

PROPERTY ASSESSMENT: SITE DOCUMENTATION

Adapt the generic site plans + building footprints on following pages to fit your building and assist in responding to the Code Compliance checklist.

This template-based site assessment moves from exterior to interior, from inhabited floors to basement level (with anticipated features in the proposed unit in yellow). Generally the site and building footprints are drawn at 1/8"=1' in plan, section, and elevation. The coding, on the list and in the drawings, links to the Compliance Checklist through abbreviated topic name and page number. This is to prompt you to establish locations for elements like basement exits or utility connections and take visual notes on your existing building. After the generic plans, a blank spread with 1/8" grids is provided for sketching additional details. The Compliance Checklist then elaborates on the specific relationships between observed site conditions and Chicago Code requirements.

Element Key, by Code Compliance section:

Z# Z = Zoning – pg 58–63

M# M = Maintenance – pg 64–65

L# L = Loading & Foundations – pg 66–69

W# W = Waterproofing & Slabs – pg 70–71

U# U = Utilities – pg 72–83

S# S = Size & Height – pg 84–85

V# V = Ventilation & Light – pg 86–87

E# E = Egress & Fire Exits – pg 88–89

F# F = Fire Detection & Containment – pg 90–91

ELEMENTS TO DOCUMENT:

Site or lot:

All the following dimensions will be noted on your plat of survey. As you must submit a plat with any permit applications, order a copy for planning purposes.

Z₁

Dimensions:

- width: typical lots range from 25 and 30 to 45 feet in residential areas, with larger sites where parcels have been combined
- depth: typical lots range from 100 and 125 to 175 feet but may vary given diagonal streets and irregular alleys
- Lot location: mid-block, corner or alley abutting location,
- Lot access: street front, alley access, existing curb-cuts or driveways, note all path dimensions and locations

General Building/Open Area Footprints:

Z₂

Exterior building footprint – pull from city maps, plats, or hand measure

- Measurement and location of outdoor elements:
 - E₁** exterior stairways or porch stairs (note: second exit from third story of occupied space is required)
 - Z₃** building offsets from property lines and fences
 - Z₄** parking, decks, patios, porches (general open space) and areaways
 - U₁** visible utility connections on exterior (gas meters) or site drainage systems

Entry/First floor general plan and common spaces

E₂ Hallways and stair measurements

- stairway width and landings width, depth
- railing locations, conditions, height
- individual steps: vertical rise, horizontal run, total count of steps per floor

E₃ common hallway width, height, and clearance minus any doors (when fully opened against the wall)

- placement and condition of units' entry doors along hallways

L₁ Approximate wall placement in first/entry level unit –

- locations, wall thicknesses for considering additional columns or joist repairs in basement
- identify wall materials if possible

M₁ Any existing signs of structural deterioration and surface decay

- uneven trim with gaps at baseboards,
- non-plumb walls and plaster cracks
- discoloration from moisture, mold
- warped boards around areas of thermal expansion, etc.

F₁ Existing smoke detectors (sprinklers if applicable)

Basement level – overall conditions

S₁ Interior dimensions of existing space: width, length, clear height and variations in ceiling height with ductwork, radiators, etc.

L₂ Foundation walls:

- thickness, estimate with measurements at windows
- material(s), location of change to materials in upper floors
- height from floor to ground level

W₁ exterior water or dampproofing – visible just above ground level – & roof drainage

L₃ Additional bearing columns, size, and footing size

- supported girders, size and span

L₄ Ceiling assembly, if visible:

- joist sizes, spans, spacing and signs of deflection
- existing lath/plaster or wallboard coverings

W₂ Condition of existing floor/slab – cracks, joints, settling, slopes, existing floor drains, radon exhaust lines

V₁ Door and window locations, size, and operability

- any connected light wells, their dimensions
- Utility connections and areas

U₂ quick diameter measurements per water, sewage line (+ total fixture counts/line) for estimating capacity

U₃ any exhaust/venting systems and their location – for heating, sewage, radon, etc.

- appliances like heaters, water heaters, electrical breakers, etc. as well as existing pumps or subsoil drainage access

Proposed Unit (hypothetical)

S₂ General interior dimensions/layout and wall locations

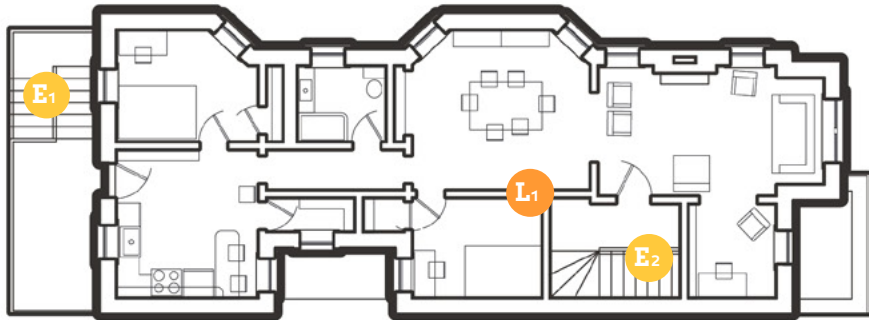
E₄ Zones to be left in common: utility rooms, access to utilities, shared exit and entry paths, other units' storage

V₂ Any new door/window openings

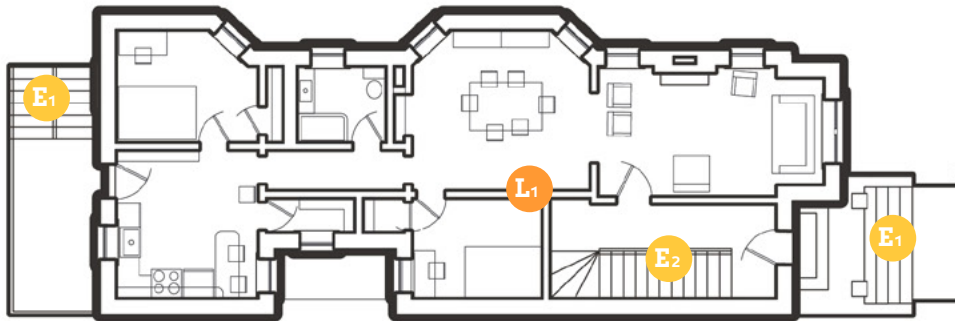
U₄ Anticipated utility or drainage connections for kitchens, baths

property assessment continued

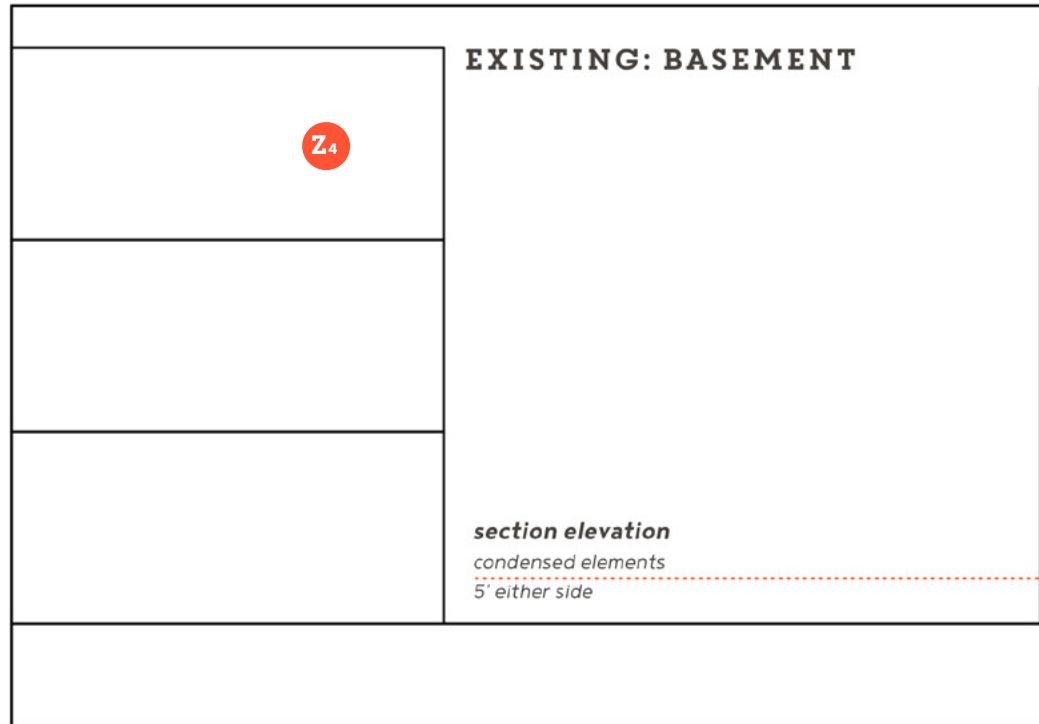
1:16 EXISTING: SECOND FLOOR APT



EXISTING: FIRST FLOOR APT



EXISTING: BASEMENT

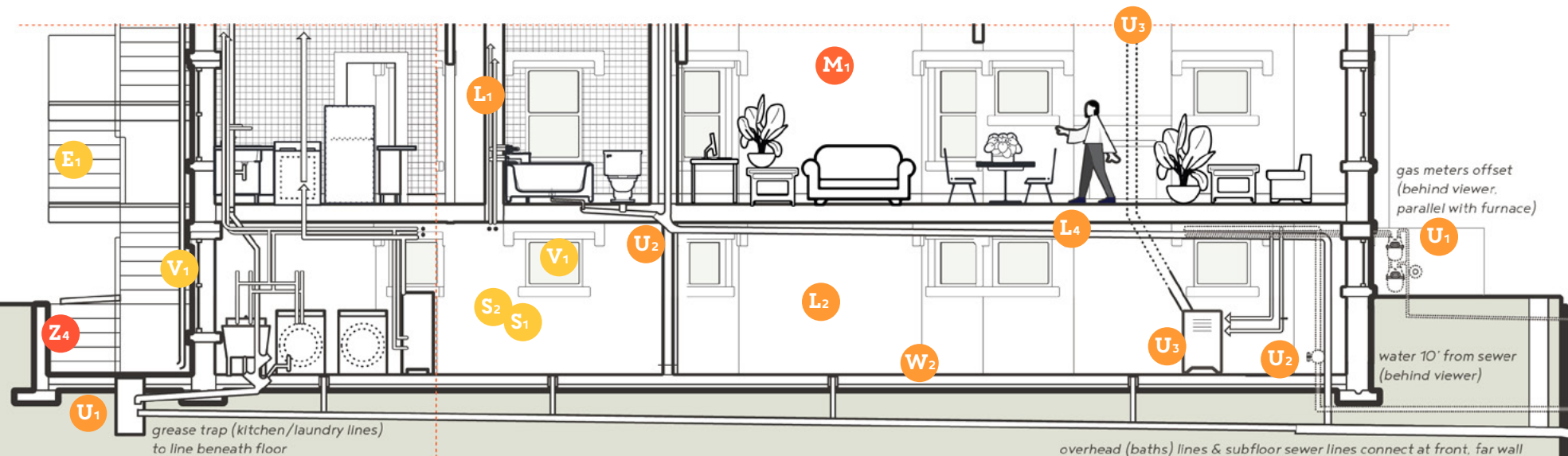
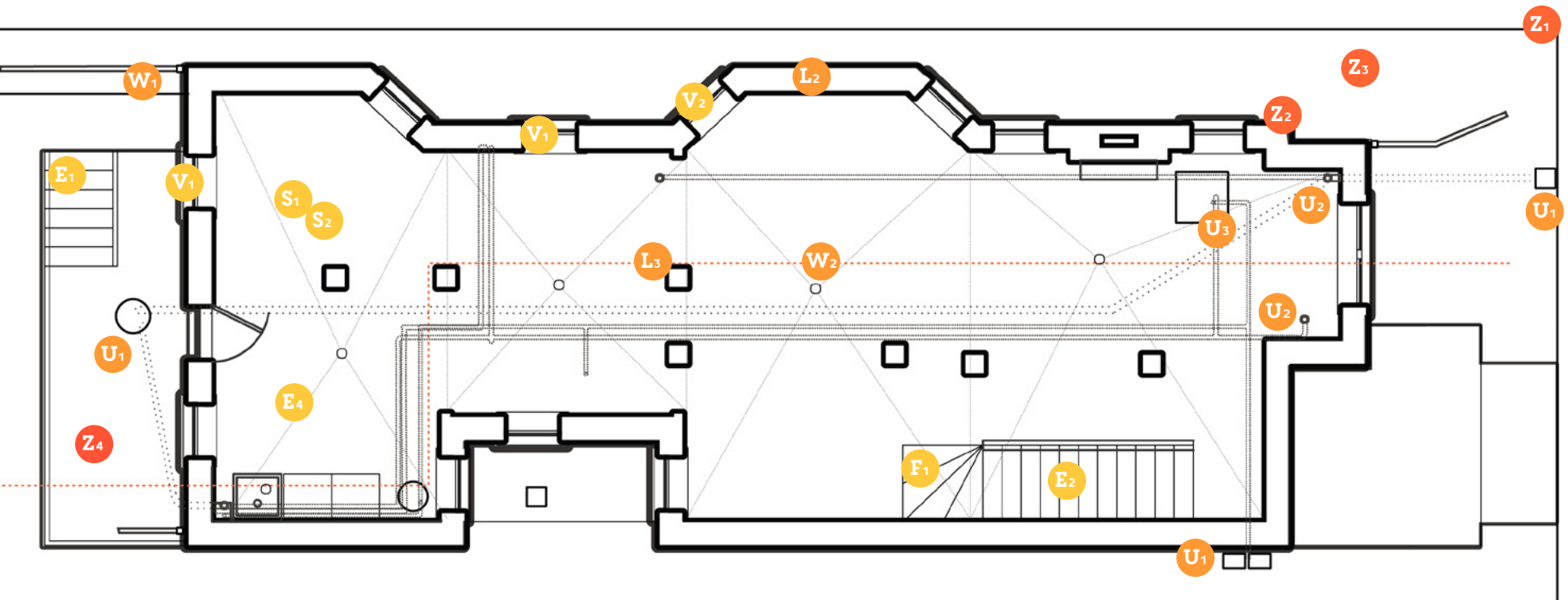


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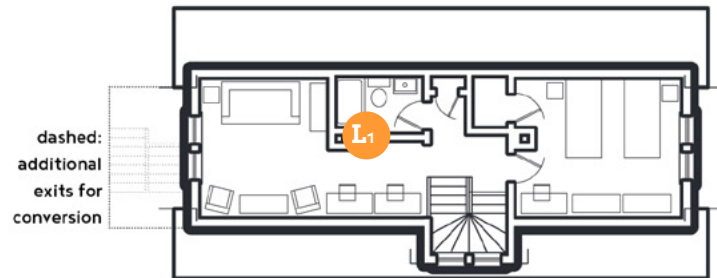
125 X 30 LOT

1:8

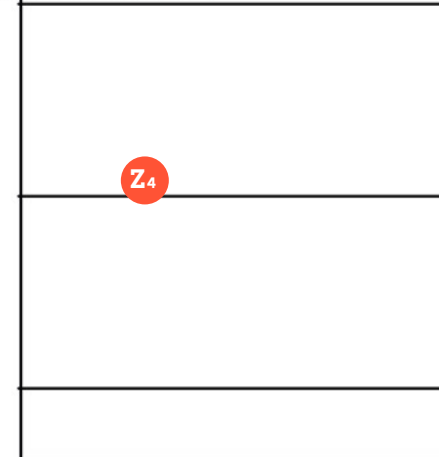


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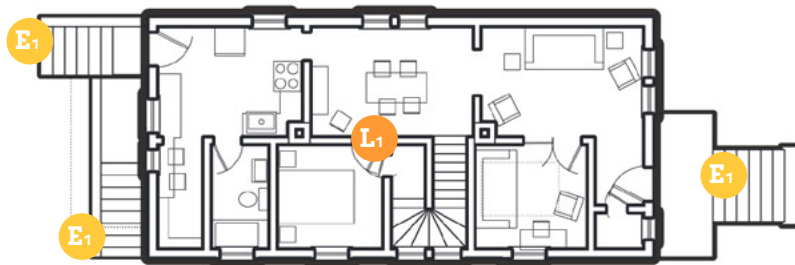
1:16 EXISTING: SECOND FLOOR OF SINGLE-FAMILY HOUSE



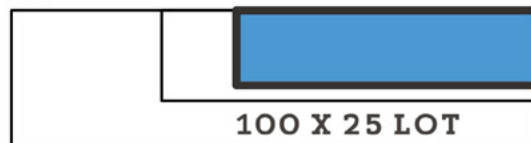
EXISTING: BASEMENT



EXISTING: FIRST FLOOR OF SINGLE-FAMILY HOUSE



1:64

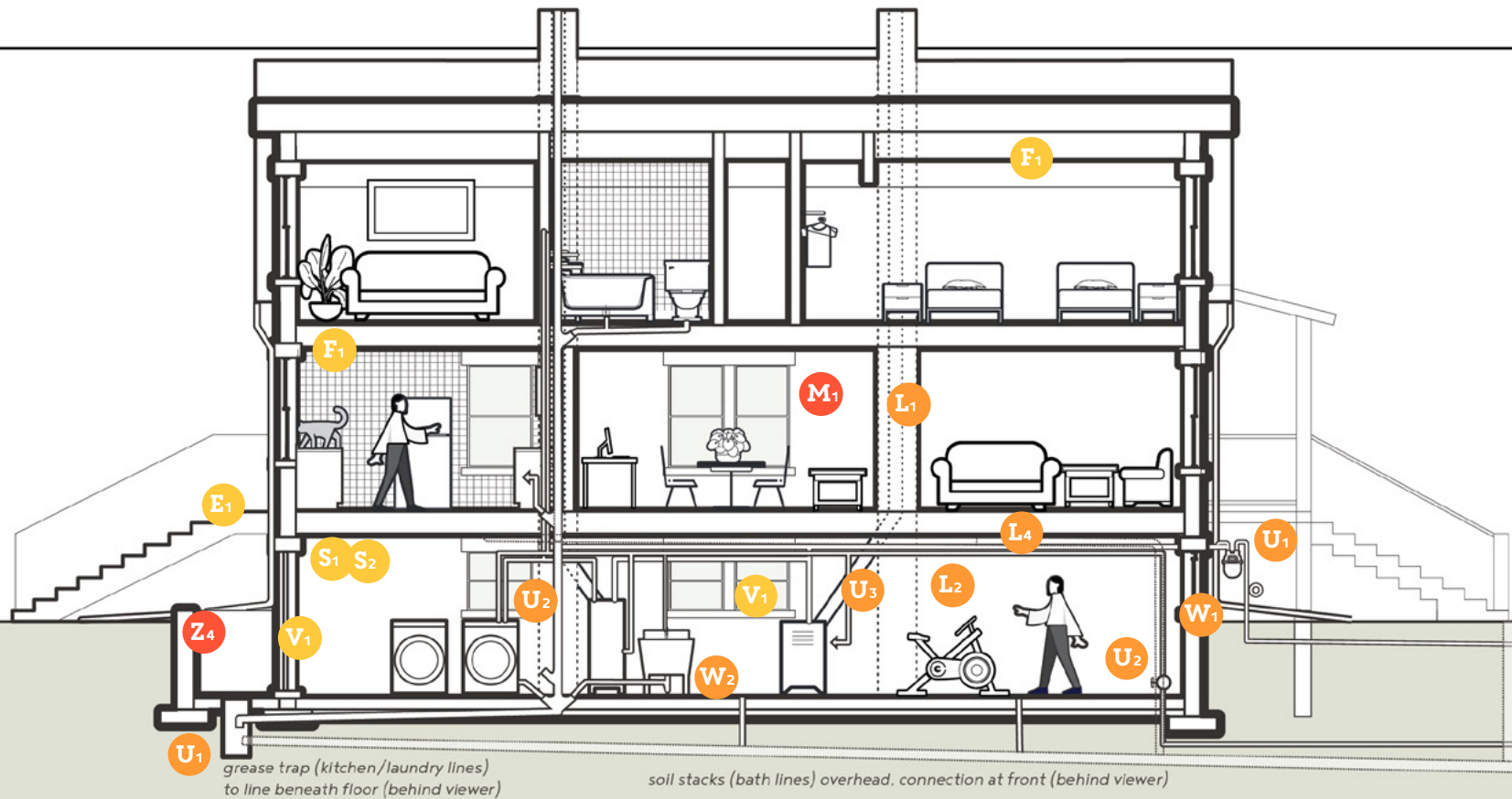
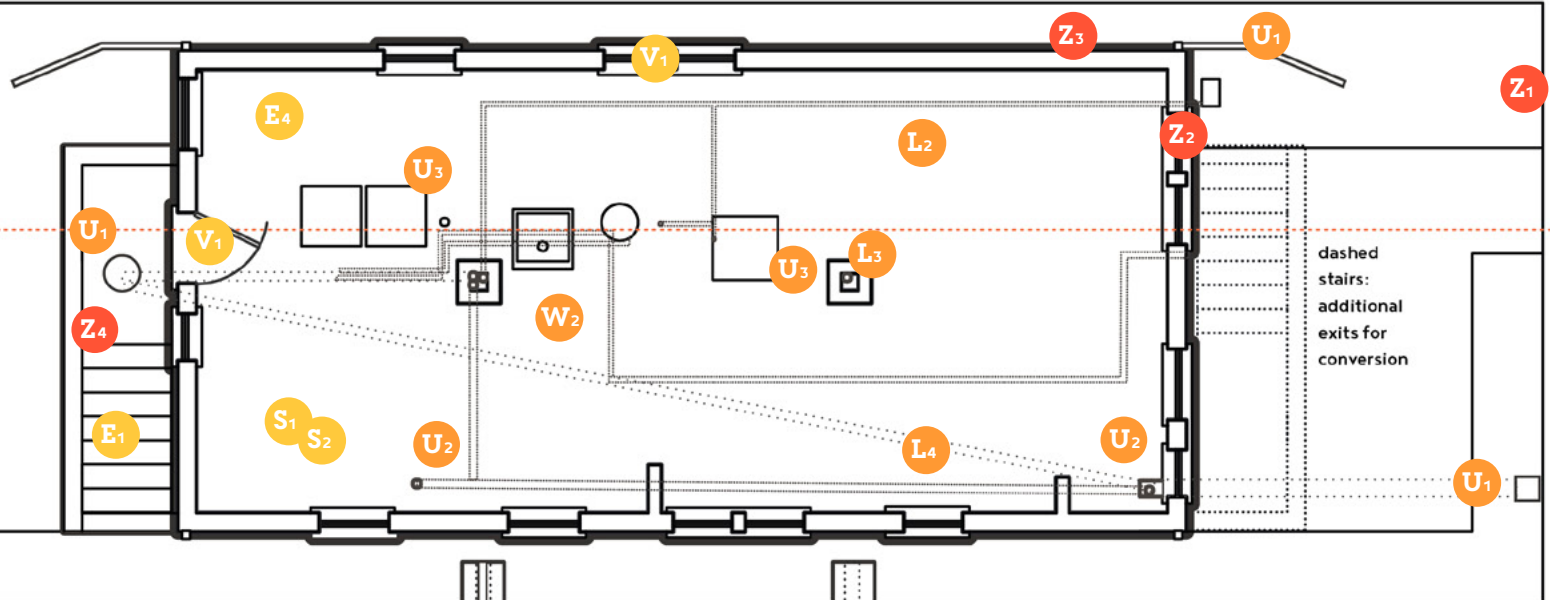


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COTTAGE EXAMPLE
SMALL LOT

1:8

section elevation
condensed elements
5' either side





property assessment continued

