



City of Highland Park
Department of Community Development
Building Division
1150 Half Day Road
Highland Park, IL 60035
Phone: (847) 432-0808
Fax: (847) 926-8885

CONTRACTOR REQUIREMENTS

The City of Highland Park requires contractors and sub-contractors who are performing work in the City to file for all appropriate permits and submit the following:

General Contractors

- Must be tested and licensed by the City of Highland Park. **Please call to set up a testing appointment.**
 - Please refer to the General Contractor licensing packet available at the Building Division or online at the following link: <http://www.cityhpil.com/DocumentCenter/View/6989>
- Must provide an original signed license permit bond in the amount of **\$10,000**.
- Must provide a Certificate of Liability Insurance, with the City of Highland Park named as *Additional Insured* in the amount of **\$1,000,000**.

Demolition & Excavating Contractors

- Must provide an original signed license permit bond in the amount of **\$10,000**.

Electrical Contractors

- Must provide a valid Illinois electrical license from a City or Municipality in which a test was taken and passed.

Plumbing Contractors

- Must provide a valid State of Illinois plumbing contractor's license (055) and a plumber's Letter of Intent that is job-specific. The Letter of Intent must have the corporate seal embossed or signature notarized.

Roofing Contractors

- Must provide a valid State of Illinois roofing contractors license.

Sewer/Drainage Contractors

- Must provide an original signed license permit bond in the amount of **\$20,000**.

WHEN WORKING IN THE PUBLIC RIGHT-OF-WAY

All Contractors doing work in the public right-of-way (driveways, sidewalks, or other work in the public right-of-way), must provide an original signed license permit bond in the amount of **\$10,000**. Please note that Street Obstruction Permits will require a **\$50,000** bond.

BONDING LANGUAGE REQUIREMENTS

The City of Highland Park requires that Contractors incorporate specific language into the body text of required bonds. The required language is available online: <http://www.cityhpil.com/DocumentCenter/Home/View/211>