



## Highwood Building Department

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### REQUEST FOR REVIEW

Submittal requirements and process for modifications at the  
City's Water Tank or other cell antenna locations.

#### SUBMITTAL REQUIREMENTS

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1. Competed building permit application (electrical permit).
2. Full stamped (engineer) plan set (3 copies 11x17) clearly indicating existing and proposed equipment.
3. Short narrative describing proposed work: repair/replacement, new service, or other.
4. Clearly detailed on-site contact names and cell phone numbers for all contractors. Cell phone numbers will be verified.
5. Surety: **\$5,000 Letter of Credit or Cash bond as needed.**
6. Permit fee: **\$2,000**, plus all engineering consultant fees based on invoice.
7. Consultant (Burke engineering) invoice paid \$\_\_\_\_\_
8. Certificate of Insurance naming City as additional insured, coverage minimums as follows.

##### General Liability

- Each Occurrence \$2M
- Damage to rented premises \$2M
- MED EXP \$5K
- Person Injury \$2M
- General Aggregate \$5M
- Products \$2M

##### Auto

- Combined Single Limit \$2M

##### Workers Complementation Employee Liability

- Each Accident - \$2M
- Disease EA Employee - \$2M
- Disease Policy Limit - \$2M

##### Certificate Holder

City of Highwood  
17 Highwood Ave  
Highwood IL 60040G

#### PROCESS

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1. Staff review for permit application completeness.
2. Permit application package FedEx only to: **[Christopher Burke Engineering, 9575 West Higgins Road, Suite 600 Rosemont, IL 60018](#)** [lfell@cbbel](mailto:lfell@cbbel)
3. Permit application package returned with notes and approval/denial letter and consultant invoice.
4. Applicant contacted.
5. Fees and bond paid. Inspection sheets (if applicable signed). Permit issued.
6. Permit package filed under *710 Sheridan Road – Highwood Water Tower* or other installation.