

57-O-02

AN ORDINANCE

**Amending Title 4, Chapter 2
of the Evanston City Code to
Provide for Digital Submission of
Construction Documents**

WHEREAS, the City of Evanston is committed to a thorough and accurate review of all proposed structural development and its effect upon neighborhoods, citizens and visitors; and

WHEREAS, the City Council of Evanston is committed to the accurate collection, maintenance, and archiving of all geographical and structural information within the boundaries of this city; and

WHEREAS, the City of Evanston Graphical Information Systems (GIS) Division serves to collect and maintain this information,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EVANSTON, COOK COUNTY, ILLINOIS:

SECTION 1: That § 4-2-1(C) of the Evanston City Code, 1979, as amended, is further amended as follows:

114.1(A) General: All design for new construction work, alteration, repair, expansion, addition, or modification work involving the practice of professional architecture or engineering, as defined by the professional registration laws of the State of Illinois, shall be prepared by registered professional architects or engineers as licensed by the State of Illinois. All plans, computations, and specifications required for a building permit application for such work shall be prepared by or under the direct supervision of a registered architect or engineer and bear that architect's or engineer's signature and seal in accordance with the State of Illinois statutes and regulations governing the professional registration and certification of architects or engineers. Architects shall sign and seal, in accordance with the state law, all building and remodeling work which involves structural work or new structure.

Exceptions: Decks, exterior stairs, non-habitable detached garages.

114.1(B) Digital Submission of Construction Documents:

1. In addition to the requirement of filing hard copy construction documents, submission of a series of construction/design documents in a computer digital format is required as part of the permitting process prior to the issuance of any Final Certificates of Occupancy pursuant to the guidelines stated immediately below in subsection (B)2 if one or more of the following applies:
 - a. The valuation of the construction project is, in its entirety, greater than \$500,000.
 - b. In the opinion of the Director of Community Development, or his designee, there are significant changes to the physical characteristics of the property or the structures on or around that property to warrant the submission of electronic documents.
2. Digital data shall be submitted according to the following guidelines:
 - a. The digital data submission shall contain the following three document types.
 - i. Site Plan: A plan view, drawn to scale, depicting the project's location and showing at a minimum: property lines, building footprints, building elevation changes, sidewalks, driveways, proximate reference points identifiable within the City of Evanston and any fire lanes.
 - ii. Floor Plans: Interior plan view for each floor, drawn to scale, showing at a minimum: interior walls, exterior walls, doors and any stairs and elevators.
 - iii. Elevation Views: Exterior profile view, drawn to scale, showing at a minimum: height of building sections, main entrance and roofline.
 - b. Data shall be submitted via Compact Disk, 3½" disk, FTP, E-mail or any other media deemed permissible by the Director of Community Development or his designee.
 - c. All digital submissions shall be in a format approved by the manager of the Evanston Geographical Information Systems Division or his designee.
 - d. The data must be a proportionally accurate representation of the construction project, sufficient to fully explain and reproduce the project, with the defined scale clearly represented.

- e. The permit applicant shall resubmit newly updated information pursuant to the above-requirements whenever the applicant or his agent makes corrections or updates to the originally submitted information requiring the resubmission of printed-paper documents.
- 3. Upon request by the party required to submit information in a digital format, or if that party is unwilling or unable to digitally submit information, the Evanston Geographical Information Systems Division will digitally convert paper based submitted documents. The fee for digital conversion shall be \$100.00 for each submitted page equal to or smaller than 11" by 17" paper or smaller, and \$200.00 for each submitted page exceeding 11" by 17".
- 4. Any person who fails to comply with all requirements of this Section shall be subject to denial or revocation of any Temporary or Final Certificates of Occupancy pertaining to the project for which the violation has occurred. Denial or revocation of any Temporary or Final Certificates of Occupancy shall not preclude the City of Evanston from additionally seeking fines, costs and other relief against the applicant by filing a complaint or citation with the Division of Administrative Hearings.

SECTION 2: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

Introduced: June 24, 2002

Adopted: July 8, 2002

Approved: July 9, 2002
Lorraine H. Horton

 Mayor

ATTEST:
Mary P. Morris

 City Clerk

Approved as to form:
[Signature]

 Corporation Counsel

