

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 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 \$10,000.00 or \$25,000.00 (depending on contractor type) and must be obtained from your insurance company. Bond must be made out to the City of Berwyn.

Contents of the bond must be stated as follows:

“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 operations 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 THAT THE BOND IS SIGNED PROPERLY BY THE PRINCIPAL

A business license application must be completed and signed. The amount of said license is on the invoice or indicated on the reverse side under number four (4) fee requirement.

Please make check payable to the City of Berwyn for required amount and return application, invoice and payment to the City of Berwyn, Collections and Licensing, 6700 W. 26th Street, Berwyn, Illinois 60402.

NO BUILDING PERMIT WILL BE ISSUED UNLESS THE CONTRACTOR IS LICENSED AND BONDED WITH THE CITY OF BERWYN

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TRADESMEN LICENSING REQUIREMENTS

1. ORIGINAL APPLICATION COMPLETED AND NOTARIZED FOR ALL CONTRACTORS INCLUDING SUB CONTRACTORS.
2. THE CORPORATION PAPERS OR CORPORATE SEAL AFFIXED TO THE APPLICATION (ALL BERWYN CONTRACTORS MUST SUBMIT COPIES OF CORPORATION PAPERS IF INCORPORATED).

NOTE: IF THE CONTRACTOR DOES BUSINESS UNDER A NAME OTHER THAN THE CONTRACTOR'S GIVEN NAME, THE BUSINESS MUST EITHER BE INCORPORATED OR REGISTERED UNDER THE "ASSUMED BUSINESS NAME ACE". (CORPORATIONS ARE REGISTERED WITH THE SECRETARY OF STATE AND ASSUMED BUSINESS NAMES ARE REGISTERED WITH THE COUNTY CLERK).

3. COPY OF VALID DRIVERS LICENSE 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: THE STATE LICENSE FOR ROOFERS, MUNICIPAL LICENSE FOR ELECTRICIANS AND THE STATE CERTIFICATION FOR SEWER AND DRAIN DIGGER/INSTALLER. FOR PLUMBERS; THEIR 055 STATE OF ILLINOIS, DEPARTMENT OF HEALTH LICENSE ALONG WITH A COPY OF THEIR DRIVERS LICENSE AND COMPLETED APPLICATION FOR IDENTIFICATION PURPOSES.**
8. NO PERMITS WILL BE ACCEPTED FOR PAYMENT WITHOUT THE ABOVE REQUIREMENTS. COLLECTIONS AND LICENSING WILL MAKE COPIES AS NEEDED FROM THE ORIGINALS AND RETURN SAME TO OWNER. AT THAT TIME A TEMPORARY LICENSE WILL BE ISSUED TO CONDUCT BUSINESS IN BERWYN.

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