

**GENERAL REQUIREMENTS
FOR CONSTRUCTION/MAINTENANCE PERMITS
COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS**

IN ORDER TO FACILITATE THE REVIEW OF PLANS FOR PERMITS, THE FOLLOWING INFORMATION IS REQUIRED:

- 1) A completed Construction/Maintenance including utility companies Permit Application form and Permit application fees.
- 2) Five (5) engineering plans showing the size and location of entrance, returns and culverts, along with all pertinent information such as existing entrances of impacted area, roadway configuration and stopping sight distance per American Association of State Highway and Transportation Officials (AASHTO) guideline.
- 3) The location of all existing and proposed utilities in the Cook County right of way, existing right of way lines and roadway configuration (existing & proposed) within 300' of the property.
- 4) The existing and proposed grades and elevations involving drainage and pavement, along with retention and detention calculations.
- 5) Two signed copies of the "plat of survey" with legal description.
- 6) It shall be the responsibility of the general contractor to furnish required bond and insurance before issuance of the final construction permit. The general contractor must furnish a letter on their stationery stating that he/she is the general contractor responsible for all the work requested in this permit. Upon receipt of this letter we will mail the Bond and a Sample of the Certificate of Insurance requirements to them. The bond must be signed and sealed by Bonding Company and the ORIGINAL Executed Bond has to be mailed back to our office.
- 7) Fees are applicable as per current Cook County Ordinance.
- 8) Submit a completely filled Affidavit of Child Support Obligations form.

Should you have any questions please contact the Cook County Department of Transportation and Highways Permit Office at (312) -603-1670 or visit our web site at www.cookcountyil.gov/highway - Permits.

UPON RECEIPT AND **APPROVAL** OF THE FINAL PLANS, A **“PERMIT FOR WORK FEE NOTIFICATION”** WILL BE SENT OR FAXED TO THE OWNER ON RECORD. **“THIS PERMIT FOR WORK FEE NOTIFICATION”** STIPULATES THE PERMIT NUMBER, PERMIT FEE ALLOCATION CODE AND PROCEDURE FOR PAYMENT. SELECT A MODE OF PAYMENT BEST SUITABLE TO YOU AND FOLLOW THE PROCEDURE AS STATED IN THE **“PERMIT FOR WORK FEE NOTIFICATION”**. UPON RECEIPT OF THE PAYMENT AND THE ABOVE INFORMATION, THE REQUIRED APPLICATIONS WILL BE FORWARDED TO THE OWNER FOR SIGNATURE. **A CONSTRUCTION PERMIT WILL BE ISSUED UPON RECEIPT AND APPROVAL OF BOND AND INSURANCE FROM THE CONTRACTOR ALONG WITH PAYMENT RECEIPT FROM THE DEPARTMENT OF REVENUE.**

PLEASE MAIL TO: **COOK COUNTY
DEPARTMENT OF TRANSPORTATION AND HIGHWAYS
PERMIT OFFICE
MICHAEL STERR, PERMITS DIVISION HEAD
GEORGE W. DUNNE COOK COUNTY OFFICE BUILDING
69 WEST WASHINGTON STREET, ROOM 2354
CHICAGO, ILLINOIS 60602-3007**