
CHICAGO DEPARTMENT OF TRANSPORTATION

DIVISION OF INFRASTRUCTURE MANAGEMENT

PUBLIC WAY PERMITS DIVISION

**2025
WORK LICENSE
APPLICATION**



**BRANDON JOHNSON
MAYOR
CITY OF CHICAGO**

PUBLIC WAY PERMITS DIVISION

**Thomas Carney
Commissioner**

**Jai Kalayil
Deputy Commissioner**

**Bryan Gallardo
Assistant Commissioner
Public Way Permit Office**

TABLE OF CONTENTS

- I.** ASSISTANT COMMISSIONER BRYAN GALLARDO LETTER

- II.** IRREVOCABLE STANDBY LETTER OF CREDIT SAMPLE

- III.** CERTIFICATE OF INSURANCE REQUIREMENTS

- IV.** APPLICATION - PUBLIC WAY WORK LICENSE

- V.** CONTACT NAMES & NUMBERS

- VI.** LICENSE APPLICATION CHECKLIST

- VII.** OPENING FEE NOTIFICATION LETTER

Dear Contractor:

Please be informed that on January 10, 1997 the City Council passed an ordinance which will affect all contractors who perform work in the public way which necessitates pavement removal and/or excavation.

Some of the provisions of this ordinance are, but not limited to, the following:

1. Provides for licensing of all non-Governmental entities or contractors working in the public way.
2. A condition of the license is a letter of credit, in an amount commensurate within the amount of work the contractor expects to be permitted for, during the calendar year. The letter of credit will replace the necessity for cash deposits per pavement opening to guarantee restoration. A complete explanation of the letter of credit requirements is attached.
3. Provides for penalties against licenses and/or license revocation for licenses failing to restore pavements to City standards.
4. A certificate of insurance naming the City of Chicago as an additional insured will continue to be required as a provision of the license.

Please see the CDOT Rules and Regulations for Letter of Credit and Licensing requirements. The CDOT Rules and Regulations have been posted on the city's internet site www.cityofchicago.org.

Also, attached for your convenience is a Public Way Work License application for your use. In this first licensing procedure, we ask that the **application be filed in person** in the offices of the Division of Infrastructure Management – Public Way Permit Division in Room 905, City Hall by a representative of your company who is able to answer questions pertinent to the permit request.

Please contact Kevin Holman at 312-744-4652 for additional information.

Very truly yours,

Bryan Gallardo
Assistant Commissioner
Department of Transportation

Required Form of Letter of Credit for Public Way Work License

IRREVOCABLE STANDBY LETTER OF CREDIT

(Date)

BENEFICIARY

City of Chicago
c/o Department of Transportation
121 North La Salle Street
Room 905
Chicago, Illinois 60602

APPLICANT

[name of licensee]

Gentlemen:

We hereby issue Irrevocable Standby Letter of Credit No. _____ (“Credit”) in favor of the City of Chicago for the account of _____ [name of licensee] up to the aggregate amount of __Dollars (\$__), effective immediately. This Credit is issued, presentable and payable at our offices at _____, Attention _____, and expires at 2 P.M. Chicago time on December 31, ____ [year must be 3 years from license year].

Funds under this Credit are available to you unconditionally against your notarized sight drafts for any sum or sums not exceeding a total of _____ Dollars (\$) _____ drawn on us mentioning the Credit by number and signed by the Commissioner of Transportation of the City of Chicago or the City Comptroller of the City of Chicago (whether acting or actual). Funds drawn under this Credit shall be paid in the form of a wire transfer per instruction of the City Comptroller, or, if the City of Chicago so specifies, in the form of a check made payable to "City of Chicago" and sent by overnight delivery to the City of Chicago at the address listed above.

Partial and multiple drawings are permitted.

This Credit sets forth in full the terms of our undertaking and may be amended only by a written amendment signed by us and by the beneficiary.

Our obligations hereunder are primary obligations to the City of Chicago. We hereby engage with you we will honor drafts drawn and presented under and in compliance with the terms of this Credit.

This Credit is subject to the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500, 1993 revision (“UCP”) and to the Uniform Commercial Code - Letters of Credit, 810 ILCS 5/5-101 et seq., as amended, as in effect in the State of Illinois (“UCC”). To the extent the provisions of the UCP and the UCC conflict, the provisions of the UCC shall control.

Name of Issuing Institution

By: _____
(signature)

Name: _____

Title: _____

TO ALL APPLICANTS FOR PUBLIC WAY PERMITS:

Effective January 1, 1995, each applicant for a public way permit will be required to:

1. Furnish a certificate of Comprehensive General Liability insurance including an endorsement that reads "*City of Chicago is an additional insured, as their interests may appear*". Minimum Limits of Liability: \$1,000,000 per occurrence.
2. Where applicant uses a motor vehicle (any type), in the conduct of business including the use of said vehicles on boulevards, or requires a permit for the parking of said vehicle or vehicles on the public way, applicant will also be required to furnish a certificate of automobile insurance including an endorsement that reads "*City of Chicago is an additional insured*". Minimum Limits of Liability on motor vehicles, \$1,000,000 per occurrence.
3. All policies must be written by Best "A" rated companies licensed to do business in Illinois.
4. An original and one copy of each certificate in question should be sent to the City of Chicago. The certificate holder is:

**CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
PUBLIC WAY PERMIT DIVISION
121 NORTH LA SALLE STREET - ROOM 905
CHICAGO, ILLINOIS 60602**

5. Upon receipt and approval of your certificate of insurance, your application for a public way permit will be approved.

<Blank Page>



APPLICATION
PUBLIC WAY WORK LICENSE



1. Name: F.E.I.N. #: _____

Contractor: _____

Individual: _____ Tax ID #: _____

2. Address:

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Fax #: _____

If renewal of existing license and none of the following information has changed, skip to next box.

3. Company Ownership (25% or more / or largest % of ownership)

A. Name: _____ % of Ownership
Home Address: _____ FEIN/Tax ID: _____

B. Name: _____ % of Ownership
Home Address: _____ FEIN/Tax ID: _____

C. Name: _____ % of Ownership
Home Address: _____ FEIN/Tax ID: _____

D. Name: _____ % of Ownership
Home Address: _____ FEIN/Tax ID: _____

4. Level of Letter of Credit Provided \$10,000.00 \$50,000.00 \$100,000.00 \$200,000.00

Letter of Credit expiration date: _____

5. Certificate of Insurance Provided

Policy # _____

Insurance Carrier: _____ Expiration Date: _____

6. Work Discipline (Check all that apply)

- () Asphalt () General Contractor () Road Striping
() Concrete () Landscaping () Saw Cutting
() Electrical () Plumbing () Stump Removal
() Excavator () Restoration () Tree Removal
() Other _____

**APPLICATION
PUBLIC WAY WORK LICENSE Cont.**

7. Application Information I agree to indemnify, save and keep harmless the City of Chicago from any and all loss, cost, damage, expense of liability of any kind whatsoever which the City may suffer, or which the City may be put to, or which may be recovered from the City, from or on account of the issuance of this license, or from or on account of any act or thing done by virtue of the authority given in this license, or for any damage, loss or expense to any person caused by the tearing up, constructing, repairing or removing of such public way or part thereof, whether or not performed pursuant to a valid license.

Applicant Name: _____ Application Date: _____

Applicant Signature: _____

8. Additional Information:

Name(s) of persons authorized to draw or cancel permits in the Company Name:

1. _____ 2. _____

3. _____ 4. _____

9. Emergency Contact Name and Telephone Numbers:

Name: _____ E-mail: _____

Cell Phone: _____ Fax #: _____ Pager: _____

CHICAGO DEPARTMENT OF TRANSPORTATION
CONTACTS

KEVIN HOLMAN	CIVIL ENGINEER II	312-744-4652
BRYAN GALLARDO	ASSISTANT COMMISSIONER	312-744-4652
MICHAEL IMPARATO	COORDINATOR OF STREET PERMITS	312-744-4652

WORK LICENSE CHECK LIST

DOCUMENTS TO BE SUBMITTED	DATE OF SUBMITTAL
CERTIFICATE OF INSURANCE	
IRREVOCABLE STANDBY LETTER OF CREDIT	
APPLICATION – PUBLIC WAY WORK LICENSE	
\$125.00 CHECK OR MONEY ORDER MADE PAYABLE TO “ CITY OF CHICAGO – DEPARTMENT OF FINANCE ”	

All of the above documents must be **returned in person** to Kevin Holman for processing at:

CITY OF CHICAGO
DEPARTMENT OF TRANSPORTATION
DIVISION OF INFRASTRUCTURE MANAGEMENT
CITY HALL – ROOM 905
121 NORTH LA SALLE STREET
CHICAGO, IL 60602

Opening Fee Notification Letter

TO: All Licensed Public Way Contractors

FROM: Bryan Gallardo
Assistant Commissioner

DATE: 1 January 2025

RE: 2025 Opening Fees

Pursuant to Section 10-20-150 of the Municipal Code of Chicago, all permit fees required under this section shall be increased by 5% annum.

The permit fee for creating a pavement or sidewalk opening shall be \$741.47 for each opening. A permit fee for creating an opening in any sidewalk or unimproved portion of the public way shall be \$370.42 for each such opening.

All permit fees shall take place effective January 1, 2025.

Please remember that your work license expires on December 31st. To renew your work license, you will need the following:

1. An amendment to your original letter of credit extending the expiry date to 12/31/28
2. A license fee of \$125.00 made payable to the City of Chicago
3. A current certificate of general liability and auto liability insurance in the amount of \$1,000,000.00 naming the City of Chicago as an additional insured.
4. An updated application for public work license.

Thank you for your cooperation in this matter.

