

DEPARTMENT OF BUILDING AND ZONING
OF COOK COUNTY, ILLINOIS

DONALD H. WLODARSKI
COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



County Administration Building
69 W. Washington, Suite 2830
Chicago, IL 60602-3169
TEL (312) 603-0500
FAX (312) 603-9940
TDD (800) 526-0857

REQUIREMENTS:

1. Submit a copy of your Certificate of Insurance (General Liability), in the amount of \$1,000,000, naming Cook County Building & Zoning as the Certificate Holder.
2. In the case of a firm or corporation, the names of each individual comprising the firm and the names of each officer of a corporation shall be so listed/registered. (Submit copy of Articles of Incorporation & a Sealed Corporate Resolution OR current Annual Domestic Report listing the officers authorizing the bearer to register.)
3. Bonds are required for Demolition and Sign Contractors (Bond forms and Surety listing will be given at the time of registration).
4. Compliance Data form must be completed by person registering.
5. \$75 registration fee per trade, payable to Cook County Collector and \$37.50 annual renewal fee per trade due December 1 along with a current Certificate of Insurance and child support form.
6. Only the **owner, homeowner, or corporate officer** may apply for registration, **in person**.

Signature and Date

Registration Paid: _____
Insurance Expires: _____
Bond Expires: _____

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinance and agrees to fully comply with the same. Applicant also acknowledges that if someone working on a job is not listed correctly on the building permit application, and/or is not properly registered or authorized employee, the building permit may be REVOKED and the case referred to the Cook County State's Attorney for prosecution, assessment of violation fines and fees and revocation of the contractor registration.

FOR QUESTIONS, CALL GLORIA SOTO AT 312-603-0537.

GENERAL CONTRACTOR: Responsible for overall management of project and required on any project with more than one trade and normally hires and administers all sub-contracts.

CONSTRUCTION MANAGER: Acts as Owner's Representative ONLY. Does not manage or hold sub-contracts.

HOMEOWNER that is acting only as a General Contractor and is NOT doing any of the actual work on a single family home can sign affidavit and submit insurance and all of the other applicable trades will need to be individually registered.

HOMEOWNER that is building their own deck, shed, etc. etc. must then register as that type of contractor.

Anytime there is more than one trade, the permit will require a General Contractor.

Contractor's Registration Affidavit

1. I certify that the statements in this application for a Contractor's Registration are true and correct to the best of my knowledge.
2. I also certify that I will abide by all applicable Articles and Provisions as mandated by the Cook County Building Ordinance (1997). The Cook County Building Ordinance is available from Index Publishing at (312) 644-7800.
3. I understand that it is my obligation to secure a building permit and to notify the appropriate inspectors in a timely manner for all applicable inspections.

I understand that upon completion of construction and approval from the inspectors, it is my obligation to notify Building & Zoning to obtain a Certificate of Occupancy.
4. I further certify that I am aware of State Statutes prohibiting bribes and will not make any offers or give contributions or gratuities to any employee of the Cook County Building and Zoning Department to influence their action. Any such activity will be referred to the Cook County State's Attorney's Office for appropriate action.
5. Finally, I am aware of the **Permit Penalty Fee** of **\$300** for single family residence and **\$675** for all other construction started without or exceeding departmental permit approval.

Reminder

If you have a permit application being processed, be sure you submit the Letter of Intent and include your registration number to Permit Control. Thank you.

Applicant's Signature

Date