

**GENERAL REQUIREMENTS
FOR CONSTRUCTION/MAINTENANCE PERMITS
COOK COUNTY HIGHWAY DEPARTMENT**

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.
- 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 Bond mailed back to our office.
- 7) Fees are applicable as per Cook County Ordinance 07-O-33.

Should you have any questions please contact the permit office at 312-603-1670.

UPON RECEIPT AND **APPROVAL** OF THE FINAL PLANS, A CONSTRUCTION/MAINTENANCE FEE NOTIFICATION WILL BE SENT OR FAXED TO THE OWNER ON RECORD. THIS CONSTRUCTION/MAINTENANCE "PERMIT 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 FEE NOTIFICATION". UPON RECEIPT OF THE PAYMENT AND THE ABOVE INFORMATION, THE REQUIRED APPLICATIONS WILL BE FORWARDED TO THE OWNERS 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 HIGHWAY PERMIT OFFICE
BHANU VYAS, P.E. PERMIT ENGINEER
GEORGE W. DUNNE COOK COUNTY OFFICE BUILDING
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