



Reviewing Firm:

Project Name:
 Project Address:
 Application Number:

| | Date | Reviewer |
|---------------------|------|----------|
| Initial Review: | | |
| 1st Review Meeting: | | |
| 2nd Review Meeting: | | |
| COMPLIES? | YES | NO |

STRUCTURAL CHECKLIST

| | Hansen Code No. | Auto Corr. | Code Section | Description | Status | Comment | Critical | Not critical |
|--------------------------|-----------------|------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|----------|--------------|
| <input type="checkbox"/> | | | | Provide three (3) sets of bound structural drawings in compliance with CBC Section 1(13-40-030) that include foundation plan, framing plans, details and notes. | | | | |
| <input type="checkbox"/> | | | | Submit structural drawings that are originally stamped, signed and dated by an Illinois Licensed Architect or Structural Engineer. All submittal sets shall be originally stamped on every sheet and signed on the cover sheet by the Illinois Licensed Architect or Structural Engineer of Record listed on the Permit Application. | | | | |
| <input type="checkbox"/> | | | | Provide architectural and/or demolition drawings that further define the scope of work. | | | | |
| <input type="checkbox"/> | | | | The scope of work shown on the drawings is inconsistent with that described on the permit application. Clarify the scope of work. | | | | |
| <input type="checkbox"/> | | | | Submit (1) copy of the complete structural calculations that are originally stamped, signed and dated by an Illinois Licensed Architect or Structural Engineer. | | | | |
| <input type="checkbox"/> | | | | Submit calculations for tent structures and canopies that demonstrate compliance with the wind resistance requirements of CBC Section 16(13-52). (Calculations must be submitted for tent structures of over 4,000 square feet or spans in excess of 30'-0".) | | | | |
| <input type="checkbox"/> | | | | Provide foundation plan, foundation details and structural notes. | | | | |



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| <input type="checkbox"/> | | | | For Foundation Only Permit, include floor and roof framing plans, mark the drawings "For Reference Only". | | | | |
| <input type="checkbox"/> | | | | For Superstructure Permit, provide a copy of the "Foundation Only Permit" drawings for reference. Mark the drawings "For Reference Only." | | | | |

PLAN INFORMATION

Design Loads

| | | | Code Section | Description | Status | Comment | Critical | Not Critical |
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| <input type="checkbox"/> | | | 16[13-52-020, 030, 090 and 220] | List design live loads on the drawings as per CBC Sections 16(13-52-020), 16(13-52-030), 16(13-52-090), and 16(13-52-220), include; all floor & roof live loads, snow drift – include snow drift diagrams, wind loads, special loads, partition loads, equipment weights - show outline of units on the framing plans, as applicable. | | | | |
| <input type="checkbox"/> | | | 34[13-196-040] | Reduction in floor live loading is to comply with CBC Chapter 34(13-196-040). | | | | |
| <input type="checkbox"/> | | | 16[13-52-120] | Include partition loads as per CBC Section 16(32-52-120). | | | | |
| <input type="checkbox"/> | | | 16[13-52-180] | Special gravity loads are to comply with CBC Section 16(13-52-180). | | | | |
| <input type="checkbox"/> | | | 16[13-52-020] | Design loads that are not provided in the CBC shall comply with the resource documents listed in CBC Section 16(13-52-020). | | | | |



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| <input type="checkbox"/> | | | | Where equipment loads exceed 250 lbs, show the units on the drawing with the weights and dimensions. | | | | |
| <input type="checkbox"/> | | | 33(13-124-180)c | Design live loads for walkways and temporary sidewalks shall comply with CBC Section 33(13-124-180)c. | | | | |
| <input type="checkbox"/> | | | 16(13-52-280) | Include roof snow loads that comply with CBC Section 16(13-52-280). | | | | |
| <input type="checkbox"/> | | | | Provide roof snow load drift diagrams. | | | | |
| <input type="checkbox"/> | | | 16[13-52-310] | Design wind pressures are to comply with CBC Section 16(13-52-310). | | | | |
| <input type="checkbox"/> | | | 16[13-52-310] | Design wind loads on antenna towers are to comply with the provisions of CBC Section 16(13-52-310)f and EIA-TIA 222- | | | | |
| <input type="checkbox"/> | | | 4(13-96-150) | Wind loads on fences shall comply with CBC Section 4(13-96-150). | | | | |

DESIGN STANDARDS

Structural Materials

| | | | Code Section | Description | Status | Comment | Critical | Not Critical |
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| <input type="checkbox"/> | | | 17[13-120-070] | List material specifications, standards, grades, etc., required for the proper identification of all structural materials on the drawings, as per CBC Section 17(13-120-070). | | | | |
| <input type="checkbox"/> | | | 17(13-120-070 and 140) | Materials, Structural assemblies and workmanship shall be tested in accordance with CBC Sections 17(13-120-080) through 17(13-120-140). | | | | |
| <input type="checkbox"/> | | | | Add a note requiring submittal of shop drawings to the | | | | |



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| <input type="checkbox"/> | | | | Professional of Record for review of pre-fabricated items. | | | | |
| <input type="checkbox"/> | | | 21(13-140) | Concrete materials and design are to comply with CBC Chapter 19(13-136). | | | | |
| <input type="checkbox"/> | | | 21(13-140) | Masonry materials and design are to comply with CBC Chapter 21(13-140). | | | | |



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| <input type="checkbox"/> | | | 22(13-148) | Steel and metal materials and design are to comply with CBC Chapter 22(13-148). | | | | |
| <input type="checkbox"/> | | | 22(13-148-100) | Steel joist design and construction to comply with CBC Section 22(13-148-100). | | | | |
| <input type="checkbox"/> | | | 22(13-148-020) | Cold formed steel design and construction to comply with CBC Section 22(13-148-020). | | | | |
| <input type="checkbox"/> | | | 17(13-120-160) | Welded construction is to comply with CBC Section 17(13-120-160). | | | | |
| <input type="checkbox"/> | | | 23(13-144) | Wood materials and design are to comply with CBC Chapter 23(13-144). | | | | |
| <input type="checkbox"/> | | | 4(13-96) | Miscellaneous structures shall comply with the requirements of CBC Chapter 4(13-96). | | | | |
| <input type="checkbox"/> | | | 33(13-124-210) | Material and personnel hoists are to comply with CBC Section 33(13-124-210). | | | | |

Structural Design

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| <input type="checkbox"/> | | | 16(13-52-310)f | One third (1/3) increase in allowable stress is not applicable for structures listed in CBC Section 16(13-52-310)f. | | | | |
| <input type="checkbox"/> | | | | Provide hand calculations to verify all computer generated analyses and/or designs. Include key plans as well as input and output summaries. | | | | |
| <input type="checkbox"/> | | | | Add a note on the drawings requiring submittal of shop | | | | |



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| <input type="checkbox"/> | | | 16(13-52-310)f | drawings to the professional of record for review of all pre-fabricated items. Antenna towers are to comply with the provisions of CBC Section 16(13-52-310)f and EIA-TIA 222-F. | | | | |
| <input type="checkbox"/> | | | 16(13-52-190) | Obtain floor load placards for mercantile, industrial, storage and/or technology center uses as per CBC Section 16(13-52-190). Provide separate load placard applications and calculations for each location in the building. | | | | |

Foundation

| | | | Code Section | Description | Status | Comment | Critical | Not Critical |
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| <input type="checkbox"/> | | | 18(13-132-040) | Submit a soil investigation (geotechnical) report as per CBC Section 18(13-132-040). | | | | |
| <input type="checkbox"/> | | | 18(13-132-020) | Soil borings and testing shall comply with CBC Section 18(13-132-020). List the allowable soil bearing capacity on the drawings. Add the note "Bearing values shall be field verified by a qualified testing agency." | | | | |
| <input type="checkbox"/> | | | | Submit bearing capacity and estimated settlement calculations. Use only generally accepted procedures and tables. Cite methods used in the calculations. | | | | |
| <input type="checkbox"/> | | | 18(13-132-100) | The depth of the footings shall comply with CBC Section | | | | |



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| <input type="checkbox"/> | | | | 18(13-132-100). Footings shall be carried to a depth of at least 3'-6" below adjoining ground surface to eliminate structural damage due to frost action. | | | | |
| <input type="checkbox"/> | | | 32(13-128-090) | Obtain Department of Transportation (CDOT) approval for excavations or foundation penetrations deeper than 12 feet below grade. | | | | |
| <input type="checkbox"/> | | | 33(13-124-390 and 400) | Projections or encroachments upon the public way are to comply with CBC Section 32(13-128-090). Comply with the Excavation Ordinances as per CBC Section 33(13-124-390) and 33(13-124-400).. | | | | |

EXTERIOR WALLS

| | | | Code Section | Description | Status | Comment | Critical | Not Critical |
|--------------------------|--|--|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------|----------|--------------|
| <input type="checkbox"/> | | | 34(13-196-036) | Provide one (1) copy of an exterior wall and enclosure report for buildings six (6) stories or more than eighty (80) feet in height as per CBC Section 34(13-196-036). | | | | |
| <input type="checkbox"/> | | | | Submit a copy of the "Annual Inspection Report" that has been preformed in the last 12 months. | | | | |

REQUIREMENTS FOR EXISTING STRUCTURES

| | | | Code Section | Description | Status | Comment | Critical | Not Critical |
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| <input type="checkbox"/> | | | 34[13-196-030] | | | | | |



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| | | | Submit a structural stability report that addresses the scope of the repairs indicated on the drawings. Include the cause(s) of damage/deterioration and recommendations. Provide photographs, diagrams, sketches, key plans, narrative and general building background including approximate age, construction materials, etc. as necessary to fully describe the nature and extent of the damage/deterioration to the structure. The report must be properly bound and sealed. If photos are reproduced, they must be in color and must be clear and legible. Comply with CBC Section 34(13-196-030). | | | | |



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| <input type="checkbox"/> | | | | Provide relevant existing structure information on the new drawings. Clearly identify existing foundation, floor, roof, wall, connection and other structural component information (types, sizes, materials, grades, spacing, spans, bases, heights, etc.) to be incorporated into the new structural system on the drawings. Identify the source of the existing information on the drawings and submit the supporting documentation (either the original permit drawings or a field survey report sealed by the Professional of Record) marked "For Reference Only." | | | | |
| <input type="checkbox"/> | | | 34[13-200-250] & 16[13-52-050] | Additions to existing buildings shall not result in structural loads being imposed on the existing structure that will result in stresses that are in excess of that that would be permitted for the new construction as per CBC Section 34(13-200-250). All portions of an existing building affected by enlargement or alteration shall be strengthened so that all loads will be supported in compliance with CBC Section 16(13-52-050). | | | | |
| <input type="checkbox"/> | | | 33[13-124-200] | No change in occupancy shall impose structural loads exceeding those permitted for new construction as per CBC Section 34(13-200-140). | | | | |
| <input type="checkbox"/> | | | 34[13-200-250] | Anchorage of remaining party walls prior to demolition shall comply with CBC Section 33(13-124-200). | | | | |
| <input type="checkbox"/> | | | 4[13-96-860] | Unsafe structures shall be brought into safe condition without delay as per CBC Section 4(13-96-860). | | | | |
| <input type="checkbox"/> | | | 34[13-196-037] | Unsafe exterior walls shall be brought into a safe condition in | | | | |



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| | | | a timely manner as per CBC Section 34(13-196-037). | | | | |



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| <input type="checkbox"/> | | | 34[13-196-033 to 036] | Maintenance of exterior walls (facades) shall comply with the requirements of CBC Sections 34(13-196-033 to 036). | | | | |

Revisions

| | Code Section | Description | Status | Comment | Critical | Not Critical |
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| <input type="checkbox"/> | | Each revision must be “bubbled”, keyed with a revision number, dated and initialed by the Professional of Record or person authorized by that professional with an attached signed and sealed letter. (All plan changes must be permanent and in black ink.) | | | | |
| <input type="checkbox"/> | | The corrections listed are based upon the CBC and must be addressed before the structural portion of the submittal can be approved. Resubmit the corrected structural drawings and calculations. Provide an executive summary that addresses each correction listed. | | | | |
| <input type="checkbox"/> | | The structural drawings and/or details are incomplete. Complete the drawings and/or details and resubmit. | | | | |
| <input type="checkbox"/> | | The information submitted is insufficient for review. After complete information is submitted, additional corrections may be required. | | | | |
| <input type="checkbox"/> | | The corrections listed from the previous review have not been addressed. Address all of the corrections. | | | | |
| <input type="checkbox"/> | | Other plan correction comments. | | | | |
| <input type="checkbox"/> | | Other calculation correction comments. | | | | |



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Comments

- 1.)
- 2.)
- 3.)

V 8.29.06



Reviewing Firm: [REDACTED]

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HOW TO COMPLETE THE CHECKLIST

| Plan Sheet No. | Code Section | Description | Status | Comment | Critical | Not critical |
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| | | | | | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--|--|
| ■ | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | | |
|----------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--|--|

Comments

- 1.) [REDACTED]
- 2.)
- 3.)

Top of the checklist

Fill out: Project Name
 Project Address
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 Initial Review: (Date the review is performed and initials of the reviewer.)

The "1st Review Meeting" and "2nd Review Meeting" will be filled out by hand at each review meeting.
 "COMPLIES?": "YES" will be circled when all items on the checklist are compliant.

Body of the checklist

Check only lines where there is an issue of code compliance.
Plan Sheet No. : (List the plan sheet where the code issue needs to be addressed. If several sheets, list all sheets or the range of sheets.)
Code Section: (The Code that the item references.)
Status: Leave blank until the first review meeting. After discussing the non-compliant issue with the Design Team, the progress of the issue will be marked with a "C" for Complies or "NTC" for Needs to comply. Additional notes may be used to create an Outstanding Issues list for the next meeting.
Comments: The comment needs to be detailed and the exact plan sheet must be referenced. If your comment does not fit within cell please reference the end of the checklist with "See comment #1".

The column "**Critical**" or "**Not Critical**" will be left blank.

Comments:

Enter comments that can not fit within the cell here.