



**City of West Chicago**  
**475 Main Street**  
**West Chicago, IL 60185**  
 www.westchicago.org

**Community Development**  
**Department**  
 (630) 293-2200 x131  
 Fax (630) 293-1257

# CONTRACTOR REGISTRATION APPLICATION

Expires on December 31, 2016

Initial Fee: ..... \$ 220.00

Annual Renewal Fee: ..... \$ 165.00

Business Name: \_\_\_\_\_  
 (check one)     Corporation         L.L.C.         Sole Proprietorship

Contact Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

**REQUIRED FOR SUBMITTAL**

**Permit Bond:** In the sum of \$10,000.00 naming the City of West Chicago as certificate holder.

**Certificate of Insurance:** Showing the City of West Chicago as certificate holder and in the amounts shown below.

- (1) Worker's compensation and employee's liability: Not less than \$100,000.00 per person;
- (2) Comprehensive public liability: Not less than \$250,000.00 for injuries, including accidental death to any person, and subject to the same limits for each person, in an amount of any one (1) accident;
- (3) Property damage: Not less than \$100,000.00 for any one accident with an aggregate limit of not less than \$300,000.00.

\_\_\_\_\_  
 Owner/Corporate Officer/Agent - SIGNATURE

Office Use Only

Registration No: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Initial \_\_\_\_\_ Annual Renewal \_\_\_\_\_

# NOTICE TO ALL CONTRACTORS

## CONTRACTOR REGISTRATION REQUIRED

(Ordinance #04-O-0017, adopted August 2, 2004)

Effective January 1, 2005, all contractors applying for a building permit will be required to obtain an annual contractor registration from the City. Requirements for obtaining a registration are the submittal of the following:

**1. Permit Bond:** In the sum of \$10,000.00 naming the City of West Chicago as certificate holder.

**2. Certificate of Insurance:** Showing the City of West Chicago as certificate holder and in the amounts shown below.

- (1) Worker's compensation and employee's liability: Not less than \$100,000.00 per person;
- (2) Comprehensive public liability: Not less than \$250,000.00 for injuries, including accidental death to any person, and subject to the same limits for each person, in an amount of any one (1) accident;
- (3) Property damage: Not less than \$100,000.00 for any one accident with an aggregate limit of not less than \$300,000.00.

**3. Registration Fee:** A registration fee of \$220.00 will be due for all initial applications and \$165.00 for all annual renewals.

**NOTE:** This registration requirement applies ONLY to the primary contractor on the permit application. Subcontractors are NOT required to have a registration. Contractors licensed by the State of Illinois (plumbers, roofers, etc.) need only submit a copy of their STATE license for the respective discipline for which the license has been issued and not required to get a West Chicago registration. There is no limit on the number of permits that may be obtained under a valid registration.

Complete copies of the ordinance are available upon request. If you have any questions regarding the above information or this program, please feel free to contact the Community Development Department at (630) 293-2200, Ext 131.