

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. \$105.00 registration fee per trade, payable to Cook County Collector and \$52.50 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 312-603-0512
E-Mail: gloria.soto@cookcountyil.gov

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.