

### **Step 1: Determine if your work requires COA**

Certificates of Appropriateness (COA) are required for all individually designated landmark structures/sites and any structure/site within a historic district. Additionally, property owners can use COA's to properly maintain vintage structures/sites.

Certificates of Appropriateness are only required for exterior changes. Any work requiring a Building Permit will usually also require a COA. Some proposed changes like re-pointing or paint removal may need a COA but not a Building Permit. A COA ensures Chicago Heights historic design guidelines are followed. Building permits ensure structural soundness and safety. There is no fee for the COA.

Examples of work requiring a Certificate of Appropriateness (COA):

- Any construction, alteration, demolition, or removal within a locally designated district or individually designated landmark which (1) requires a building or demolition permit such as building additions, demolishing buildings or moving buildings or (2) affects the exterior architectural appearance of a property.
- Maintenance, such as paint removal and re-pointing, porch repair, window/door repair, masonry repair like walls, chimneys, and foundations.
- Fences, signs, parking areas, driveways, or parking lots
- Removal or replacement of tile or slate roofing material.
- See the COA form at the end of this document for more examples of work requiring a COA.

Examples of work not requiring a Certificate of Appropriateness (COA):

- exterior paint colors
- installation of plant materials
- interior changes (unless they can be seen from the street or sidewalk)

The diagram on the following page shows how to determine if a Certificate of Appropriateness (COA) is required.



### Is a Certificate of Appropriateness Required?

