

Robert J. Lovero



Mayor

A Century of Progress with Pride

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**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 is \$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 or whatever the Title may be).

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.

Please make check payable to the City of Berwyn for said amount and return application, invoice and check to the City of Berwyn Collector’s Office, 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**

TRADESMEN LICENSING REQUIREMENTS

1. ORIGINAL APPLICATION COMPLETED AND NOTARIZED FOR ALL CONTRACTORS INCLUDING ALL 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 ACT.* (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.

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

**** THE CONTRACTORS CATEGORY ON THE BOND MUST CORRESPOND WITH THE APPLICATION. (I.E., GENERAL CONTRACTOR MUST HAVE A GENERAL CONTRACTOR BOND. SHEET METAL MUST HAVE A SHEET METAL BOND, ETC.)**

6. CERTIFICATE OF LIABILITY INSURANCE FOR EACH LICENSE APPLIED FOR NAMING THE CITY OF BERWYN AS CERTIFICATE HOLDER.
7. **A COPY OF THE STATE LICENSE FOR ROOFERS. A COPY OF THE MUNICIPAL LICENSE FOR ALL ELECTRICIANS. A COPY OF THE STATE CERTIFICATION FOR SEWER AND DRAIN DIGGER/INSTALLER. FOR PLUMBERS, 055 STATE OF ILLINOIS, DEPARTMENT OF HEALTH LICENSE ALONG WITH A COPY OF THEIR DRIVERS LICENSE AND APPLICATION COMPLETED FOR IDENTIFICATION PURPOSES.**
8. NO PERMITS WILL BE ACCEPTED FOR PAYMENT WITHOUT THE ABOVE REQUIREMENTS.