

**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**



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

GEORGE W. DUNNE COOK COUNTY OFFICE BUILDING
69 WEST WASHINGTON STREET, ROOM # 2354
CHICAGO, ILLINOIS 60602

PHONE: (312) 603-1670; FAX: (312) 603-9943 hwypermits@cookcountyil.gov

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

<i>Office Use ONLY:</i>
ID#:
Date:
By:
Fees:

Owner:

Application Fee: \$100.00

Payment Receipt No. _____

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

Mailing Address: _____

Phone No. _____ Fax No. _____ Email _____
(Day Time)

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

Name: _____
(Contact Name)

Mailing Address: _____

Phone No. _____ Fax No. _____ Email _____
(Day Time)

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

Name: _____
(Contact Name)

Mailing Address: _____

Phone No. _____ Fax No. _____ Email _____
(Day Time)

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

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

Mailing Address: _____

Phone No. _____ Fax No. _____ Email _____
(Day Time)

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

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

Mailing Address: _____

Phone No. _____ Fax No. _____ Email _____
(Day Time)

Office Use ONLY:
ID#:

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

Property address: _____

Site City: _____

County Route Name(s): _____

Hwy Section #(s): _____

Locations to nearest cross street: _____

Description of Work:

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

<p><u>Entrance/Access</u></p> <input type="checkbox"/> Commercial entrance <input type="checkbox"/> Temporary const. entrance <input type="checkbox"/> Existing entrance removal <input type="checkbox"/> Existing entrance revisions <input type="checkbox"/> Street entrance <input type="checkbox"/> Private entrance(Residential Single family) <input type="checkbox"/> Utility Access <input type="checkbox"/> Planned Unit Development (PUD)	<p><u>Utilities</u></p> <input type="checkbox"/> Force main /appurtenances <input type="checkbox"/> Water main/appurtenances <input type="checkbox"/> Water service/b-box <input type="checkbox"/> Sanitary sewer/appurtenances <input type="checkbox"/> Storm sewer/appurtenances <input type="checkbox"/> Sump pump/downspout/ discharge/sewer connection <input type="checkbox"/> Water/sanitary sewer service disconnection removal	<p><u>Landscaping (Municipal Only)</u></p> <input type="checkbox"/> Parkway/median trees <input type="checkbox"/> Misc. plantings <input type="checkbox"/> Grading/restoration <p><u>Paths/Walks</u></p> <input type="checkbox"/> P.C.C. sidewalk <input type="checkbox"/> Bike Path	<p><u>Roadway Improvements</u></p> <input type="checkbox"/> Widening (Left turn lane) <input type="checkbox"/> Widening (Right turn lane) <input type="checkbox"/> Dual Left/right turn lane(s)
<p><u>Traffic Control/Signage</u></p> <input type="checkbox"/> Temporary road closure/detour <input type="checkbox"/> Daily lane closures <input type="checkbox"/> Regulatory, informational and/or warning signage <input type="checkbox"/> Municipal/Homeowner <input type="checkbox"/> Association entry signs	<p><u>Utility Companies Only:</u></p> <input type="checkbox"/> Cable installation <input type="checkbox"/> Cable relocation <input type="checkbox"/> Lane closures <input type="checkbox"/> Tree trimming <input type="checkbox"/> Maintenance and repair* <input type="checkbox"/> Annual <input type="checkbox"/> One time <input type="checkbox"/> New Construction	<p><u>Signals/Lighting</u></p> <input type="checkbox"/> New traffic signals/loops <input type="checkbox"/> Signal interconnection <input type="checkbox"/> Signal modifications/loops <input type="checkbox"/> Temporary signals <input type="checkbox"/> Street lighting	<p><u>Miscellaneous</u></p> <input type="checkbox"/> Pavement open-cut <input type="checkbox"/> Soil borings/Monitor wells/Pavement <input type="checkbox"/> Cores <input type="checkbox"/> Parade/Festival/Race/Event <p>Other: _____</p> <p>Other: _____</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 Department of Transportation and Highways 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) (SIGNATURE)

Applicant Name: _____ **Date:** _____
(PRINT) (SIGNATURE)



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 #: _____



Cook County Department of Transportation and Highways

Permit Office
69 W. Washington, 23rd Floor
Chicago, Illinois 60602
Phone: (312) 603-1670
Fax: (312) 603-9943

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 right hand corner of your Construction/Maintenance Permit Application Form in order to further process the permit. A Fee Notification for the Permit will be sent to you later after your plans for the permit are reviewed and approved. A Construction/Maintenance Permit will be issued and sent to you once all payments are received.

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

Make a payment as follows: 1. Credit Card (Phone or Online at www.cookcountyil.gov/highway)
Call LexisNexis at (888) 497-8701
The CCDOTH provider ID # 80972
Provide Company name, Vendor ID #, Vendor Contact Name, Contact Phone, Contact Fax No., County Highway(s), and Credit Card Information
Payment confirmation will be immediately forwarded to the Highway Permit Office

2. Cash, Certified Check, or Cashier’s Check
Bring or mail payment and copy of this completed form to:

*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 Highway(s) _____
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 on it to:

*Cook County Department of Transportation and Highways
Permit Office
69 W. Washington, 23rd Floor
Chicago, Illinois 60602
Fax #: (312) 603-9943*

COOK COUNTY DEPARTMENT OF
TRANSPORTATION AND HIGHWAYS PERMIT
DIVISION

BOND AND INSURANCE REQUIREMENTS

BEFORE BOND AND INSURANCE REQUIREMENTS ARE ISSUED, THE GENERAL CONTRACTOR MUST SUBMIT A SIGNED LETTER ON COMPANY STATIONARY STATING THE FOLLOWING:

"(Name of Contractor) is the contractor responsible for all work performed in Permit (#00-00-0000)." I understand that if there is an open cut in the pavement the bond shall remain with the Cook County Department of Transportation and Highways for one year after the construction work is completed.

Upon receipt of the "CONTRACTOR LETTER," bond forms and insurance requirements will be forwarded by the Permit Office.

GENERAL CONTRACTOR SHOULD SUBMIT INSURANCE SPECIFIED FOR PERMIT. IN

THE EVENT THE INSURANCE EXPIRES OR IS CANCELED PRIOR TO THE COMPLETION OF THE PERMIT, THE PROJECT WILL BE STOPPED UNTIL INSURANCE COVERAGE IS SUFFICIENT.

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

Contractor and/or Insurance Companies must notify this office when there is a change of address, and/or change of Insurance Company. The Permit number must always be on all correspondence.

CURRENT CERTIFICATE OF INSURANCE MUST REMAIN ON FILE UNTIL RELEASE OF BOND.

BOND FORMS

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

BONDS WILL NOT BE RELEASED UNTIL INSURANCE REQUIREMENTS ARE MET.

If you have any questions, please contact Mr. Michael Sterr, Permits Division Head, at 312-603-1670.

COOK COUNTY DEPARTMENT OF
TRANSPORTATION AND HIGHWAYS
GENERAL CONDITIONS FOR PERMITS FOR WORK

1. Capitalized terms used in this Permit and not otherwise defined herein shall have the meanings ascribed to them in the Public Way Regulatory Ordinance (the "Ordinance"), Chapter 66, Article III, Sections 50 et seq. of the Cook County Code. Requirements set forth in these General Conditions are in addition to and not in limitation of the requirements of the Ordinance.
2. No lane closures or traffic detours relating to permitted work will be allowed between the hours of 6 a.m. to 9 a.m. and 3 p.m. to 6:30 p.m., (other than as allowed for emergency maintenance per the Ordinance). All traffic control devices must conform to the latest edition of the State of Illinois "Manual on Uniform Traffic Control Devices for Streets and Highways."
3. Permittee shall furnish all material to do all work required, and pay all costs which may be incurred in connection with such work, and shall prosecute the same diligently and without delay to completion. See Ordinance for additional requirements as to work in the Public Way.
4. Permittee shall perform all Permitted Work in accordance with the current Standard Specifications for Road and Bridge Construction of the Illinois Department of Transportation including the Supplemental Specifications thereto of the County of Cook, and as detailed in the Permit and the Ordinance, and all submittals made pursuant to the application process, as modified at the request of the Department of Transportation and Highways and as finally approved by the Department of Transportation and Highways.
5. Upon completion of the Permitted Work, Permittee shall, at its own cost, and in a timely manner, (but in no event more than 30 days unless another time frame is directed by the Department of Transportation and Highways , restore the Public Way substantially to the same condition in which it was before the Permitted Work was commenced and shall remove all debris, rubbish, materials, apparatus, tools, and equipment, as well as all excess excavated materials, from the Public Way, all to the satisfaction of the Cook County Superintendent of the Department of Transportation and Highways.
6. Should future construction and operation of the highways by the County of Cook require alteration or relocation of the Permittee's Facilities, such change shall be made by the Permittee, its successor or assigns upon the written request of the Superintendent of the Department of Transportation and Highways without expense to said County or State. Requirements for any such requested alteration or relocation are further detailed in the Ordinance.
7. Permittee, its successor and assigns assume all risk and liability for accidents and damages that may accrue to persons and property, during the prosecution of the work or any time thereafter, by reason of the location, construction, installation, operation, maintenance, repair and work referred to herein, and Permittee, by acceptance of this Permit, agrees to indemnify and save harmless the County of Cook from any such claims for damages and from all costs and expenses incurred on account thereof and in connection therewith.
8. No changes, alterations, or revisions to the Permitted Work are allowed unless approved in writing by the Cook County Superintendent of the Department of Transportation and Highways or his designee. See Ordinance for detailed requirements and fees relating to permit modifications.
9. In accordance with ordinances of the County, and agreement by the Permittee, the Permittee acknowledges and agrees that this Permit is null and void if the Permittee is delinquent in the payment of any tax or fee administered by the County of Cook.

10. The pavement, parkway and all drainage systems shall be kept clean and free of debris at all times.
11. Unless particularly specified in the Permit, no equipment other than pneumatic-tired equipment used during the installation shall be permitted to stop or operate on the pavement nor shall any excavated materials be stored temporarily or otherwise on the County Highway pavement.
12. Access to driveways, houses, buildings or other property abutting the site of the Permitted Work shall not be blocked.
13. The Permittee shall conduct its operations in a manner so as to insure the minimum hindrance to traffic.
14. The use of flagmen and that the number, type, color, size and placement of all traffic control devices shall conform to the latest edition of the State of Illinois "Manual on Uniform Traffic Control Devices for Streets and Highways."
15. All aerial lines crossings or parallel must have a minimum clearance of 18'3".
16. This Permit covers only the Permitted Work and does not release the Permittee from fulfilling the requirements of any other Laws relating to the Permitted Work. Fulfillment by Permittee of all requirements set forth in the Permit for Work Application and its instructions, including without limitation, insurance and bonding requirements ("Application Requirements") are a condition of this Permit. Issuance of this Permit, without the fulfillment of all Application Requirements by Permittee shall not act as a waiver of Permittee's obligation to comply with such Application Requirements, unless approval in writing of such change is given by the Cook County Superintendent of the Department of Transportation and Highways.
17. At least two (2) days advance notice prior to the start of work shall be given to the County Permit Division, Mr. Michael Sterr (312)-603-1670.
18. This Permit can be revoked pursuant to the terms of the Ordinance or at the discretion of the Cook County Superintendent of the Department of Transportation and Highways,

ADDITIONAL GENERAL CONDITIONS THAT PERTAIN TO CONSTRUCTION PERMITS

19. All trenches and openings made in the Public Way shall be backfilled with sand or limestone screening adequately compacted in accordance with Method 1 specified in Article 550.07 of the State Standard Specifications.
20. All pavement openings and curb cuts shall be saw cut full depth.
21. All pavement openings shall be immediately surfaced with a temporary bituminous patch at least three inches in thickness. This patch then must be inspected daily and additional bituminous patch material must be placed, daily if necessary, to maintain the patched area at the same elevation as the adjacent undisturbed pavement for a period of not less than 30 days. After 30 days permanent replacement in kind shall be made to the base course and pavement surface.
22. All auger pits shall be a minimum of 10 feet from the edge of pavement or back of curb, and wood or steel sheeting shall be used, and auger pits left open overnight shall be protected with concrete barrier walls.
23. All casings shall be pressure grouted both inside and outside of the casing.

24. That a minimum depth of 42 inches will be maintained from the ground surface to the top of the conduit, cable or pipe and a minimum depth of 36 inches from the true flow line of the drainage ditch to the top of the conduit, cable or pipe.
25. That all excavation work within three (3) feet of the pavement edge will be done manually.
26. If Permittee discovers during the progress of the Permitted Work that subterranean conditions prohibit the construction of said improvement in and along the alignment as outlined in the plans, it is expressly understood that all Permitted Work shall cease until a proposed revised alignment has been approved by the Cook County Department of Transportation and Highways and the Permit has been modified.
27. Without further action, the Cook County Department of Transportation and Highways reserves the right to make connections to the proposed storm sewer for the purpose of draining the highway.
28. The Permittee shall be responsible for providing positive drainage.
29. In the removal of sidewalks, curb, gutter or pavement, the use of any type of concrete breaker that will damage the underground structures will not be permitted.
30. Permittee shall provide and maintain at its own expense, such temporary roads and approaches, as may be necessary to provide access to driveways, houses, buildings or other property abutting the site of the Permitted Work.
31. For driveway installations, the Permittee shall remove earth to its full depth, starting at the edge of the pavement, for the full dimensions of the proposed driveway, and replaced with materials to be used in the construction of the driveway.
32. When existing traffic control signs such as stop signs, stop ahead signs and crossroad signs are removed in the progress of the Permitted Work, said signs shall be immediately reset as close as possible to their original location. After the construction of the Facility or the completion of the Permitted Work has been approved, said traffic control signs shall be restored to their original position and condition or as directed by the County Permit Engineer.
33. The Permittee shall conduct its operations in a manner so as to insure the minimum hindrance to traffic, using the pavement and at no time shall its operations obstruct more than one half(1/2) of the available pavement width.
34. This Permit is issued with the express understanding that the Permittee has obtained the proper authority for the said installation from the Illinois Environmental Protection Agency Division of Public Water Supplies.