

EXPANSION REQUESTS

1. Letter of request must be written on letterhead. Firm must specify type of commodity code to be added in expansion request. E.g. Construction of Buildings must be Construction of Buildings – New Single-Family Housing Construction (except Operative Builders). Specifics can be found at North American Industry Classification Codes (<http://www.naics.com/search.htm>).
2. Letter must be accompanied by
 - A. **Required licenses.** Listing of required licenses can be found at:
 1. Municipal Code of Chicago, 4-36-020
[http://www.amlegal.com/nxt/gateway.dll/Illinois/chicago_il/municipalcodeofchicago?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:chicago_il](http://www.amlegal.com/nxt/gateway.dll/Illinois/chicago_il/municipalcodeofchicago?f=templates$fn=default.htm$3.0$vid=amlegal:chicago_il)
 2. City of Chicago Department of Business & Licenses
http://egov.cityofchicago.org/city/webportal/portalDeptCategoryAction.do?BV_SessionID=@@ @0139072781.1260980923@@ @&BV_EngineID=cccfadejdmiljilcefecelldffhdfho.0&deptCategoryOID=-536895343&contentType=COC_EDITORIAL&topChannelName=Dept&entityName=Business+Affairs+and+Licensing&deptMainCategoryOID=-536895023
 - B. **Copy of Insurance in Added Commodity code**
 - C. **Qualifying Owner Experience**
 1. Resume of Qualifying Owner (person that owns 51% of company) must have expertise in the work being added
 2. Professional Associations
 - D. **Firm Experience**
 1. Payroll
 3. Financial statements
 4. Employees Licenses, Memberships, etc.
 - E. **Contracts** that are pending or have performed. Includes:
 1. Invoices
 2. Purchase Orders
 3. Waivers of Lien
 - F. They must adhere to **Size Standards**
 2. Must be verified by NAICS Codes (<http://www.naics.com/search.htm>).
 - G. **Lease**

* If applying as a Supplier or Distributor, please see City Policy.