a car port
- Repairing a chimney
- Moving walls, doors, windows, columns, or beams on a house
- Building or replacing garages, porches, or decks
- Building trash enclosures or any other permanent structures

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*
- Repairing a front porch less than 50 sq. ft.

*Many 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.

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). The permit review fee is \$200 plus an additional fee that depends on the size of the sign (0-49 square feet is \$50). To find learn more about sign permits and their requirements, visit www.Chicago.gov/buildings.

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 or features:

- Events with 50 or more participants
- Use of amplified sound
- Selling and/or distributing food, goods or merchandise
- Exercise classes or boot camps
- Alcohol
- Generators
- Ceremonies
- Advertising or sponsorship activities
- Tents, canopies, inflatables, or stages
- Specific location reservations

There is a \$35 application review fee, and the review process can take a minimum of 14 days. Event organizers are required to obtain general liability insurance for their activities. To find more information about the Park District's permit process and access the application form, go to www.chicagoparkdistrict.com/permits-rentals.

Building Permits

Building permits are required so that buildings and structures comply with safety standards that protect occupants and individuals. [Easy Permits](#) are some of the most common permits issued by the City of Chicago and 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 the supporting documentation required, the review and approval process can take several months.

You may apply for a building permit at the following locations:

Chicago City Hall

Department of Buildings City Hall
121 North LaSalle St. Room 900
Chicago, IL 60602
(312) 744-3449

Online* through Chicago.gov:

Navigate to: 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 that may not need a normal building permit. Easy Permits are generally approved the same day, though it may take longer depending on the circumstances. To find more information about the program and its requirements, and to access the online application, go to www.Chicago.gov/buildings, click on the "Permits" icon, and navigate to the "Easy Permit Program" section of the page.