

Office Use Only:	Permit No.:		Opened By:	
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COOK COUNTY HIGHWAY DEPARTMENT PERMIT APPLICATION

Cook County Department of Transportation and Highways Permits Office
 George W. Dunne Cook County Office Building
 69 W. Washington, 24th Floor, Chicago, Illinois 60602

312.603.1670
 312.603.9943

Print clearly or Type all information requested. Incomplete applications will NOT be accepted.

Application Fee:		Fee Receipt #:	
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Owner:

Name: _____
 (Legal Name of Company/Owner) (Contact Name) (Title)

Mailing Address, City, State, Zip: _____

Phone No. _____ Fax No. _____ Email _____

Engineer/Architect: (Primary Firm Assigned to prepare Civil Engineering Plans)

Name: _____
 (Name of Company) (Contact Name) (Title)

Mailing Address, City, State, Zip: _____

Phone No. _____ Fax No. _____ Email _____

General Contractor: (Contractor assigned to oversee all the work requested in this permit)

Name: _____
 (Name of Company) (Contact Name) (Title)

Mailing Address, City, State, Zip: _____

Phone No. _____ Fax No. _____ Email _____

Owner of Existing Water Main: (Required if proposing water connection)

Name: _____
 (Local Govt. Agency/Private (Public) Utility Company Name) (Contact Name) (Title)

Mailing Address, City, State, Zip: _____

Phone No. _____ Fax No. _____ Email _____

Owner of Existing Sanitary Sewer: (Required if proposing sanitary connection)

Name: _____
 (Local Govt. Agency/Private (Public) Utility Company Name) (Contact Name) (Title)

Mailing Address, City, State, Zip: _____

Phone No. _____ Fax No. _____ Email _____

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Project Location: (Complete all information. Print or type clearly.)

Property Address,City,State,Zip: _____

Site City: _____

County Route Name(s): _____

Hwy Section #(s): _____

See Cook County jurisdiction map for County Route Name(s) and Hwy Section #(s). Note, Cook County Jurisdiction Routes are solid red on the jurisdiction Map. [Click Here For Map.](#)

Locations to nearest cross street: _____

Description of Work:

- Within Cook County ROW
- Attach sheet if need room

Proposed Work: (Check all items that apply within Cook County ROW only)

<p>Entrance/Access</p> <input type="checkbox"/> Entrance Commercial New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Residential New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Street New,Modify,Rem and/or Repl <input type="checkbox"/> Entrance Temp Construction, Temp Access <input type="checkbox"/> Curb and Gutter New,Modify, Rem and/or Repl <input type="checkbox"/> Storm Sewer/Pipe Culvert and Appurtenances New, Modify, Rem and/or Repl	<p>Utilities</p> <input type="checkbox"/> Water Main and Appurtenances New, Modify, Rem and/or Repl <input type="checkbox"/> Water Service New, Modify, Rem and/ or Repl <input type="checkbox"/> Sanitary Sewer and Appurtenances New, Modify, Rem and/or Repl <input type="checkbox"/> Sanitary Sewer Force Main and Appurtenances New, Modify, Remand/or Repl <input type="checkbox"/> Sanitary Service New, Modify, Remand/or Repl	<p>Landscaping (Municipal Only)</p> <input type="checkbox"/> Parkway/Median Trees New, Rem and/or Repl <input type="checkbox"/> Parkway/Median Plantings New, Rem and/or Repl	<p>Roadway Improvements</p> <input type="checkbox"/> Roadway Reconstruction <input type="checkbox"/> Roadway Widening <input type="checkbox"/> Roadway Modification
<p>Traffic Control/Signage</p> <input type="checkbox"/> Lane Closure <input type="checkbox"/> Road Closure <input type="checkbox"/> Detour <input type="checkbox"/> Signage Construction <input type="checkbox"/> Signage Permanent New, Modify, Rem and/or Repl <input type="checkbox"/> Pavement Marking New, Modify, Rem and/or Repl <input type="checkbox"/> Reflective Pavement Markers New, Modify, Rem and/or Repl	<p>Utility Companies Only</p> <input type="checkbox"/> Power Pole New, Modify, Rem and/or Repl <input type="checkbox"/> Cable/Fiber New, Modify, Rem and/or Repl <input type="checkbox"/> Cable/Fiber and Conduit New, Modify, Rem and/or Repl <input type="checkbox"/> Gas Main New, Modify, Rem and/or Repl <input type="checkbox"/> Gas Service New, Modify, Rem and/or Repl <input type="checkbox"/> Tree Trimming <input type="checkbox"/> Maintenance Individual <input type="checkbox"/> Maintenance Annual	<p>Landscaping</p> <input type="checkbox"/> Grading/Restoration	<p>Paths/Walks</p> <input type="checkbox"/> Sidewalk New, Modify, Rem and/or Repl <input type="checkbox"/> Bike Paths New, Modify, Rem and/or Repl <input type="checkbox"/> Multiuse Paths New, Modify, Rem and/or Repl
		<p>Signals/Lighting</p> <input type="checkbox"/> Traffic Signal New, Modify, Rem and/or Repl <input type="checkbox"/> Traffic Signal Interconnection New, Modify, Rem and/or Repl <input type="checkbox"/> Flashing Beacon New, Modify, Rem and/or Repl <input type="checkbox"/> Traffic Signal Loops New, Modify, Rem and/or Repl <input type="checkbox"/> Temporary Traffic Signal New, Modify, Rem <input type="checkbox"/> Street Lighting New, Modify, Rem and/ or Repl	<p>Miscellaneous</p> <input type="checkbox"/> Pavement open-cut <input type="checkbox"/> Soil borings <input type="checkbox"/> Monitor wells <input type="checkbox"/> Pavement Cores <input type="checkbox"/> Parade/Festival/Race/Event
			<p>Other</p> <p>1: _____</p> <p>2: _____</p> <p>3: _____</p>

* Parkway Excavation, Pavement Cut and/or Lane Closure are not permitted under Maintenance and Repair permit.

I declare that I have prepared or examined this Application and it is true and correct to the best of my knowledge and belief. I agree to perform all permitted work according to and with all provisions of the Ordinances of the COUNTY OF COOK and any/all local, state and federal statutes and/or codes. I realize that the Highway Department is relying on the information that I have provided in this application in the issuance of the Highway Construction Permit and approval of plans and specifications without variations. The permit issued pursuant to this application shall not be construed to permit any construction upon or within said right of way or use thereof in violation of any provision of any Ordinance of COOK COUNTY or to excuse the owner or the owner's successors and assigns from complying therewith.

NOTICE: THIS APPLICATION FORM IS NOT A PERMIT AND IN NO WAY AUTHORIZES THE APPLICANT OR CONTRACTOR TO CONSTRUCT/PERFORM ANY WORK OR HOLD AN EVENT WITHIN THE COUNTY'S RIGHTS-OF- WAY WITHOUT THE ISSUANCE OF COUNTY HIGHWAY PERMIT.

Owner Name: _____ Date: _____

(Print)

Applicant Name: _____ Date: _____

(Print)



Before filling out the next form “Cook County Affidavit of Child Support Obligations”, please read the following notes.

1. This form is not for contractors or consultants. It is for owners only.
2. If the owner meets the requirements on the form, please have each owner that meets the requirements fill out the form.
3. If the owner is a corporation or a government agency and does not meet individual owner requirements, please type in the company name on the “Last Name” line and check box “D”.
4. All forms need to be notarized.



Cook County Affidavit of Child Support Obligations

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support order before such Applicant is entitled to receive or renew a County Privilege. When Delinquent Child Support exists, the County shall not issue or renew any county Privilege, and may revoke any County Privilege.

“Applicant” means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

“County Privilege” means any business license, including but not limited to liquor dealer’s licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property licenses or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan; and contracts exceeding the value of \$10,000.

“Substantial Owner” means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification that the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

Applicant Information

Last Name: _____ First Name: _____ MI: _____

SS# (last four digits): _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zipcode: _____

Home Phone #: (____) _____ Driver’s License #: _____

Child Support Obligation Information

The undersigned Applicant, being duly sworn on oath or affirmation hereby states that, “To the best of my knowledge”: (place an “X” next to “A”, “B”, “C”, or “D” as is appropriate)

- ___ A. I, the Applicant, has no judicially or administratively ordered child support obligations.
- ___ B. I, the Applicant, has an outstanding judicially or administratively ordered obligation, but is paying it in accordance with the terms of the order.
- ___ C. I, the Applicant, is delinquent in paying judicially or administratively ordered child support obligations.
- ___ D. I, the Applicant, is not a Substantial Owner as defined above.

The undersigned Applicant understands that failure to disclose any judicially or administratively ordered child support debt will be grounds for revoking the privilege.

Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____

_____, Notary Public

Note: The above information is subject to verification prior to the award of the contract.

For Internal Office Use Only: County Privilege Information

County Privilege #: _____ County Department: _____

County Requester Name: _____

County Requester Email: _____ Phone #: _____



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P: 312.603.1670
 F: 312.603.9943
 hwy.permits@cookcountyil.gov

CONSTRUCTION / MAINTENANCE PERMIT APPLICATION FEE INSTRUCTIONS

The Cook County Department of Transportation and Highways, Permit Office requires a non-refundable Construction/Maintenance Permit application fee in order to process a Construction/Maintenance Permit request.

Make your payment as instructed below and place the payment order no. / receipt no. on the top of your Construction / Maintenance Permit Application Form in the space provided in order to further process the permit.

Permit: “App Fee” **Allocation Code:** 4416 **Permit Application Fee:** \$ 100.00

Make a payment as follows: 1. **Credit Card Options**

Online at [Click Here](#) to go to the Permits web site and then go to the bottom of the page and click on the button that says “Please Make an Online Payment”. Select "Highway Construction-Application Fee".

Call (LexisNexis) at (888) 497-8701

The CCDOTH provider ID No. is 80972, Provide Company name, Vendor ID No., Vendor Contact Name, Contact Phone, Contact Fax No., County Highway(s), and Credit Card Information

2. **Cash, Certified Check, or Cashier’s Check**

Make payment in person or by mail. Whichever option is chosen, this form will need to be filled out with one of the above payment options attached.

Address: Cook County Department of Revenue
 118 N. Clark Street, 11th Floor Chicago, Illinois 60602
 (312) 603-6870

Date _____

Name of Owner/Legal name of Company _____

Present Mailing Address _____

Contact Name _____

Contact Phone _____ Contact Fax No. _____

County Route Name(s) _____

Hwy Section #(s) _____

Cook County Jurisdiction Routes are solid red. [Click Here for Map](#)

Location of Site _____

Applicant’s Project No. or Ref. No. _____

After completing payment process, submit Plans and Construction/Maintenance Permit Application with Payment Receipt Number per General Requirements on CCDOTH Permit Division Website.