Conrtactor $20,000 Bond and Insurance A (Individual Permits) Requirements for Cook County Permit

**Bond**

1. Once the permit number is assigned contractor can process and submit bond. The blank bond form is on the Permits Website.

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**COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS PERMIT DIVISION**

$20,000 BOND AND INSURANCE A REQUIREMENTS (INDIVIDUAL PERMITS)

Used for commercial, residential, and government, etc. permits.

**Bond,**

Once the permit number is assigned contractor can process and submit bond. The blank bond form is on the Permits Website. [https://www.cookcountyil.gov/service/construction-permits-online-payment](https://www.cookcountyil.gov/service/construction-permits-online-payment)

A copy of the bond shall be emailed to hwy.permits@cookcountyil.gov before the permit can be issued. The original bond form and attachments shall be mailed to CCDOTH Permits Division.

The bond must be properly executed with the signature of the officers of company and have the company corporate seal. If the contractor is the sole beneficiary, it should be stated on the bond.

Bonds will not be released until the insurance requirements are met.

**Insurance,**

Once the permit number is assigned contractor can process and submit bond. The contractor shall email hwy.permits@cookcountyil.gov the insurance for the specified permit number. In the event the insurance expires or is canceled prior to the completion of the permit project, the permit project will be stopped until the insurance coverage is updated and accepted by CCDOTH Permits Division.

Insurance coverage shall be with insurance companies licensed to do business in the State of Illinois and are subject to approval by the CCDOTH Permits Division.

Contractor and/or insurance companies must notify the CCDOTH Permits Division when there is a change of address, and/or change of insurance company. The permit number must always be on all correspondence.

The current certificate of insurance must remain on file until the CCDOTH Permits Division releases the bond.

If you have any questions, please contact the CCDOTH Permits Division at hwy.permits@cookcountyil.gov.

2020-10 FORM20A.
2. The contractor shall fill out all the fillable boxes on the bond form. The bond shall be properly executed with signature of the officers of the company and the company corporate seal. A copy of the bond shall be emailed to hwy.permits@cookcountyil.gov before the permit can be issued. The original bond form and attachments shall be mailed to CCDOTH Permits Division. Mail to: Cook County Department of Transportation and Highways, Permit Office (24th Floor), 69 West Washington Street, Chicago, IL 60602

The contractor name on the bond should match exactly to the contractor name on the insurance cert or one of the many names the company does business as on the insurance cert.
**Insurance Certification Sample A**

1. The contractor shall follow the insurance requirements in the “Bond and Insurance Requirement Form 20” See Form 20 below.

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**COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS PERMIT DIVISION**

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2020-10 FORM20A.
2. The contractor shall meet the requirements on Insurance Form Sample A. See next page for descriptions. The insurance shall be emailed to hwy.permits@cookcountyil.gov

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**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRMS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<table>
<thead>
<tr>
<th>INSURANCE AGENCY, INC. (PLEASE SUPPLY ADDRESS, TELEPHONE NUMBER &amp; FAX NUMBER)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INSURED</strong></td>
</tr>
<tr>
<td>GENERAL CONTRACTOR (PLEASE SUPPLY ADDRESS, TELEPHONE NUMBER &amp; FAX NUMBER)</td>
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<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>CERTIFICATE NUMBER</th>
<th>REVISION NUMBER</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL LIABILITY</strong></td>
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<td></td>
</tr>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>LIST POLICY NUMBER</td>
<td>DATE</td>
</tr>
<tr>
<td>CLAIMS-MADE</td>
<td>OCCUR</td>
<td></td>
</tr>
<tr>
<td>COMMERCIAL AUTOMOBILE LIABILITY</td>
<td>LIST POLICY NUMBER</td>
<td>DATE</td>
</tr>
<tr>
<td>ANY AUTO</td>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>OCCUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANY AUTO, SCHEDULED AUTO'S ONLY</td>
<td>DATE</td>
<td></td>
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<tr>
<td>OCCUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANY AUTO, NONCOMMISSIONED AUTO'S ONLY</td>
<td>DATE</td>
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<tr>
<td>OCCUR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKERS' COMPENSATION AND EMPLOYER LIABILITY</td>
<td>DATE</td>
<td></td>
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<td>OCCUR</td>
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</tbody>
</table>

**"SAMPLE A"**

<table>
<thead>
<tr>
<th>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Statements:</td>
</tr>
<tr>
<td>COOK COUNTY ADDITIONAL INSURED FOR BOTH GENERAL LIABILITY &amp; AUTO LIABILITY FOR PERMIT #________.</td>
</tr>
<tr>
<td>XCU UNDERGROUND EXPLOSION AND COLLAPSE HAZARD COVERAGE IS INCLUDED IN THE GENERAL LIABILITY.</td>
</tr>
</tbody>
</table>

**CERTIFICATE HOLDER **

Cook County Department of Transportation and Highways 
Permit Office 24th Floor 
69 West Washington Street 
Chicago, Illinois 60602

ACORD 25 (201603) The ACORD name and logo are registered marks of ACORD
**Descriptions**

a. Insurance coverage shall be with insurance companies licensed to do business in the State of Illinois and are subject to approval by the Cook County Department of Transportation and Highways Permit Division. Contractor and/or Insurance Companies shall notify this office when there is a change of address for the Insurance Company, and/or change of Insurance Company.

b. The contractor name on the Insurance shall match exactly to the contractor name on the bond. Contractor shall notify this office when there is a change of address.

c. General Liability: Check appropriate box, list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.

d. Shall state “XCU Underground Explosion and Collapse Hazard coverage is included in the General Liability.” As an alternative this statement can be located in the “Description of Operations/Location/vehicles/Exclusions added by Endorsement/Special Provisions” section.

e. Automobile Liability: Shall have Any Auto checked or three other boxes checked. If a contractor can only check two boxes and the contractor does not own any vehicles they can submit a letter on company letterhead stating they do not own any vehicles to meet the third requirement. In addition list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.

f. Automobile Liability Bodily Injury and Property Damage can be covered in Automobile Liability Combined Single Limit (ea accident) $1,000,000 or Bodily Injury (per incident) $1,000,000 and Property Damage (per incident) $500,000.

g. Workers Compensation and Employer’s Liability: Check appropriate box, list policy number, list effective date, list expiration date and shall meet the minimum limits on the right side of the page.

h. Shall state "Cook County Additional Insured for Both General Liability & Auto Liability for Permit 00-00-0000-C (list actual permit number assigned)" or alternate option "Cook County Additional Insured for Permit 00-00-0000-C (list actual permit number assigned)."

i. Certificate Holder shall be Cook County Department of Transportation and Highways, Permit Office (24th Floor), 69 West Washington Street, Chicago, IL 60602