



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

TO: ALL LICENSED DRAINLAYERS

Enclosed are renewal forms for your 2018 Drainlayer's License. Please read and carefully follow the instructions referenced on the sheets. **The Indebtedness Inquiry should be submitted as soon as possible** it can be mailed in or it can be faxed to (312) 744-3229. After completion, the remaining information must be transmitted at the same time. Contact Silvia Martinez at (312) 744-3020 if there are any questions.

Also, notify the Department of Buildings, Sewer Permit Section in writing of any change of address, telephone number, the staff approved to obtain sewer permits or other information. After the application and forms are completed, they must be mailed TOGETHER to the following address:

City of Chicago
Department of Buildings
121 North LaSalle Street Rm 906
Chicago, Illinois 60602

Attn.: Silvia Martinez

A LATE FEE of \$75.00 will be assessed for any application received after February 28, 2018. If you have any general inquiries or require further information regarding sewer permits or sewer information, please contact the Department of Buildings, Sewer Permit Section at (312) 744-3020. For questions regarding inspections, please call (312) 744-5502 for the Mason Inspectors (312) 744-5503 for the House Drain Inspectors.

Please remember **sewer permits for new construction and flood prevention projects will be reviewed and issued Tuesdays through Thursdays only**, unless approved in advance. Permits for sewer work will be completed on a "first come, first serve basis" from approximately **8:30 am until 3:30 pm**.

Very truly yours,

Randy Conner
Commissioner

sm

cc: File



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

TO: ALL LICENSED DRAINLAYERS

2017 Stormwater Inspections Requirement:

Adherence to the requirements below will **prevent delays and save time and money**. Failure to comply with this policy may result in the issuance of fines or additional inspections, at the expense of the Licensed Drainlayer.

Inspection on stormwater management structures and devices (as applicable) is required and may be separate from the regular sewer inspections. Therefore, all Licensed Drainlayers **MUST**:

1. Make sure the **requested inspection includes and makes note of** the proper installation of all stormwater structures and devices. (This may include but is not limited to orifices, plates, restrictors, culverts, subsurface pipes, bioinfiltration systems, swales, cisterns, permeable pavers, filter strips, detention vaults, detention basins or oversized pipes.)
2. **Request a separate inspection** for the proper installation of all stormwater structures and devices. (This may include but is not limited to orifices, plates, restrictors, culverts, subsurface pipes, bioinfiltration systems, swales, cisterns, permeable pavers, filter strips, detention vaults, detention basins or oversized pipes.)

Please be advised the Licensed Drainlayers are responsible to install all stormwater management structures and devices, as shown on the approved plans and/or stipulated in the sewer permit. Please contact personnel of the Department of Buildings, Sewer Permit Section at (312) 744-3351 if you have any questions or comments.

The Sewer Permit Section

cc: Sewer Inspectors
Stormwater Reviewers
Rene Hernandez, Staff Assistant



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

TO: **ALL LICENSED DRAINLAYERS**

New or Revised Inspection Requirements:

1. Please be advised, the contractor must have the sewer inspector present during the time of any non-maintenance rodding and for the evaluation of the private drain required during the installation of flood control devices for **residential buildings, four units or less**. The contractor should have equipment on site to televise the private drain, if the contractor and inspector cannot evaluate the sewer from the entry point until the public main.
2. Please be advised, the contractor must have the sewer inspector present to verify the need for the **sewer permit to be upgraded**;
 - a. from rodding – televising to repairs,
 - b. from repairs to extensions of repairs - flood control, and/or
 - c. from extension of repairs – flood control to substantially installed sewer pipe – new construction.
3. Please be advised, if a **substantial amount** of the inside underground sewer work is installed in an existing building, the work may be classified as new construction and the inspection of the cast iron pipe may be transferred to the plumbing inspectors of the Department of Buildings. In this case, a permit from the Department of Building's Easy Permit Section (located at 121 North LaSalle Street, City Hall – Room 900) must be obtained, in advance. Additionally, plans for the underground sewer work and a copy of the Building Permit must be given to the Department of Building's Sewer Permit Section (located at 121 North LaSalle Street, City Hall – 906) for generating a **free sewer permit**, afterwards.

Very truly yours,

Randy Conner
Commissioner

cc: John Flynn, Department of Buildings
Rene Hernandez, Department of Buildings
Adonna Murray, Department of Water Management
File



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

TO: ALL LICENSED DRAINLAYERS

Overtime Request Policy:

An inspector must be present to view all connections to the City sewer main and during the closure of all sewer work. A formal request **must be made one week in advance** to have an inspector present for work performed during all non-regular working hours. **An additional fee per hour will be charged, as determined by the inspector's applicable collective bargaining agreement.** Failure to request any needed inspection or transmit the fee assessment may result in the assessment of fines against the responsible Drainlayer(s).

A contractor planning work during non-working hours must call (312) 744-5502 for the mason inspectors or (312) 744-5503 for the house drain inspectors AND must transmit a formal request letter. Inspectors WILL NOT automatically be assigned to a project with verbal requests. The formal request letter should be on the company's letter head and reference the following:

1. The sewer permit number and company's name.
2. The sewer work involved and the reason for the overtime.
3. The location and address of the job site.
4. The name and phone number of the company's contact information.
5. The anticipated duration of the overtime.
6. The anticipated period the inspector should be present.

Please be advised the preceding process must be completed in order for an inspector to be approved for the overtime. Contractors not adhering to the requirements may be assessed fines. Call (312) 744-3351 if you have any questions regarding the changes to the overtime policy.

Very truly yours,

Randy Conner

Randy Conner
Commissioner

SM/es
cc: File

Overtime Policy 10/2015:

1. Inspections during non-regular working Hours:

1a. Per hour, in addition as determined pursuant to relevant provision(s) of applicable collective bargaining agreement. Contact the Department of Water Management for the inspector's current rate schedule.

1.b In general, ONLY the fee is: 1.5 times the inspector's hourly rate for all work in excess of the inspector's normal, 8 – hour work day; 1.5 times the inspector's hourly rate for all work on Saturdays; and 2 times the inspector's hourly rate for all work on Sundays and holidays listed in Section 2-152-090 of the Municipal Code.

Overtime Policy 01/2006:

2. Above is the overtime policy for the mason and house drain inspectors for fees to be charged to and paid by the contractors.

2a. A copy of the referenced information is sent to the Permit Section along with a copy of the overtime request form by the inspector in charge.

2b. This data is given a cursory review and sent to the Department Head for review and signature. Afterwards, an overtime code is requested and the documents are sent to the Payroll Section for processing.

2c. A formal letter is likewise sent to contractors requesting fees for the overtime worked along with an invoice of the fees to be paid.

2d. When the money is received, it is processed in the Permit and Licensing system and a formal receipt is generated, filed and mailed to the contractor for record purposes.

2e. If the money is not received a secondary letter(s) (not attached) is sent to the contractor. Non-compliance with the letters and payment of the overtime may result in delayed permits, increased fees, fines and/or the contractor's license being put "on hold" based upon AH/ licensing review requirements.

3. Overtime on City holidays that are not construction holidays and not paid by the contractor (i.e. Martin Luther King Junior Day), are paid by the department. This overtime is requested, reviewed and approved based upon the number of inspections requested by the contractors for that specific day. The number of inspectors for these days are also determined by the number of request for inspections by the contractors for that specific day. Typically, a skeleton crew of personnel is used.

3a. A copy of the applicable referenced information is sent to the Permit Section along with a copy of the overtime request form by the inspector in charge.

3b. This data is given a cursory review and sent to the Department Head for review and signature. Afterwards, an overtime code is requested and the documents are sent to the Payroll Section for processing.

4. All other overtime for the Inspection Section and the Sewer Permit Section must be formally requested and submitted in writing to Department Head for Administrative review. This overtime will only be work if approved by the Administration.



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

TO: ALL LICENSED DRAINLAYERS

Please be advised the City of Chicago Department of Water Management and the City Colleges of Chicago will offer an innovative two (2) day eight (8) hour training seminar to help contractors prepare and sit for the City's drainlayer's licensing examination. The cost of the course is approximately \$180.00 and the cost of the exam is approximately \$50.00. The classes are established for a minimum of ten and maximum of twenty five people on a first come first serve basis.

All contractors who want to be licensed drainlayers in the City of Chicago must attend the DRAINLAYER'S PROGRAM and successfully pass the exam as referenced in the DRAINLAYER'S SCHEDULE attached.

EXAMPLE ONLY: First Day of Training

- Friday, January 12, 2018 - 4:00 pm to 8:00 pm (and select Fridays in 2018 contingent on class size and City holidays).
Location: Dawson Technical Institute, 3901 South State Street, Chicago, Illinois 60609, by way of Robert Barnett (773) 602-5555.

EXAMPLE ONLY: Second Day of Training

- Saturday, January 13, 2018 - 8:00 am to 12:00 pm (and select Saturdays in 2018 contingent on class size and City holidays).
- Testing: 12:30 pm to 1:30 pm c/c Ms. Denise Johnson (773) 602-5555.
Location: Dawson Technical Institute (and the Department of Water Management's training facility at 3901 South Ashland, Chicago, Illinois, if available)

Please contact personnel of the Department of Water Management Sewer Section at (312) 744-3020 or personnel of the Dawson Technical Institute at (773) 602-5555 for the exact cost of the course, scheduling or if you have any questions.

Very truly yours,

Randy Conner
Commissioner

SM/sm

cc: Asif Rahman, Deputy Commissioner
Burt Rezko, Deputy Commissioner
Rene Hernandez, Staff Assistant
File

2018 Program Schedule for the Drainlayer's License

If not successfully completed already, all NEW drainlayer applicants are expected to attend the Drainlayer's Program in order to obtain their 2018 drainlayer's license. Drainlayer applicants must register for the program **at least one week prior to the class date**, by contacting Denise Johnson at Dawson Technical Institute, 3901 South State Street, Chicago, Illinois 60609 at (773) 602-5555. Individual program dates will be scheduled on a "first come, first serve basis." Make up classes will also be scheduled if space is available, on a "first come, first serve basis."

<u>Class No.</u>	<u>Available Fri. and Sat. Dates</u>
01	Jan. 12 and 13, 2018
02	Feb. 23 and 24, 2018
03	Mar. 09 and 10, 2018
04	Apr. 20 and 21, 2018
05	May 18 and 19, 2018
06	June 15 and 16, 2018
07	July 20 and 21, 2018
08	Aug. 24 and 25, 2018
09	Sept. 21 and 22, 2018
10	Oct. 19 and 20, 2018
11	Nov. 16 and 17, 2018

****Please note dates may change, so please contact the school for further assistance**

DRAINLAYER'S LICENSE CLASSIFICATIONS:

During 2002, the Department of Water Management implemented a DRAINLAYER'S TRAINING PROGRAM in conjunction with licensing. This program will be offered by City Colleges of Chicago in 2018 again. Successful completion of this program, including passing both a written and practical exam is required in order to obtain a drainlayer's license from the City of Chicago for 2018. All current license holders should have been cycled through this program from January 09, 2006 through December 31, 2017. If not, please see the PROGRAM SCHEDULE attached.

Work included under an "A" drainlayers license

New building construction, sewer main construction, or sewer and sewer related activity is done. All license requirements are needed including C.D.O.T. letter of credit..

New construction on private property

New construction in the public way

Single family residences

Development of townhouses - condominiums - multiple family residences

Also, all items included under a type "B" and "C" license

Work included under a "B" drainlayers license

Repairs and construction on existing buildings only, or sewer and sewer related activity is done. No new building construction or new sewer main construction activity is done. Otherwise, all license requirements are needed except the C.D.O.T. permit needed only as applicable.

Repairs - Repair extensions

Repair or adjustment of a sewer structure in public way or private property

Flood controls, overhead conversions, sump and drain tile pipe

Flood control repair

Sump pump without overhead conversion/drain tile pipe

Stubs permits

Power rodding

Inspection manhole

Paving

Also, all items included under a type "C" license

Work included under a "C" drainlayers license

Only sewer and sewer related activity is done. No building construction or sewer main construction activity is done. Requirements starting on page 12 of the 2015 Permit and Fees Booklet are needed.

Pumping permit for miscellaneous other

Pumping water out of basements

Seal permits

Televising, cleaning, lining and inspection of sewers

Installation of testing equipment

* The Drainlayers Program and exam DO NOT have to be taken again as long as the license is current and at least one permit is obtained each year.

* Please be advised a type "A" license encompasses the activity listed under a type "B" and a type "C" license, and likewise a type "B" license encompasses the activity listed under a type "C" license.

* Drainlayers ARE NOT ALLOWED to make REPAIRS and/or ADDITIONS in the PUBLIC WAY unless it is for commercial/industrial or a building with more than four units.

CITY OF CHICAGO - DEPARTMENT OF WATER MANAGEMENT

2018

Note: All applicants must have **SUCCESSFULLY** completed the **DRAINLAYER=S PROGRAM** and passed an **EXAM** administered by City Colleges and new applicants must also submit **THREE** letters of recommendation, before they will be licensed for 2018. See the **PROGRAM SCHEDULE** attached.

DRAINLAYER=S LICENSE APPLICATION

January 1st through December 31st, 2018

Licensee Name: _____ Company Name: _____ (S L) _____ Company Address: _____ City: _____ State: _____ Zip Code: _____ S.S.No. _____ Email _____ Social Security Number and/or Federal Employee Identification Number _____ Phone Number: _____ Licensee Signature: _____ PLEASE SIGN HERE	<p style="text-align: center;">OFFICE USE FOR ONLY</p> <hr/> License#: _____ Application Fee: \$125.00 Circle One: New Renew Date: _____ Renewal Late Fee: \$75.00 For Application Postmarked after February 28, 2018
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A, B or C LICENSE DESERIED – WORK TO BE PERFORMED (Check all that apply)

"A" License = New Construction

"B1" License = Sewer Repair Only

"B2" License = Inside Plumbing Only: City of Chicago Plumbers Lic. #: _____
PLUMBERS MUST SUBMIT A COPY OF THEIR LICENSE

"C" License = Sewer Cleaning/Lining TV Survey

Return ALL of the following with this completed application:

- 1) Certificate of Insurance with a minimum of \$300,000.00 for general commercial liability, naming the **DEPARTMENT OF WATER MANAGEMENT** as certificate holder and additional insured.
- 2) A Sealed and Notarized \$50,000.00 **Drainlayer=s 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 **Department of Water Management.** @ A **\$75.00 LATE renewal fee** will be assessed after **February 28, 2018**. However, there will not be a \$125.00 reinstatement fee assessed.
- 4) The Department of Water Management **Indebtedness Inquiry** completed and addressed accordingly.
- 5) Copies of **your plumbing license, gen. contractors license** or other needed City business, as applicable.
- 6) Copies of a Department of Transportation **Public Way Work License** (optional).
- 7) A letter stating that the Licensee is the **owner or an employee of the company**, on letter head.
- 8) **Existing drainlayers** must attach a copy of a sewer permit obtained in 2017/
New applicants must submit proof that they passed the class at Dawson Tech. Institute.
- 9) A **Notarized Applicant Agreement and Representations form.**



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

City of Chicago
 Rahm Emanuel
 Mayor

Department of Water Management
 Randy Conner
 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.

FOR OFFICE USE ONLY:

FOR 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. City License / Plumbing License Requirement	5. <input type="checkbox"/>	5. <input type="checkbox"/>
6. Public Way License Requirement (Optional)	6. <input type="checkbox"/>	6. <input type="checkbox"/>
7. Executive or Ownership Requirement	7. <input type="checkbox"/>	7. <input type="checkbox"/>
8. Last Year Sewer Permit Requirement/Passed Class	8. <input type="checkbox"/>	8. <input type="checkbox"/>
9. Appl. Agreement and Representation Requirement	9. <input type="checkbox"/>	9. <input type="checkbox"/>
Reviewed By: _____ Date: _____		Date Returned: _____

Department of Water Management
DRAINLAYER=S BOND

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____
_____ as principal,
and _____
_____, as suret_____, 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.

Scaled 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 Water Management as provided by ordinance. Now, if said
shall well and faithfully perform his duties in his 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 to him, and shall also immediately upon notice of revocation of this
License by the Commissioner of Water Management (in case of such revocation), cease to exercise such
vacation of Drain Layer, then this obligation to be void, otherwise to remain in full force and effect.

(SEAL)
PLACE OF BUSINESS

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
Water Management

NAME (Printed) and SIGNATURE (SEAL)
ATTORNEY IN FACT

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 thereto 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.

1ST SURETY, IF INDIVIDUAL

_____, 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.

2ND SURETY, IF INDIVIDUAL

_____, 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

**Department of Water Management
INDEBTEDNESS INQUIRY - ADVANCE SUBMITTAL**

Sewer License No.: _____

Business Name:

Business Address:

Business Telephone:

Business E-Mail Address

Fax Number:

Social Security Number:

Submission Date:

** * * Please be advised if an
advance submittal is completed,
you do not have to complete
the "indebtedness inquiry" form
that will be sent with the drain-
layer's application package* * **

PRINCIPAL PROFILE

NAME: _____
CURRENT ADDRESS: _____
PREVIOUS ADDRESS: _____
DRIVER'S LICENSE #: _____
LICENSE PLATE #(S)*: _____

NAME: _____
CURRENT ADDRESS: _____
PREVIOUS ADDRESS: _____
DRIVER'S LICENSE #: _____
LICENSE PLATE #(S)*: _____

NAME: _____
CURRENT ADDRESS: _____
PREVIOUS ADDRESS: _____
DRIVER'S LICENSE #: _____
LICENSE PLATE #(S)*: _____



DEPARTMENT OF WATER MANAGEMENT
CITY OF CHICAGO

October 21, 2017

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)**

Applicant's Name _____

Drainlayer's License No. _____

Applicant's Signature _____

Address of Applicant: _____

Phone/Fax Numbers: _____

Notary Public