



Rahm Emanuel
Mayor

CITY OF CHICAGO
DEPARTMENT OF HOUSING AND ECONOMIC
DEVELOPMENT

Patricia A. Scudiero
Zoning Administrator

Rebuild Letter Application

Date of Application: _____

Applicant Name: _____

Applicant Address: _____

Property Address
of Rebuild Request: _____

Tax ID / PIN _____

Description of Property:

Type of Building: _____

Number of Residential Units: _____

Location of Residential Units (within structure - i.e. 1st flr / 2nd flr/ basement):

Number of Commercial Spaces: _____

Location of Commercial Spaces: _____

Contact / Return Mail Information:

Please return the completed Rebuild Letter to:

Name: _____

Address: _____

City and State: _____ Zip Code: _____

Contact Phone Number: () _____

Fax Number: () _____

Applicant:

Please be advised that Rebuild Letters must be submitted with copies of either permits issued by the Department of Buildings or a copy of the search request from the Department of Buildings Record Division stating that **“No records are available or No records found.”** The Department of Buildings - Records Division is located at City Hall 121 N. LaSalle Room 1109. Any application submitted without this documentation will be returned to the applicant “unable to process”.

Along with the form and documentation, there is a \$50.00 processing fee. The checks or money orders (no cash) must be made payable to “City of Chicago- Dept. of Revenue”. Please include the property address on the memo portion of the check. Also, please be aware that processing this application takes a *minimum* of 30 business days, not including the date the application was filed, holidays or weekends. The letter of request ***will not be available for any reason prior to the 30 business day review period.*** The application must be legible and a correct return mail address must be provided. Completed letters of request will be mailed to the applicant at the address specified on the application. ***The letters of request will not be available for pick-up by the public.*** If you are requesting the letter be faxed, please provide a contact name, phone number (including area code), and accurate fax number. We are not responsible for “non-receipt of faxed letters”. The fax service is provided as a courtesy and it is based on availability of staff.

You can mail the application to the Department of Housing and Economic Development- 121 N. LaSalle Room 905 - Chicago, IL 60602.

If you have additional questions please contact this office at 312-744-5777.

Respectfully,

Patricia A. Scudiero
Zoning Administrator
City of Chicago
Department of Housing and Economic Development

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