



DEPARTMENT OF BUILDINGS  
CITY OF CHICAGO

October 13, 2023

**TO: ALL LICENSED DRAINLAYERS**

Enclosed are renewal forms for your 2024 Drainlayer's License. Follow the instructions referenced on the application. **Please note there is a separate application for all City of Chicago licensed Plumbing Contractors; please contact Silvia Martinez for this application via email at [sewerlicense@cityofchicago.org](mailto:sewerlicense@cityofchicago.org) or 312-744-3020.**

Hard copies may be mailed with a check for \$125 to:

City of Chicago  
Department of Buildings  
Sewer Permit Section,  
City Hall - Room 906  
121 North LaSalle Street  
Chicago, Illinois 60602

Attn.: Silvia Martinez

If you have any general inquiries or require further information regarding the sewer permits or sewer information, please contact the Department of Buildings, Sewer Permit Section at (312) 744-3020 or (312) 744 3155. For questions regarding inspections, please call (312) 744-5502 for the Mason Inspectors or (312) 747-4591 for the House Drain Inspectors.

Very truly yours,

Marlene Hopkins  
Commissioner

cc: File

**DRAINLAYER LICENSE APPLICATION**

January 1<sup>st</sup> through December 31<sup>st</sup>, 2024

Licensee Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ ( S L )  
 Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone:( \_\_\_\_\_ )  
 Email Address: \_\_\_\_\_  
 PLEASE SIGN HERE:

**CITY OFFICE USE ONLY**

License#: \_\_\_\_\_  
**Application Fee: \$125.00**  
 Circle One: **New** **Renew**  
 Date: \_\_\_\_\_  
**Renewal Late Fee: \$75.00**  
 For Application Postmarked after February 28, 2024 .

"A" License = New Construction Plumbing Lic. #: \_\_\_\_\_  
 "B" License = Sewer Cleaning/Lining TV Survey

**Return ALL of the following with this completed application:**

- 1) **Certificate of Insurance** with a minimum of \$1,000,000.00 for **general commercial liability** naming the **DEPARTMENT OF BUILDINGS** as **certificate holder and additional insured**.
- 2) A Sealed and Notarized \$50,000.00 **Drainlayers Bond** issued to the **LICENSEE NAMED, NOT** the name of the company, and **general power of attorney** from the bonding company. *(The Surety If Corp. is notarized by the Bond Co. /Principal is notarized by the drainlayer.)*
- 3) A **Company Check or a Money Order** in the amount of \$125.00 made payable to the **CITY OF CHICAGO**. A **\$75.00 LATE** renewal fee will be assessed after **February 28, 2024**.
- 4) The Department of Buildings **Indebtedness Inquiry** completed and addressed accordingly.
- 5) Copies of a Department of Transportation **Public Way Work License** (optional).
- 6) A letter stating that the Licensee is **the owner or an employee of the company**, on letter head.
- 7) **Existing drainlayers** must attach a copy of 1 sewer permit obtained in 2023. **New applicants** must submit proof that they passed the class at **Dawson Tech. Institute**.
- 8) A **Notarized Applicant Agreement and Representations form**.



**MAIL TO:**  
 City of Chicago  
 Department of Buildings  
 121 North LaSalle Street, Rm 906  
 Chicago, Illinois 60602  
 Attn: Silvia Martinez

City of Chicago  
 Brandon Johnson  
 Mayor

Department of Buildings  
 Marlene Hopkins  
 Commissioner

**ANY INCOMPLETE OR INCORRECT APPLICATION PACKAGES WILL BE RETURNED TO THE ADDRESS REFERENCED ABOVE. THE INFORMATION MISSING WILL BE INDICATED BELOW. CONTACT PERSONNEL OF THE PERMIT SECTION AT (312)744-3020 & (312) 744-3155 FOR FURTHER DETAILS**

**CITY OFFICE USE ONLY:**

**CITY OFFICE USE ONLY:**

	Complete/Correct	Incomplete/Missing
1. Insurance Certificate Requirement	1. <input type="checkbox"/>	1. <input type="checkbox"/>
2. Drainlayer's Bond Requirement	2. <input type="checkbox"/>	2. <input type="checkbox"/>
3. Application Fess and/or Late Fee	3. <input type="checkbox"/>	3. <input type="checkbox"/>
4. Indebtedness Inquiry Requirement	4. <input type="checkbox"/>	4. <input type="checkbox"/>
5. Public Way License Requirement (Optional)	5. <input type="checkbox"/>	5. <input type="checkbox"/>
6. Executive or Ownership Requirement	6. <input type="checkbox"/>	6. <input type="checkbox"/>
7. Last Year Sewer Permit Requirement/Passed Class	7. <input type="checkbox"/>	7. <input type="checkbox"/>
8. Appl. Agreement and Representation Requirement	8. <input type="checkbox"/>	8. <input type="checkbox"/>

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Department of Buildings  
**DRAINLAYER'S BOND**

KNOW ALL MEN BY THESE PRESENTS, THAT WE \_\_\_\_\_

\_\_\_\_\_ as principal,

and \_\_\_\_\_

\_\_\_\_\_, as surety \_\_\_\_\_, of the City of Chicago, of the County of Cook and State of Illinois, are held and firmly bound unto the City of Chicago, in the penal sum of FIFTY THOUSAND DOLLARS (\$50,000), for the payment of which sum of money, well and truly to be made, we bind ourselves, our heirs, executors and administrators, jointly and severally, firmly by these presents.

Sealed with our seals and dated this \_\_\_\_\_ Day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

THE CONDITION OF THE ABOVE OBLIGATIONS IS SUCH, that whereas the above bounden \_\_\_\_\_

\_\_\_\_\_ has

obtained permission to exercise the vocation of Drain Layer in the City of Chicago, subject to revocation by the Commissioner of Buildings as provided by ordinance. Now, if said \_\_\_\_\_ shall well and faithfully perform his or hers duties in said vocation, faithfully observing and performing all the ordinances of said city now or hereafter in force concerning or regulating the business of drain laying, and faithfully observing and complying with all rules or regulations of all departments of said city governing or regulating drain laying, and shall also indemnify, save and keep harmless the City of Chicago from any and all loss, cost, damages, expenses, or liability of any kind whatsoever which it may suffer or which may accrue against, be charged to or recovered from it, from or by reason of any act or thing done by said Drain Layer, or by any negligence in the execution or completion of any work done by said Drain Layer, or by or on account of any improper work done under and by virtue of the authority of the License issued, and shall also immediately upon notice of revocation of this License by the Commissioner of Buildings (in case of such revocation), cease to exercise such vocation of Drain Layer, then this obligation to be void, otherwise to remain in full force and effect.

\_\_\_\_\_  
(SEAL)

PLACE OF BUSINESS

\_\_\_\_\_  
(SEAL)

NAME (Printed) and SIGNATURE

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

**This bond expires December 31,  
20\_\_ Drain Layer's license  
will not be renewed, unless Bond  
is on file with the Department of  
Buildings**

Property & Liability Insurance Company \_\_\_\_\_ Amount \_\_\_\_\_ Date of Expiration \_\_\_\_\_

STATE OF ILLINOIS, }  
COUNTY OF COOK } SS.

SURETY, IF CORPORATE

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, DO  
HEREBY CERTIFY that \_\_\_\_\_

\_\_\_\_\_ of the \_\_\_\_\_ who \_\_\_\_\_ personally known to me to be  
the same person \_\_\_\_\_ whose name \_\_\_\_\_ subscribed in the foregoing instrument as such \_\_\_\_\_  
\_\_\_\_\_, appeared before me this day in person and acknowledged that \_\_\_\_\_  
signed, sealed and delivered the said instrument of writing as \_\_\_\_\_ free and voluntary act, and as free and voluntary act of the said \_\_\_\_\_  
for the uses and purposes therein set forth and caused the corporate seal of said Company to be there to attached.

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF ILLINOIS, }  
COUNTY OF COOK } SS.

PRINCIPAL

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, DO  
HEREBY CERTIFY that \_\_\_\_\_

\_\_\_\_\_ of the \_\_\_\_\_ who \_\_\_\_\_ personally known  
who \_\_\_\_\_ personally known to me to be the same person whose name \_\_\_\_\_ subscribed in the foregoing instrument, appeared before  
me this day in person and acknowledged that \_\_\_\_\_ he signed, sealed and delivered the said instrument of writing as \_\_\_\_\_  
free and voluntary act, for the uses and purposes therein set forth.

GIVEN under my hand and Notarial Seal this day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF ILLINOIS, }  
COUNTY OF COOK } SS.

1<sup>ST</sup> SURETY, IF INDIVIDUAL

I, \_\_\_\_\_, being first sworn, on oath, says that he is a resident of

Cook County, Illinois, and he is one of the same persons who has signed the within bond as surety and that he is worth the sum  
of over and above all debts and liabilities by him owning or incurred, and that he is the only owner in fee simple of record of the following  
described real estate: \_\_\_\_\_ that said real estate is not a homestead and that the incumbrance on said real estate  
does not exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_). Affiant further says  
that the fair cash value of said real estate is \_\_\_\_\_ Dollars(\$\_) Address \_\_\_\_\_

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

STATE OF ILLINOIS, }  
COUNTY OF COOK } SS.

2<sup>ND</sup> SURETY, IF INDIVIDUAL

I, \_\_\_\_\_, being first sworn, on oath, says that he is a

resident of Cook County, Illinois, and he is one of the same persons who has signed the within bond as surety and that he is worth the sum  
of over and above all debts and liabilities by him owning or incurred, and that he is the only owner in fee simple of record of the following  
described real estate: \_\_\_\_\_ that said real estate is not a homestead and that the  
incumbrance on said real estate does not exceed \_\_\_\_\_

Dollars (\$ \_\_\_\_\_). Affiant further says that the fair cash value of said real estate is \_\_\_\_\_

Dollars (\$ \_\_\_\_\_) Address \_\_\_\_\_

GIVEN under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

To register to take the Drainlayers Exam Preparation virtual Course and the Drainlayers Exam, please email the Department of Continuing Education at Kennedy-King College (kkcontinuinged@ccc.edu).

You can also scan this QR code below using a smart mobile device to be taken to the registration form.

**Drainlayers at Kennedy-King  
College Dawson Technical  
Institute**



**<http://www.ccc.edu/drainlayers>**

**Department of Buildings**  
**INDEBTEDNESS INQUIRY - ADVANCE SUBMITTAL 2023**

Sewer License No.: \_\_\_\_\_

Business Name:

Business Address:

Business Telephone:

Business E-Mail Address

Submission Date:

**PRINCIPAL PROFILE**

<b>NAME:</b> _____
<b>CURRENT ADDRESS:</b> _____
<b>PREVIOUS ADDRESS:</b> _____
<b>DRIVER'S LICENSE:</b> _____
<b>LICENSE PLATE:</b> _____

<b>NAME:</b> _____
<b>CURRENT ADDRESS:</b> _____
<b>PREVIOUS ADDRESS:</b> _____
<b>DRIVER'S LICENSE:</b> _____
<b>LICENSE PLATE:</b> _____

<b>NAME:</b> _____
<b>CURRENT ADDRESS:</b> _____
<b>PREVIOUS ADDRESS:</b> _____
<b>DRIVER'S LICENSE:</b> _____
<b>LICENSE PLATE:</b> _____



DEPARTMENT OF BUILDINGS  
CITY OF CHICAGO

October 10, 2023

TO: ALL LICENSED DRAINLAYERS:

**As part of the sewer permit process, a sewer permit cannot be issued unless the contractor is in agreement with, signs, notarizes and transmits to the Sewer Permit Section the following:**

APPLICANT AGREEMENT AND REPRESENTATIONS:

By signing this statement and any subsequent permit application, I agree that the permitted work shall be done in compliance with the requirements of the Municipal Code of Chicago, including, but not limited to, any requirements governing excavation in a public way or public place, and also agree to indemnify, defend and hold the City of Chicago harmless against all liabilities, judgments, costs and expenses which may in any way result from the issuance of this permit or other permit issued pursuant to Chapter 11-16 of the Municipal Code. I understand that remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

Under penalty of perjury, the person signing below warrants that all facts and statements contained in this permit application are true, accurate and complete as of the date furnished to the City.

**Signature for:**  **Permit Release (Parts 1 and 2)**

Applicants Name: \_\_\_\_\_

Drainlayers License No.: \_\_\_\_\_ (New Applicants a Number will be assigned)

Applicants Signature: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone/Fax Numbers: \_\_\_\_\_

\_\_\_\_\_  
Notary Public