

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 THE BOND IS SIGNED PROPERLY BY THE PRINCIPAL

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

Please make check payable to the City of Berwyn for determined amount and return application, invoice and check to the following:

City of Berwyn Collector’s Office
6700 W. 26thStreet, Berwyn, Illinois 60402.

**NO BUILDING PERMIT WILL BE ISSUED UNLESS THE
CONTRACTOR IS LICENSED AND BONDED AND HAS MET
ALL CITY REQUIREMENTS**

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.

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 GENERAL 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
 - CERTIFICATION FOR SEWER AND DRAIN DIGGER INSTALLER
 - PLUMBERS; 055 STATE OF ILLINOIS, DEPARTMENT OF HEALTH LICENSE
 - HEATING & A/C-FURNACE CONTRACTORS, A VALID EPA CARD
 - GENERAL AND WINDOW/DOOR CONTRACTORS NEED TO PROVIDE A VALID LEAD CERTIFICATE, FOR FURTHER INFORMATION ON CERIFICATION PLEASE VISIT: <http://www.leadcertificationchicago.com/>
8. NO PERMITS WILL BE ACCEPTED FOR PAYMENT WITHOUT THE ABOVE REQUIREMENTS. COLLECTIONS AND LICENSING WILL MAKE COPIES AS NEEDED. IF ALL ABOVE REQUIREMENTS ARE MET A TEMPORARY LICENSE WILL BE ISSUED TO CONDUCT BUSINESS IN BERWYN.