



## GENERAL REQUIREMENTS FOR CONSTRUCTION/MAINTENANCE PERMITS

### Construction/Maintenance Permit Application Submittal Requirements

1. The Cook County Department of Transportation and Highways (CCDOTH) Permits Division only accepts electronic (PDF format) submissions. Applicants that have digital files 25MB or less shall email their submittals to: [hwyp.permits@cookcountyil.gov](mailto:hwyp.permits@cookcountyil.gov). Electronic applications can also be submitted via email with an information exchange web site link or mailed (not preferred) on a flash drive or CD/DVD mailed to the address at the top of the page. Title the email subject "**Application, Road Name/s, Owner Name**".
2. Construction/Maintenance permit application types include but are not limited to private, commercial, utilities, pipeline, railroad, and government. The typical Construction/Maintenance permit application submittal shall consist of but is not limited to the 2-page application, child support affidavit, application fee payment receipt, application fee form (Fee not applicable to Government Agencies) and engineering plans (See note 3).
3. Depending on the complexity of the permit project the typical engineering plans should include but are not limited to the following items. Engineering plans include plans, special provisions, plat of survey, studies, calculations, etc.
  - a. Size and location of project site.
  - b. Distance of the project site location to the nearest side street intersection in both directions.
  - c. Existing and proposed conditions on the permit site and on CCDOTH Right of Way (ROW).
  - d. Signed copies of the "plat of survey" with legal description.
  - e. Proposed permit work dimensions and material composition.
  - f. Pipe culvert dimensions and material composition. Proposed pipe culverts shall be reinforced concrete pipe with flared end sections and have a minimum diameter of 15".
  - g. All public and private utilities in the CCDOTH ROW.
  - h. CCDOTH roadway ROW lines with dimension from ROW line to the roadway centerline.
  - i. Roadway configuration and material composition within 300' of the project site.
  - j. The existing and proposed elevations for the project site and adjacent CCDOTH roadway. Elevations should include but are not limited to site topography, CCDOTH ROW pavement, parkway and ditch cross sections and drainage structures (may need drainage structure inverts).
  - k. Drainage retention and detention calculations.
  - l. A traffic study for large commercial access.
  - m. If the proposed work includes a CCDOTH Traffic Signal Modification or Installation, CCDOTH will require a full set of traffic signal plans. The design plans shall be designed in Microstation format. The plans shall include but are not limited to the existing and proposed equipment, all Right of Way, utilities, and various dimensioning. Please contact CCDOTH to determine if existing plans are available or for an example set of plans. Note, if existing plans are available the new plans shall be updated to current IDOT standard symbols.
  - n. Plans shall be designed per applicable Federal, State and Local specifications
  - o. Plans shall be stamped and signed by a Professional Engineer (PE). There are some exceptions to the PE requirement.

### Bond and Insurance Requirements

4. Once the permit number is assigned, the general contractor shall submit required bond and insurance. See "Bond and Insurance Requirements" on Permits website.

### Issue Permit Requirements

5. Final plans approval, contractor bond and insurance approval, drafted permit signed by owner/s, and permit fee payment need to be completed before permit is issued.

### Questions

6. Should you have any questions please contact the CCDTOH Permit Office email [hwyp.permits@cookcountyil.gov](mailto:hwyp.permits@cookcountyil.gov)