

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



Cook County Contractor Registration
69 W. Washington, Suite 2830
Chicago, IL 60602-3169
TEL (312) 603-0512
FAX (312) 603-9940
TDD (800) 526-0857

CONTRACTOR REGISTRATION APPLICATION & AFFIDAVIT

The **Owner or Corporate Officer of the company** must apply for initial registration, **IN PERSON**. Submit all questions via email to: cr.bnz@cookcountyil.gov

1. In the case of a firm, corporation, or LLC, bring a copy of the **Articles of Incorporation** or current **Annual Domestic Report** listing the officers, and have your **Federal Employer Identification Number (FEIN)** available.
2. A **Certificate of Insurance** showing a minimum **\$1,000,000 in General Liability**, naming Cook County Building & Zoning 69 W Washington #2830 Chicago, IL 60602, as the Certificate Holder.
3. A notarized **Affidavit of Child Support Obligations** form, completed by the Owner/Officer registering (registrant).
4. A fee of **\$105.00** per trade shall be made payable **by check or money order only**, to: Cook County Collector.

Business Name: _____ (is this a dba? Y/N)

Business Address: _____ city/state/zip _____

Business Phone: main _____ cell _____ fax _____ email _____

Registrant's Name & Phone #: _____

Registrant's Address: _____ city/state/zip _____

FEIN: _____ Permit Number: _____

Check all of the trades you are registering for: (General = Manager, General still needs to register for all trades being performed)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Carpentry | <input type="checkbox"/> Cell Tower Erector | <input type="checkbox"/> Concrete |
| <input type="checkbox"/> Damp Proofing | <input type="checkbox"/> Demolition** | <input type="checkbox"/> Drywall | <input type="checkbox"/> EIFS/Stucco/Plaster |
| <input type="checkbox"/> Elevator/Lift | <input type="checkbox"/> Excavating/Grading | <input type="checkbox"/> Fence | <input type="checkbox"/> General -NO TRADES |
| <input type="checkbox"/> General w/ TRADES | <input type="checkbox"/> In ground Pool | <input type="checkbox"/> HVAC | <input type="checkbox"/> Insulation |
| <input type="checkbox"/> Landscaper | <input type="checkbox"/> Masonry/Brick/Stone | <input type="checkbox"/> Painter | <input type="checkbox"/> Roofing* |
| <input type="checkbox"/> Sign** | <input type="checkbox"/> Shed/Detached Garages | <input type="checkbox"/> Tank (above ground)* | <input type="checkbox"/> Other _____ |

*Must submit proof of current State of Illinois License.

**Will require a Bond

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinances and agrees to fully comply with the same. The applicant also acknowledges that if someone working on a job is not listed correctly on the building permit application, and/or is not properly registered or is not an authorized employee, the building permit may be revoked and the case referred to the Cook County State's Attorney for prosecution, assessment of violation fines and fees and revocation of the contractor registration.

1. I certify that the statements in this application for a Contractor's Registration are true and correct to the best of my knowledge.
2. I also certify that I will abide by all applicable Articles and Provisions as mandated by the International Building Code – 2009 Edition, the International Residential Code – 2009 Edition, the Cook County Zoning Ordinance – 2003 Edition, and the 2012 International Energy Conservation Code.
3. I understand that it is my obligation to secure a building permit and to notify the appropriate inspector(s), in a timely manner, for all applicable inspections. I also understand that upon completion of construction and approval from the inspector(s), it is my obligation to notify the Department of Building and Zoning in order to obtain a Certificate of Compliance (i.e., Completion) and/or Certificate of Occupancy as applicable.
4. I further certify that I am aware of State Statutes prohibiting bribes and will not make any offers or give contributions or gratuities to any employee of the Department of Building and Zoning to influence their action. Any such activity will be referred to the Cook County States Attorney's Office for appropriate action.
5. Finally, I am aware of the **Permit Penalty Fee** of \$420 for single family residence and \$945 for all other construction started without or exceeding departmental permit approval

Please note:

- The building code requires that anytime there is more than one trade on a project, the permit will require a GENERAL CONTRACTOR

Applicant's Signature _____ Date _____