



ARCHITECTURAL ADVISORY

All documents submitted for permit requiring preparation and certification by design professionals **must** contain a title block on each sheet with the project name, addresses of all license(s) responsible for preparation of the documents and contain the appropriate professional seal. The title sheet **must** **contain the following:**

- Project identification.
- Project address and a location map.
- The professional design firm(s) will be identified.
- The principle design professional(s) for each design firm shall be listed.
- All applicable codes utilized on the project shall be listed.
- A code certification statement referring to the Cook County Building and Environmental Ordinance, 1997 edition.
- Design criteria list shall include, but not be limited to: occupancy group, type of construction, location of project, proposed seismic zone, square footage and allowable floor area, fire sprinklers (if utilized), height, number of stories, occupant load, exit capacity, land use zone, parking-loading requirements, index of all drawings, seal(s) and signature(s) of responsible design professional(s) and indication to which of the indexed drawings the seal applies, the expiration date of the license, the registration number of the professional design firm (if applicable) shall be affixed.

Furthermore, the design professional of record shall provide notification to the Building Inspector of any and all changes throughout the project, provide revised drawings, calculations, and other appropriate documents. All revisions shall be identified and included in a submission for an amended building permit **OR**, initial the request for the occupancy certificate acknowledging that the project was built in accordance with the approved permit documents.

Donald H. Wlodarski
Commissioner