

**COUNTY OF COOK  
DEPARTMENT OF HIGHWAYS  
PERMITS DIVISION**

**CONTRACTOR'S BOND AND INSURANCE REQUIREMENTS**

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

"(Name of General Contractor) is the general contractor responsible for all work performed in Permit (#00-00-0000)."

Upon receipt of the "**GENERAL CONTRACTOR LETTER**," bond form23 cover letter bond forms and insurance requirements will be forwarded or picked up by that company.

**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.

General 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 general 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:

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