



GENERAL REQUIREMENTS FOR CONSTRUCTION/MAINTENANCE PERMITS

Application Submittal Requirements

1. The CCDOTH Permits Division now requires electronic submissions ONLY for all applications and supporting documents. Applicants that have digital files 25MB or less shall email their submittals to: hwypermits@cookcountyil.gov. Applicants may email larger than 25mb files by way of an information exchange web site link on the email. Title the email subject "**Application, Road Name/s, Owner Name**". If the submittal is too large to email, mail an electronic copy on flash drive or CD/DVD (PDF format) to the address at the top of the page. The application package shall include the following.
 - a. A completed Construction/Maintenance Permit Application. (See Note 2)
 - b. Engineering plans. (See Note 3 and 4)
 - c. Signed copies of the "plat of survey" with legal description
 - d. Specifications, studies and calculations.
2. Construction/Maintenance Permit types include but are not limited to private, commercial, utilities, pipe line and government. The typical Construction/Maintenance Permit Application submittal shall consist of but is not limited to: the 2 page application, the child support affidavit if applicable (The child support is for the owner, not the contractor or the engineer. If the child support is not applicable put the owners company name on the form and check box "d"), the application fee payment receipt with the application fee form (Fee not applicable to Government Agencies).
3. A typical plan submittal shall consist of existing and proposed conditions applicable to the type of work to be done on the permit site and on Cook County Right of Way (ROW). Information on plans should include but is not limited to:
 - a. Size and location of project site.
 - b. Distance of the project site location to the nearest side street intersection in both directions.
 - c. Entrance dimensions and material composition.
 - d. Pipe culvert dimensions and material composition. Proposed pipe culverts shall be reinforced concrete pipe with flared end sections and have a minimum diameter of 15".
 - e. All public and private utilities in the Cook County right of way.
 - f. Cook County road ROW lines with dimension from ROW line to the centerline of the road.
 - g. Roadway configuration and material composition within 300' of the permit site.
 - h. The existing and proposed elevations for the site and adjacent Cook County roadway. Elevations should include but are not limited to: site topography, Cook County ROW pavement, parkway and ditch cross sections and drainage structures (may need drainage structure inverts).
 - i. Drainage retention and detention calculations.
 - j. A traffic study for large commercial access.
4. All permit submittal designs shall be per Federal, State and Local specifications. Plans shall be stamped and signed by a Professional Engineer (PE). There are some exceptions to the PE requirement.

Bond and Insurance Requirements

5. The general contractor shall submit required bond and insurance. See "Bond and Insurance Requirements" (Form 20) link and applicable "Insurance Form Sample" link on Permits website.

Issue Permit Requirements

6. Final plans shall be approved.
7. Contractor bond and insurance shall be submitted and approved.
8. The drafted permit will be sent to the owner/s for signature. The owner/s must acquire all required signatures and return the signed permit to the Permits office.
9. A "Permit for Work Fee Notification" will be sent to the owner for payment. The owner must pay the fee and send a copy of the receipt to the Permits office. Credit Card payment of fee notification is preferable for faster processing. A check will add more time to the permit process.

Questions

10. Should you have any questions please contact the CCDTOH Permit Office at (312) -603-1670 or email hwypermits@cookcountyil.gov