

**Robert J. Lovero
Mayor**



**Collections and
Licensing**

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

INFORMATION IN REFERENCE TO BONDS PROVIDED TO

THE CITY OF BERWYN

All contractors doing work in the City of Berwyn must be licensed and bonded with the City. The bond amount is either \$10,000 or \$25,000 (depending on contractor type) and must be obtained from your insurance company. Bond must be made out to the City of Berwyn.

Language must be stated on the bond as the following:

“Shall save and keep harmless the City of Berwyn from all liability to any person by reason of damage to any person or property as a result of the operation performed under such license”.

Title of Principal

- (a) If it is an individual, the bond must be signed with the applicant doing business as “X” Company.
- (b) If a Corporation, the bond must be signed with the Corporation name of the applicant. (President, Secretary, etc.)

**MAKE SURE THE BOND IS SIGNED PROPERLY BY THE PRINCIPAL AND
MUST BE THE ORIGINAL**

A business license application must be completed and signed. The amount of said license will be determined by contractor type.

Please make checks payable to the City of Berwyn, send all requirements along with application and check to the following:

**City of Berwyn Collector’s Office
6700 W. 26th Street
Berwyn, Illinois 60402**

**NO BUILDING PERMITS WILL BE ISSUED UNLESS ALL CONTRACTOR ARE
LICENSED AND BONDED**

TRADESMEN LICENSING REQUIREMENTS

1. ORIGINAL APPLICATION COMPLETED FOR ALL CONTRACTORS INCLUDING SUB-CONTRACTORS.
2. THE CORPORATION PAPERS OR CORPORATE SEAL AFFIXED TO THE APPLICATION.
3. COPY OF VALID DRIVERS LICENSE OR STATE ID REQUIRED FOR BUSINESS OWNER.
4. **FEE (DETERMINED BY CONTRACTOR TYPE).**
5. A \$10,000.00 ORIGINAL SURETY BOND SIGNED BY THE PRINCIPAL FOR EACH LICENSE APPLIED FOR.

NOTE: A \$25,000.00 BOND IS REQUIRED FOR GENERAL, AWNING INSTALLERS, CRANE OPERATORS, ENVIRONMENTAL, EXCAVATING, SIGN INSTALLERS, WASTE HAULERS, WRECKING AND DEMOLITION CONTRACTORS.

6. **CERTIFICATE OF LIABILITY INSURANCE FOR EACH LICENSE APPLIED FOR NAMING THE CITY OF BERWYN AS CERTIFICATE HOLDER.**
7. **ADDITIONAL LICENSING REQUIREMENTS IF APPLICABLE:**
 - STATE LICENSE FOR ROOFERS
 - MUNICIPAL LICENSE FOR ELECTRICIANS
 - A VALID EPA CARD FOR HEATING & A/C-FURANCE CONTRACOTRS
 - PLUMBERS: STATE OF ILLINOIS 055
 - **WHEN REQUEST BY BUILDING DEPARTMENT PLUMBING CONTRACTORS MUST PROVIDE A \$50,000.00 BOND FOR PARKWAY USE, SIDEWALK/STREET OPENING**
 - STATE LICENSE FOR FIRE ALARM CONTRACTORS
 - CERTIFICATION FOR SEWER DIGGER INSTALLERS
 - GENERAL AND WINDOW/DOOR CONTRACTOR NEED A PROVIDE A VALID LEAD CERTIFICATION, FOR FURTHER INFORMATION ON CERTIFICATION PLEASE VISIT: <http://leadcertificationchicago.com>
8. NO PERMITS WILL BE ISSUED WITHOUT THE ABOVE REQUIREMENTS. IF MET A TEMPORARY LICENSE WILL BE ISSUED WHICH WILL ALLOW YOU TO PULL PERMITS SAME DAY.