



**DEPARTMENT OF BUILDINGS**  
**CITY OF CHICAGO**

TO: Joe Ferguson, Inspector General  
FROM: Michael Merchant, Commissioner  
DATE: August 22, 2012  
RE: Enforcement of Certificate of Occupancy Requirements

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The Department of Buildings (DOB) recognizes that the enforcement of the certificate of occupancy requirement is an important public safety measure. In response to the Inspector General report regarding the above referenced subject, DOB met with the Department of Innovation and Technology (DOIT) regarding the creation of reports that will be system generated to notify the respective bureaus on day 181 (six months and a day) of all permits that have not had a rough inspection. This will enable the Chief/Supervisor to assign these locations to their respective inspectors to inspect the sites to determine if the work is in progress, if the work never started or if the work has stalled. DOIT is proposing to have this report available to us by October 1, 2012.

In the event the work is in progress, the inspectors will perform the required inspections. If the work has stalled and/or not started the permit will be voided and a notice will be sent to the owner/applicant to let them know the permit is no longer valid pursuant to the terms of the Chicago Building Code.

In addition, DOIT is creating a report of all permits issued 2006 through 2011 that have no permit inspections on record. The purpose of this report is to enable DOB to conduct an audit to determine if the work has been performed, and if so, whether the buildings are occupied. If they are in fact occupied, DOB will then implement the appropriate enforcement action warranted against the developer and/or contractor. DOIT is proposing to have this report available to DOB by October 1, 2012 as well.

As DOB and DOIT start to design the system requirements for Hansen 8 on the inspectional side, we will ensure that triggers are incorporated in the system that will automatically generate notification to the bureaus on day 181 for any permits with no inspectional activity, auto void permits with no inspection and generate a letter to owner/developers/contractors that the permit is no longer valid.

The department is continuing discussions with the Department of Innovation Technology on greater transparency of department data including the development of a searchable website of Certificate of Occupancy. This will be one of the major IT initiatives for our Director of Information Systems upon hiring.

Please let me know if I can provide any further information.