CITY OF CHICAGO
DEPARTMENT OF BUILDINGS
BUREAU OF LICENSING AND REGISTRATION
GENERAL CONTRACTOR LICENSE BONDS
INSTRUCTIONS

PRINCIPAL - The Principal is the General Contractor that is applying for a bond. Enter the full legal name of the General Contractor applying for the bond, including WHAT TYPE of Principal it is, IS IT:

- A CORPORATION?
- A LIMITED LIABILITY COMPANY?
- A PARTNERSHIP?
- AN INDIVIDUAL?
- AN INDIVIDUAL d/b/a (Individual doing business under an assumed name).

SIGNATURES - Signatures must match the name provided exactly.

DATES - Bonds **MUST** be dated.

The signatory date on all documents signed or executed on behalf of the Attorney-in Fact must match exactly.

ACKNOWLEDGMENT - PRINCIPAL: Must be properly completed.

ACKNOWLEDGMENT - SURETY:
Must be EXECUTED on same day as the bond.
Notary must sign and affix stamp.

POWER OF ATTORNEY AFFIDAVIT:

- Form is completed by surety (typically an insurance company) and must list the name of the ATTORNEY-IN-FACT, whose signature is rendered on the bond.
- If an amount is indicated on the POWER OF ATTORNEY form, it must not be less than amount of bond.
- POWER OF ATTORNEY form must contain a resolution that certifies the surety's authority to act.
- Form must state the POWER OF ATTORNEY is in full force and effect and has not been revoked (both as to the resolution and as to Attorney-In-Fact).
- If it requires a seal to be in full force and effect, Seal MUST BE AFFIXED.
  A facsimile is unacceptable unless corporate seal of the surety is affixed to verify authenticity.

CORPORATIONS:

- ALL PRINCIPALS who are CORPORATIONS must be in good standing with the Illinois Secretary of State. BOND must be signed by both the PRESIDENT and SECRETARY of the Corporation.
- If signature is that of any other corporate officer (vice president or assistant secretary), a

corporate resolution must be attached to the bond, attested by the corporate secretary, certifying the authority of such other officer to sign surety bond of behalf to the corporation. AFFIX CORPORATE SEAL to front of bond where indicated.

- SIGNATURE(S) of corporate officers must be acknowledged (NOTARIZED) on reverse side of bond in section designated PRINCIPAL, IF CORPORATION.
- The **SURETY, through its ATTORNEY-IN-FACT,** must:
  - Sign the Bond.
  - Attach a VALID POWER OF ATTORNEY.
  - Have the ATTORNEY-IN-FACT'S SIGNATURE notarized on reverse side of bond.
  - AFFIX CORPORATE SEAL of the surety to front of bond.
  - SIGNATORY DATES must match on all forms for the Attorney-in-Fact.

INDIVIDUAL:

The individual doing business in his/her own name must sign the bond.
SIGNATURE of the INDIVIDUAL PRINCIPAL must be acknowledged (NOTARIZED) on reverse side of bond in section titled "If PRINCIPAL is an individual"
The Surety (Insurance Company) through its ATTORNEY-IN-FACT, must:

- Sign the Bond.
- Attach a valid POWER OF ATTORNEY
- NOTARIZE signature of ATTORNEY-IN-FACT on reverse side of bond.
- AFFIX corporate seal of the surety to FRONT OF BOND.
- Signatory dates must match on all documents for the ATTORNEY-IN-FACT.

INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME (d/b/a):

- All d/b/a's MUST be registered with the Cook County Clerk.
  (Located in County Building, Lower Level, Bureau of Vital Statistics).
- If an individual is operating a business under an assumed name and the business HAS NOT BEEN INCORPORATED, the bond must properly identify the individual doing business in the following way:

  JOHN SMITH, d/b/a XYZ PLUMBERS
- This designation must appear in all sections of the bond which require IDENTIFICATION of the PRINCIPAL, INCLUDING THE SIGNATURE LINE.
- The signature of the INDIVIDUAL PRINCIPAL must be acknowledge (notarized) on reverse side of bond in section titled PRINCIPAL, IF INDIVIDUAL.
- The surety, through its ATTORNEY-IN-FACT must:
  - Sign the bond.
  - Attach a VALID POWER OF ATTORNEY
  - HAVE THE ATTORNEY-IN-FACT'S SIGNATURE notarized on reverse side of bond.
  - AFFIX CORPORATE SEAL of the SURETY to front of bond.
  - SIGNATORY DATES must match on all documents signed by the Attorney-in-Fact.

PARTNERSHIPS

- BOND must be signed by all partners of the PARTNERSHIP (unless proof is presented that one partner, e.g. a managing partner, has authority to sign on behalf of the partnership).
- SIGNATURE(S) of PARTNERS must be acknowledged (NOTARIZED) on reverse side of bond in section designated PRINCIPALS, PARTNERSHIP.
- The **SURETY, through its ATTORNEY-IN-FACT,** must:
  - Sign the Bond.
  - Attach a VALID POWER OF ATTORNEY.
  - Have the ATTORNEY-IN-FACT'S SIGNATURE notarized on reverse side of bond.
  - AFFIX CORPORATE SEAL of the surety to front of bond.
  - SIGNATORY DATES must match on all forms for the Attorney-in-Fact.