



**DEPT. OF PLANNING & CONSTRUCTION
CHICAGO PARK DISTRICT
ACCESS PERMIT OVERVIEW**

All contractors not under direct contract with the Chicago Park District who will be performing work on Park District property are required to obtain an Access Permit from the Chicago Park District Department of Planning & Construction.

CPD Contact Information:

Name: Claudine Malik

Address: Chicago Park District
Dept. of Planning & Const.
541 North Fairbanks Ct.
Chicago, IL 60611

Phone: (312) 742-4660
Fax: (312) 742-5347

E-mail: claudine.malik@chicagoparkdistrict.com

Submittal Requirements

To apply for the CPD Access Permit, the contractor must submit the following to the CPD Department of Planning & Construction:

1. Exhibit A, consisting of:
 - a. A letter on the contractor's official letterhead requesting the permit, including:
 - i. a detailed description of the scope of work,
 - ii. anticipated start-of-work and end-of-work date,
 - b. a detailed site plan of each proposed work location, including:
 - i. proposed access routes to and from the site,
 - ii. the location of proposed alternate routes and signage for pedestrian and bicycle traffic which may be restricted or redirected due to work activities (if necessary),
 - iii. proposed site security fencing and gate access,
 - iv. all trees located within the security fenced area.
2. Exhibit B, consisting of a Certificate of Insurance, **and the CG 20 26 endorsement (or current equivalent)**, from the contractor complying with the requirements set forth in the "Exhibit B: Access Permit Insurance Requirements," naming the Chicago Park District as the Certificate Holder and as Additionally Insured.
3. Exhibit C, consisting of the signature page of "Exhibit C: Access Permit Terms and Conditions" signed by the applicant.
4. A copy of the contractor's complete Environmental Insurance Policy, when applicable.

5. A fully refundable security deposit in the amount of \$1,500.00, check made out to the Chicago Park District. This amount may, at the sole discretion of the Park District, be increased.
6. A non-refundable permit fee in the amount of \$250.00, check made out to the Chicago Park District.
7. Construction Drawings (when applicable):

If the proposed work requires a City of Chicago Building Permit, the contractor must submit three (3) sets of construction drawings to the CPD Department of Planning & Construction, for CPD review. The drawing set must be identical to that submitted for City permitting. The contractor should allow at least three (3) weeks for CPD review. After review and approval of the construction drawings, the CPD Planning & Construction will process the CPD Access Permit application.

Please note: Contractors with outstanding or unpaid fines and/or monetary damages assessed from previous permitted (or non-permitted) work will not be issued permit extensions or permits for new work until the outstanding assessments are paid in full.