

Safety is the top priority of the Chicago Department of Buildings in our mission to enhance the quality of life and vitality of every neighborhood through enforcement of the Chicago Construction Code, permitting, and trade licensing. Transparency and accessibility are fundamental to our core responsibilities, and this guide serves as a manual to enhance those efforts. Using this guide, users can access reports from our improved ProjectDox system that provides real-time application tracking and vital information to understand enforcement status and project progress at any property.



Before you begin:

- ✓ Stable internet connection
- ✓ Property Address
- ✓ Optional: Permit Number

1 ACCESS CITY OF CHICAGO WEBSITE

Go to: www.cityofchicago.org

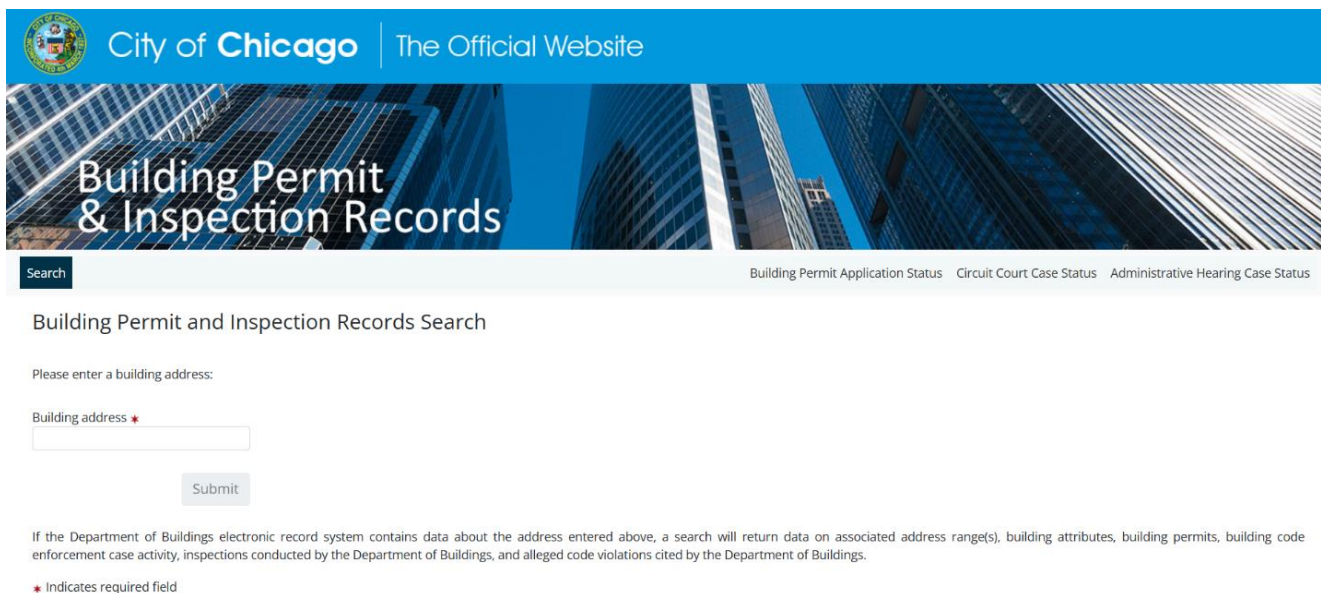
- Click “GOVERNMENT,” then scroll down to “BUILDINGS” located under Departments.
- Once you arrive at the Department of Buildings homepage, also found directly at www.chicago.gov/buildings, click “Records and Data” and click the drop-down arrow.

No account or login required for public searches!

2 NAVIGATING THE DEPARTMENT OF BUILDING HOMEPAGE

- Click “Building Permit & Inspection Records” then scroll down to “Get Started Online.”
- Read the Building Permit and Inspection Records User Agreement and click “I accept the terms of this license” then submit.

Getting started online will open a new tab to take you to the records search pictured below.



The screenshot shows the City of Chicago's official website header with the text "City of Chicago | The Official Website". Below the header is a large banner image of skyscrapers with the text "Building Permit & Inspection Records". Under the banner is a search bar with the placeholder text "Please enter a building address:". To the right of the search bar are three links: "Building Permit Application Status", "Circuit Court Case Status", and "Administrative Hearing Case Status". Below the search bar is a "Submit" button. At the bottom of the page, there is a disclaimer: "If the Department of Buildings electronic record system contains data about the address entered above, a search will return data on associated address range(s), building attributes, building permits, building code enforcement case activity, inspections conducted by the Department of Buildings, and alleged code violations cited by the Department of Buildings." and a note: "★ Indicates required field".

3 NAVIGATING THE BUILDING PERMIT & INSPECTION RECORDS WEBSITE

- Insert addresses using standard postal abbreviations without periods for directionals and street types. *Example. 1234 S Building Ave, not 1234 South State Street nor 1234 S. State St.*
- Select “Submit.”
- Within the “Results” page users will see the following sections:
 - > Input Address
 - > Range Address for multi-story buildings
 - > Building Attributes: stories, porch, basement, lot length x width, etc.
 - > Building Permit(s) with permit number, date issued, and the description of work
 - > Building Code Enforcement Case Activity: case number and type*
 - > Inspections: inspection number, date, status, and inspection type description
 - > Alleged Code Violations: type, code citation, and violation details

***The code violation numbers include letters that correspond with DOB Bureaus.**

City of Chicago | The Official Website

Building Permit & Inspection Records

Search **Results** Building Permit Application Status Circuit Court Case Status Administrative Hearing Case Status

Building Permit and Inspection Records

Disclaimer
The information presented on this website is informational only and does not necessarily reflect the current condition of the building or property. The fact that a permit was issued does not confirm that work was performed, or that work was performed in accordance with that permit and the requirements of the Municipal Code.
Information on inspections and alleged violations reflect conditions found by the inspector at the time of the inspection and not necessarily the current status of those alleged violations or the current condition of the property. The absence of alleged violations on this website does not mean a building or property is in compliance with the requirements of the Municipal Code.
The Department of Buildings may refer certain alleged violations to the City's Department of Law for enforcement proceedings in the Department of Administrative Hearings or the Circuit Court of Cook County. Please contact the [Department of Administrative Hearings](#) or the [Clerk of the Circuit Court](#), respectively to obtain records of these proceedings.

INPUT ADDRESS
4624 S ELLIS AVE

RANGE ADDRESS
4624-4624 S ELLIS AVE CHICAGO IL 60653

BUILDING ATTRIBUTES

BLDG ID	STORIES	BASEMENT	LENGTH	WIDTH	HEIGHT	FLR AREA	CONSTR TYPE	PORCH	LOT WIDTH	LOT LENGTH	DU
441110	11	Y	200	50	0	10000	3B	N	150	250	105

BUILDING PERMITS

PERMIT #	DATE ISSUED	DESCRIPTION OF WORK
----------	-------------	---------------------

4 INSPECTION RECORDS

- Inspection numbers are hyperlinked blue.
- By clicking on the inspection number users will be taken to another tab showing the available detailed code violation records or a red message*
 - > Exhibit A = red message
 - > Exhibit B = detailed inspection record

***Examples are pictured below.**

DEPARTMENT OF BUILDINGS INSPECTIONS

INSP #	INSPECTION DATE	STATUS	TYPE DESCRIPTION
14553490	09/16/2025	PASSED	BOILER ANNUAL INSPECTION
14469924	08/08/2025	FAILED	ANNUAL INSPECTION

EXHIBIT A

Building Permit and Inspection Records

Disclaimer

The information presented on this website is informational only and does not necessarily reflect the current condition of the building or property. The fact that a permit was issued does not confirm that work was performed, or that work was performed in accordance with that permit and the requirements of the Municipal Code.

Information on inspections and alleged violations reflect conditions found by the inspector at the time of the inspection and not necessarily the current status of those alleged violations or the current condition of the property. The absence of alleged violations on this website does not mean a building or property is in compliance with the requirements of the Municipal Code.

The Department of Buildings may refer certain alleged violations to the City's Department of Law for enforcement proceedings in the Department of Administrative Hearings or the Circuit Court of Cook County. Please contact the [Department of Administrative Hearings](#) or the [Clerk of the Circuit Court](#), respectively to obtain records of these proceedings.

ADDRESS: 4624 S ELLIS AVE

There are no Alleged Code Violation records for Inspection 14553490

Print

Close

EXHIBIT B

ADDRESS: 4624 S ELLIS AVE

Search within these results:



Inspection # 14469924

VIOATIONS	BUILDING CODE CITATION	VIOATION DETAILS
EV1110	Failed to maintain electric elevator equipment provided at premises in safe and sound working condition. (13-196-590, 13-196-630(b), 18-30-001)	Repair Emergency phone in Elevator #2(WEST)
EV1110	Failed to maintain electric elevator equipment provided at premises in safe and sound working condition. (13-196-590, 13-196-630(b), 18-30-001)	Perform Category 5 test on #1 Elevator
EV1110	Failed to maintain electric elevator equipment provided at premises in safe and sound working condition. (13-196-590, 13-196-630(b), 18-30-001)	Perform Category 1 Test on Both Elevators
EV1110	Failed to maintain electric elevator equipment provided at premises in safe and sound working condition. (13-196-590, 13-196-630(b), 18-30-001)	Repair Climate Control in Both Machine Rooms

Showing 1 to 4 of 4 entries

Print

Close

5 BUILDING CODE ENFORCEMENT & VIOLATIONS

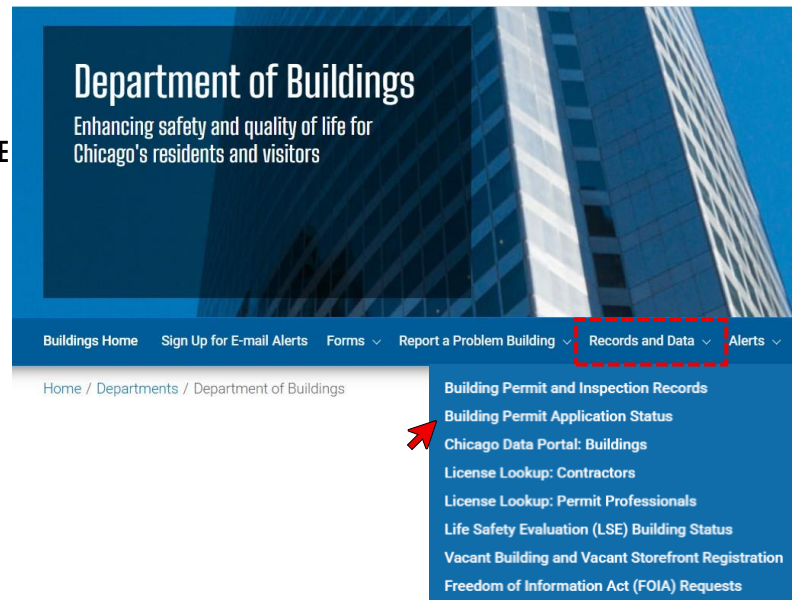
- The code violation numbers include letters that correspond with DOB Bureaus.
- These letters are aligned with our internal system and are not the same as type codes determined in 311 requests.
- All violations marked "FP" are directed to the Chicago Fire Department.

Letters	Corresponding Bureau(s)
EV	Elevator
BR	Boiler
ES	Signs
IR	Iron
PL	Plumbing
RF	Refrigeration
VT	Ventilation
EL	Electrical
FP	Fire Prevention
CN*	Conversation, Demolition, or Public Place of Assembly

*CN could correspond to one of the three bureaus cited, NOT all three simultaneously

6 NAVIGATING THE BUILDING PERMIT APPLICATION STATUS WEBSITE

- Return to the Department of Buildings homepage.
- Using the same “Records & Data” dropdown link click “Building Permit Application Status.”
- Read Building Permit Application Status Terms of Use and click “Accept Terms” then submit.



Getting started online will open a new tab to take you to the application status search pictured below.

A screenshot of the 'Building Permit Application Status Search' page on the Chicago.gov website. The page has a header with the Chicago logo and 'CHICAGO' text, and a 'Select Language' dropdown. Below the header is a navigation bar with 'START HERE', 'SEARCH', and 'HELP' links. The main heading is 'Building Permit Application Status Search'. A note states 'Required fields marked with a *'. Instructions say 'To search for a building permit application, enter either the application number or the address number and first letter of the street name.' There are two input fields: 'Building Permit Application Number *' and 'Address Number *'. Below these is an 'OR' separator and a 'First Letter of Street Name *' dropdown menu. A blue 'Search' button is at the bottom. A footer note mentions that the site provides access to information about building permit applications started during the last 3 years (36 months).

7 BUILDING PERMIT APPLICATION STATUS SEARCH

- Insert the Building Permit Application Number or the Address Number and First Letter of the Street Name. *Example: If looking for the address of 1234 S Building Ave, insert 1234 and select “B”*
- The building permit application number is 9-digit number.
- Within in the results page, users will see the following:
 - > Complete street address
 - > Permit Type
 - > Review Program Type
 - > Application Start Date
 - > Permit issuance Date

***Examples are pictured below.**

Building Permit Application Status

Application Status

[Generate ProjectDox Status Report](#) ¹

Street Address: 7601 S LAWDALE AVE

Application #	Permit Type	Review Program	Application Start Date	Permit Issue Date
101072904	Renovation/Alteration	Standard Plan Review	Monday, August 11, 2025	

Description: SPR 2019 CBRC: COMED CHICAGO SOUTH - EXISTING PARKING LOT REPAVING. NEW PARKING LAYOUT AND REQUIRED LANDSCAPE. NO CHANGE IN EXISTING BUILDING CONSTRUCTION TYPE AND OCCUPANCY (TYPE II-A, B). EXTERIOR WORK ONLY, NO WORK ON THE EXISTING BUILDINGS ON SITE.

Application Review Summary

²
[CSV](#) [Print](#)

Activity Type	Status Date	Status
ZONING REVIEW	09/29/2025	Conditional Approval
LANDSCAPE REVIEW (ZONING)	09/23/2025	Denied
ARCHITECTURAL & FIRE REVIEW	09/10/2025	Approved
Accessibility Review	09/10/2025	Denied
ELECTRICAL REVIEW	08/26/2025	Approved
PRELIMINARY INTAKE REVIEW	08/11/2025	Approved
Zoning Hold (Department of Planning and Development)		
City Debt (Revenue) Review		Incomplete
CIVIL/STORMWATER REVIEW		Incomplete
FINAL DATA REVIEW		Incomplete

Information shown is current as of Monday, October 06, 5:00 PM.

See the [Help](#) page for more information about review statuses.

8 UNDERSTANDING BUILDING PERMIT APPLICATION STATUS RESULTS

- Prior to the permit issuance date, users may generate a ProjectDox Status Report to follow the permit application process.
 - > The report will be downloaded as a PDF onto your device.
 - > Exhibit C is an example of the report.
- Users also have access to the CSV, which is an excel spreadsheet detailing the permit application activity type, date, and status as tracked by City departments.
 - > The spreadsheet will be downloaded onto your device.

EXHIBIT C



Plan-Based Building Permit Application Status Report

101072904 7601 S LAWNDAL AVE

Workflow Started:	8/11/2025
ProjectDox Status:	In Review
Authorized User (Applicant):	CRISTINA PETREA
Design Professional:	CRISTINA PETREA
Assigned PM(s):	Rehan Hussain
Zoning Coordinator(s):	Peter Beran
Description:	SPR 2019 CBRC: COMED CHICAGO SOUTH - EXISTING PARKING LOT REPAVING. NEW PARKING LAYOUT AND REQUIRED LANDSCAPE. NO CHANGE IN EXISTING BUILDING CONSTRUCTION TYPE AND OCCUPANCY (TYPE II-A, B). EXTERIOR WORK ONLY, NO WORK ON THE EXISTING BUILDINGS ON SITE.

Uploaded Files

This section lists the files uploaded by the applicant as part of the permit application.

Folder Name	File Name	Page Count	Sheet Size	File Date	File Version
Accessibility (MOPD)	MOPD Form 101072904.pdf	1	8.5x11	8/19/25	1
City-Issued Documents	7601 S. Lawndale (denial letter).pdf	1	8.5x11	9/23/25	1
	Application for an administrative adjustment.PDF	5	8.5x11	9/23/25	1
Civil	002 C100 GENERAL NOTES 101072904.pdf	1	36x24	8/19/25	1
	004 C200 DEMOLITION PLAN NORTH 101072904.pdf	1	36x24	8/19/25	1