



**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 annually on December 31<sup>st</sup>

Initial Fee: ..... \$ 235.00  
Annual Renewal Fee: ..... \$ 175.00

Business Name: \_\_\_\_\_

Select One:     Corporation             LLC             Sole Proprietorship

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE of Owner/Corporate Officer/Agent**

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**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.

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Office Use Only

Application 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 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 \$235.00 will be due for all initial applications and \$175.00 for all annual renewals.

### **IMPORTANT NOTES – PLEASE READ:**

- 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 are not required to get a West Chicago Contractor 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 contact the Community Development Department at (630) 293-2200, ext. 131.