

**Robert J. Lovero**  
**Mayor**



**Collections and  
Licensing**

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

**INFORMATION IN REFERENCE TO BONDS FURNISHED 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 type of contractor) Bonds must be obtained from your insurance company and 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 IT  
MUST BE THE ORIGINAL BOND**

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. 26<sup>th</sup> Street  
Berwyn, Illinois 60402

**NO BUILDING PERMITS WILL BE ISSUED UNLESS THE CONTRACTOR IS  
LICENSED AND BONDED**

## TRADESMEN LICENSING REQUIREMENTS

1. ORIGINAL APPLICATION COMPLETED FOR ALL CONTRACTORS INCLUDING ALL SUB CONTRACTORS.
2. CORPORATION PAPERS OR CORPORATE SEAL AFFIXED TO THE APPLICATION
3. COPY OF VALID DRIVERS LICENSE OR STATE ID OF THE BUSINESS OWNER.
4. FEE (DETERMINED BY CONTRACTOR TYPE)
5. A \$10,000 ORIGINAL SURETY BOND SIGNED BY THE PRINCIPAL

NOTE: A \$25,000 BOND IS REQUIRED FOR:  
GENERAL, AWNING INSTALLERS, CRANE OPERATORS,  
ENVIRONMENTAL, EXCAVATING, SIGN INSTALLERS, WASTE HAULERS,  
WRECKING AND DEMOLITION CONTRACTORS

6. CERTIFICATE OF GENERAL LIABILITY INSURANCE NAMING THE CITY OF BERWYN AS CERTIFICATE HOLDER.
7. ADDITIONAL LICENSING REQUIREMENTS IF APPLICABLE:
  - STATE LICENSE FOR ROOFERS
  - MUNICIPAL LICENSE FOR ELECTRICIANS
  - STATE OF ILLINOIS 055 FOR PLUMBING LICENSE
  - A VALID EPA CARD FOR HVAC CONTRACTORS,
  - STATE LICENSE FOR ALL FIRE ALARM CONTRACTORS
  - GENERAL AND WINDOW/DOOR CONTRACTOR NEED TO PROVIDE A VALID LEAD CERTIFICATION, FOR FURTHER INFORMATION ON CERTIFICATION PLEASE VISIT: <http://leadcertificationchicago.com>
8. IF ALL ABOVE REQUIREMENTS ARE MET A TEMPORARY LICENSE WILL BE ISSUED WHICH ALLOWS YOU TO PULL PERMITS SAME DAY