



**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 [hwyp.permits@cookcountyil.gov](mailto:hwyp.permits@cookcountyil.gov)

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

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

**Application Fee: \$100.00**

**Payment Receipt No. \_\_\_\_\_**

**Owner:**

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)

<b>Office Use ONLY:</b>
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><b><u>Entrance/Access</u></b></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><b><u>Utilities</u></b></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><b><u>Landscaping (Municipal Only)</u></b></p> <input type="checkbox"/> Parkway/median trees <input type="checkbox"/> Misc. plantings <input type="checkbox"/> Grading/restoration <p><b><u>Paths/Walks</u></b></p> <input type="checkbox"/> P.C.C. sidewalk <input type="checkbox"/> Bike Path	<p><b><u>Roadway Improvements</u></b></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><b><u>Traffic Control/Signage</u></b></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><b><u>Utility Companies Only:</u></b></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><b><u>Signals/Lighting</u></b></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><b><u>Miscellaneous</u></b></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, 23<sup>rd</sup> 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](http://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*