



**City of Highland Park**  
**Department of Community Development**  
**Building Division**  
1150 Half Day Road  
Highland Park, IL 60035  
Phone: (847) 432-0808  
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# **CONTRACTOR REQUIREMENTS**

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**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:**

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## **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 License Application available at the Building Division or download from the Permit Application Forms section online at: [www.cityhpil.com/building](http://www.cityhpil.com/building)
- 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 on the Permits & Applications website in the Permit Submittal Requirements section at: [www.cityhpil.com/building](http://www.cityhpil.com/building)