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CONSTRUCTION RULES & UNIT OWNER CONSTRUCTION OBSERVATION

(BEST PRACTICES)

PROCESS OVERVIEW

Unit Owner→ Management→ Architectural Consultant→ Management/Board→ Unit Owner

- ***Architectural Consultant***
  1. Initial Submittal Review
  2. Existing Conditions & Building Construction Research
  3. Construction Rules & Condo. Declaration/Survey Research
  4. City Code Research
  5. Product Research
  6. Structural & MEP Research
  7. Written Response
  8. Construction Observation (As-Needed)

TYPICAL CATEGORIES & RANGE OF SUBMITTAL REQUIREMENTS

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- ***Category A***
  - Finish (excludes hard flooring) & fixture replacement (in existing locations); no Architectural Consultant review.
    - Examples: Painting, wallcovering, carpet, etc.
- ***Category B***
  - Larger projects requiring more than one tradesperson and an “Easy” or “Standard” Permit; Architectural Consultant review.
    - Examples: Full kitchen remodeling, full bath remodeling, hard surface flooring, etc.
- ***Category C***
  - Complex projects (involving Structural and/or MEP improvements) or project involving the taking of Association space; Architectural Consultant review and Association Attorney may be involved.

ATYPICAL CONSTRUCTINO PROJECTS

- ***Structural***
  - Full information (location, size, weight, etc.) and IL Structural Engineer's calculations required.
    - Examples: Coring, large safes or tubs, stone slabs or terrazzo flooring, and stone slabs on walls.
- ***Mechanical***
  - Full information (equipment, duct sizes, etc.) and potentially a Mechanical Engineer's review.
    - Examples: Additional or replacement of FCU, common ductwork modifications, large wine storage cooling equipment, new vents/flues.
- ***Electrical***
  - Full information (equipment, loading, etc.) and potentially an Electrical Engineer's review.
    - Examples: Panel relocations and/or additions, heat wiring, and antennas.

CONSTRUCTION CONTROL STRATEGIES

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- ***Construction Observation***
  - Typically provided by the Building Engineer. However, many Building Engineers want to avoid conflict and many buildings do not have qualified personnel.
  - If necessary, retain our firm to provide services not being provided by the Association
- ***Unforeseen Field Conditions***
  - Document any atypical hidden conditions and areas of concern.
  - If necessary, retain our firm to document the conditions and assist in determining the repair method and party responsible for the additional work.
- ***Changes & Design Revisions***
  - Anticipate that some Unit Owners will request approval for changes/revisions during construction.
  - Typically, these are due to price overruns, incomplete original design drawings, and unforeseen field conditions
  - Document any changes/revisions and (if necessary) have our firm provide another review.

TYPICAL UNIT OWNER ISSUES OF CONTENTION

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- ***Permits***
  - If required by the City, we recommend that Contractors be required to obtain a Permit prior to construction.
  - In general, Contractors are not concerned about obtaining a Permit, it's the City Inspection delays that concern Contractors and Unit Owners.
- ***Quality***
  - If possible, recommend that Unit Owners use qualified Contractors familiar with high rise construction; this lessens the risk of damage to the building
- ***Unanticipated Costs***
  - In general, new Unit Owners obtain Contractor's proposals before our review are provided and all of the existing hidden conditions are known. It is not unusual for some unanticipated additional costs to arise early in a project.
  - Most Unit Owners are prepared for this, but many (especially first time homeowners) are not.

PROJECT CLOSE-OUT RECOMMENDATIONS

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- ***Hidden Valves & Equipment***
  - Have the Contractor provide a sketch of all access panel locations.
  - In an emergency, Building Maintenance will need this information to shut off hidden valves and equipment should the Unit Owner be out of town.
- **Maintenance Manuals**
  - Have the Contractor and/or Unit Owner provide a copy of all equipment and fixture maintenance manuals in a readily accessible location known to Building Maintenance.
  - If the Unit Owner is out of town, Building Maintenance may need access to this information.

WHEN DO I NEED A BUILDING PERMIT?

Disclaimer: This list is indicative only and non-exhaustive. For more information, go to www.cityofchicago.org/buildings

Types of Projects That Require Permits

- Additions – room, upper floor, expansion to next unit
- Attic – finish, renovate
- Basement – finish, renovate
- Boiler – install, replace
- Carport – install, replace
- Chimneys – replace, erect
- Conversion of units – single to multiple, or multiple to single
- Deck – build, replace
- Demolition – garage, home, building
- Driveways – installation
- Electrical system – alteration, expansion
- Fence – taller than 5 feet, may not exceed 6 feet. ***For Landmark buildings only****, a permit is needed for any solid fence of any height visible from a public street*
- Furnace – install, replace
- Garage – build attached, detached
- Gut rehab – complete modernization
- Hot Water Heater – install, replace
- Masonry – replace, install face brick
- Natural light and ventilation – skylight
- New Construction – homes, high-rise, retail, business
- Plumbing system – construct, alteration
- Porch – build, replace, enclose, renovate
- Security alarm – install
- Siding replacement – ***For Landmark buildings only***
- Roof – slope less than 5-in-12
- Ventilation system – mechanical, supply
- Windows and exterior doors – ***For Landmark buildings only***

A building permit is NOT required for the following repair or replacement work:

- Interior finishes such as carpet, hardwood flooring, tile, paint and wallpaper
- Interior non-fire rated ceiling tiles (excluding grid)
- Cabinetry and furniture without electrical and plumbing connections
- In-kind replacement of non-fire rated interior doors
- At grade non-combustible walkways and patios
- Fences max. 5’-0” high on private property (excludes landmark buildings and landmark districts)
- Vinyl, aluminum, wood, EIFS or other similar nonstructural exterior finishes on all one story buildings except hazardous occupancy (excludes landmark buildings and landmark districts)
- Temporary tents max. 400 sq. ft. that comply with all zoning and construction type setback requirements and are not less than 2 feet from all property lines and not less than 6 feet from all residential buildings and erected for not more than 60 consecutive days

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- Infrastructure Improvements
- Facade Improvements

ENGINEERING AND EXISTING CONDITIONS REPORTS

- General Property Examinations
- Facade Examinations
- Unit Owner Questionnaires
- Mechanical, Electrical, and Plumbing Systems Evaluations
- Conveyance System Evaluations (Elevators)
- Curtainwall (Engineered Exterior Skin) Evaluations
- Life-Safety Evaluations

RESERVE STUDIES

- Estimating Services
- Expense and Funding Analysis
- Reserve Option Studies

GREEN SERVICES

- LEED Consulting & Design
- Green Reserve Studies
- Green Site Planning
- Large Scale Winterization Improvements
- Energy Audits

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