

Architectural Review Application

Does your project have full sets of architectural plans or you were told you needed to go through the “Plan Review Process”?

If you are ready to submit plans please use the following form. Make sure to include the plans, relevant calculations, and Cicero Permit application form. A detailed list of requirements can be found on the Cicero website. If you have any questions, please email CiceroPlanReview@safebuilt.com

Below are some commonly asked plan review questions?

- What do you need to submit?
 - Plans, relevant calculations, Cicero permit application form. Cicero has a list of detailed requirements on their website.
- Do we just email you everything?
 - Yes, simply fill out the Plan submittal form to bring your review
- How long does this take?
 - Turnaround time is typically 2-3 weeks for initial review and 1 week for revisions.
- What do we do when the review is complete?
 - Rejected plans will receive an email with the review comments. It is then up to you to respond accordingly. Once you are ready to respond, please fill out another Plan submittal form
 - Approved plans we will get an email with stamped plans and approval letter. The approved plans will then need to be printed and taken to the Cicero building department. Complete instructions will be provided on the approval letter
- How much does it cost?
 - Review fees are calculated by either square footage or the number of sprinkler heads. Inspections are estimated based on the scope of work. All fee tables are included on the review

letter for your reference. In addition to the SAFEbuilt fees, the Town will also assess their own fees. You pay the total of all SAFEbuilt fees and Cicero fees directly to the Town of Cicero when you go to pick up your permit. You do not pay SAFEbuilt.

- What do I do when my plans are approved?
 - You must provide the Town of Cicero Building Department with:
 - Completed Building Permit Application with all sections completed (contractor list, value of construction, construction description, etc....)
 - Separate Building Permit Application for Fire Suppression, with contracts
 - Separate Building Permit Application for any trades not on the original permit application.
 - Completed Electrical Permit Application and copy of contract(s)
 - Separate Electrical Permit Application for Fire Alarm, with contracts
 - Provide copies of all Contractors and Subcontractors
 - All Contractors and Sub-Contractors must have a valid Town of Cicero Business License. If you submit permit applications from an unlicensed contractor/subcontractor, your application will NOT be processed.
 - Provide 3 printed copies of the Stamped Approved Building Plans