

DEPARTMENT OF BUILDING AND ZONING  
OF COOK COUNTY, ILLINOIS

Timothy P. Bleuher  
COMMISSIONER OF BUILDING AND ZONING  
OF COOK COUNTY



Cook County Contractor Registration  
69 W. Washington, Suite 2830  
Chicago, IL 60602-3169  
TEL (312) 603-0512  
FAX (312) 603-9940  
TDD (800) 526-0857

**CONTRACTOR REGISTRATION APPLICATION & AFFIDAVIT**

The Owner or Corporate Officer of the company can apply via email or In Person. All questions and documents can be submitted to: [cr.bnz@cookcountyil.gov](mailto:cr.bnz@cookcountyil.gov)

1. In the case of a firm, corporation, or LLC, bring a copy of the **Articles of Incorporation** or current **Annual Domestic Report** listing the officers, and have your **Federal Employer Identification Number (FEIN)** available.
2. A **Certificate of Insurance** showing a minimum **\$1,000,000 in General Liability**, naming **Cook County Building & Zoning 69 W Washington #2830 Chicago, IL 60602**, as the Certificate Holder.
3. A **Declaration of Child Support Obligations** form, completed by the Owner/Officer/s registering (registrant/s).
4. A fee of **\$150.00** per trade shall be made payable by **check or money order only**, to: **Cook County Collector**. If registering via email, an **INVOICE** and payment link will be provided to you.

Business Name: \_\_\_\_\_ (is this a dba? Y/N)

Business Address: \_\_\_\_\_ city/state/zip

Business Phone: main \_\_\_\_\_ cell \_\_\_\_\_ fax \_\_\_\_\_ email \_\_\_\_\_

Registrant's Name & Phone #: \_\_\_\_\_

Registrant's Address: \_\_\_\_\_ city/state/zip

FEIN: \_\_\_\_\_ Permit Number: \_\_\_\_\_

**Check all of the trades you are registering for:** (General = Manager, General still needs to register for all trades being performed)

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Carpentry             | <input type="checkbox"/> Cell Tower Erector      | <input type="checkbox"/> Concrete            |
| <input type="checkbox"/> Damp Proofing     | <input type="checkbox"/> Demolition**          | <input type="checkbox"/> Drywall                 | <input type="checkbox"/> EIFS/Stucco/Plaster |
| <input type="checkbox"/> Elevator/Lift     | <input type="checkbox"/> Excavating/Grading    | <input type="checkbox"/> Fence                   | <input type="checkbox"/> General -NO TRADES  |
| <input type="checkbox"/> General w/ TRADES | <input type="checkbox"/> In ground Pool        | <input type="checkbox"/> HVAC                    | <input type="checkbox"/> Insulation          |
| <input type="checkbox"/> Landscaper        | <input type="checkbox"/> Masonry/Brick/Stone   | <input type="checkbox"/> Painter                 | <input type="checkbox"/> Roofing*            |
| <input type="checkbox"/> Sign**            | <input type="checkbox"/> Shed/Detached Garages | <input type="checkbox"/> Flatwork/Asphalt/Paving | <input type="checkbox"/> Other^ _____        |

\*Must submit proof of current State of Illinois License.

\*\*Will require a Bond

^If not listed or not sure, email with your concern.

The applicant hereby states on oath that he/she is familiar with all pertinent Cook County Building Codes and Zoning Ordinances and agrees to fully comply with the same. The 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 is not an 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.

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 International Building Code - 2009 Edition, the International Residential Code - 2009 Edition, the Cook County Zoning Ordinance - 2003 Edition, and the 2012 International Energy Conservation Code.
3. I understand that it is my obligation to secure a building permit and to notify the appropriate inspector(s), in a timely manner, for all applicable inspections. I also understand that upon completion of construction and approval from the inspector(s), it is my obligation to notify the Department of Building and Zoning in order to obtain a Certificate of Compliance (i.e., Completion) and/or Certificate of Occupancy as applicable.
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 Department of Building and Zoning to influence their action. Any such activity will be referred to the Cook County States Attorney's Office for appropriate action.
5. Finally, I am aware of the **Permit Penalty Fee** of \$420 for single family residence and \$945 for all other construction started without or exceeding departmental permit approval

Please note:

- The building code requires that anytime there is more than one trade on a project, the permit will require a GENERAL CONTRACTOR

Applicant's Signature

Date



# Declaration of Child Support Obligations

*This form must be completed by Applicants seeking issuance or renewal of a County Privilege.*

Applicable law provides that 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:** 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:** 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:** 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 are required to complete this declaration and comply with the Child Support Enforcement Ordinance. An Applicant's signature on this form constitutes a certification that the information provided below is correct and complete, and that the individual signing this form has personal knowledge of such information.

## Section A: Applicant Information:

Last Name:  First Name:

Date of Birth:  Social Security Number (last four digits):

## Section B: Child Support Obligation Information:

The undersigned Applicant, being duly sworn on oath or affirmation hereby states that, "To the best of my knowledge": (click check box left of questions "A", "B", "C", or "D" as is appropriate)

- A. I do not have judicially or administratively ordered child support obligations.
- B. I have an outstanding judicially or administratively ordered obligation, but is paying it in accordance with the terms of the order.
- C. I am delinquent in paying judicially or administratively ordered child support obligations.

The undersigned Applicant understands that failure to disclose any judicially or administratively ordered child support debt will be grounds for denying, suspending, or revoking County privilege(s); and, declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Applicant Signature:  Date:

## For Internal Office Use Only:

Department Name:  Contact Name:

Date Received:  Contact Email: