

**VILLAGE OF GLEN ELLYN
PLANNING & DEVELOPMENT DEPARTMENT**

535 Duane Street
Glen Ellyn, IL 60137
630-547-5250; 630-547-5370–Fax



CONTRACTOR REGISTRATION APPLICATION

BUSINESS NAME:		
BUSINESS OWNER:		
ADDRESS:		
CITY:	STATE:	ZIP
BUSINESS PHONE:	FAX:	EMAIL:
ASSOCIATED TRADE: (Electric, Plumbing, Roofing, Elevator, HVAC, Sewer, etc.)		

REGISTRATION FEES: CHECK APPLICABLE BOX

	GENERAL CONTRACTOR	\$100 – 1 Yr. (260)	\$190 – 2 Yr. (262)
	INDEPENDENT CONTRACTOR	\$ 50 – 1 Yr. (261)	\$ 95 – 2 Yr. (263)

(Note: Per reciprocal Union agreements with the State of Illinois, the registration fee for Electricians, Plumbers and Irrigation Contractors is waived.)

REQUIRED SUBMITTALS:

- **CONTRACTOR LICENSE (STATE OF ILLINOIS OR ILLINOIS MUNICIPALITY)** for Electric, Plumbing Contractor (055 license), Roofing, Elevator, Fire Sprinkler, Irrigation (060 license), Fire Alarm
- **SURETY BOND - \$20,000** (Plumbers, Roofers, Fire Alarm and Irrigation Contractors exempt)
- **CERTIFICATE OF INSURANCE** naming Glen Ellyn as an additional insured (Plumbers, Roofers, Fire Sprinkler, Fire Alarm & Irrigation Contractors exempt)
 - **General Contractor:** General Liability per occurrence \$1,000,000; General Liability per person \$100,000; Property Damage \$10,000
 - **Independent:** General Liability per occurrence \$500,000; General Liability per person \$100,000; Property Damage \$10,000
 - **All:** Workers Compensation – as required by law. If the Certificate of Insurance does not include Worker’s Compensation, a notarized affidavit stating the contractor has no employees must be submitted with the application.

By signing this application, the applicant acknowledges that he/she has completed this application; agrees it is true; is familiar with all applicable Village of Glen Ellyn Ordinances, Codes and Regulations; and, agrees to fully comply with same. The applicant also agrees to maintain any required license, certificate of insurance or surety bond in full force and effect until all of the contractor’s work authorized under a building permit has been completed, inspected and approved by the Planning & Development Department.

CONTRACTOR: _____
(print name)

SIGNATURE: _____ **DATE:** _____

Office Use Only: (Do not write in this space)

Registration #: _____ Registration Renewal Date: _____ Expiration: _____
Registration Date: _____ Expiration: _____ Registration Renewal Date: _____ Expiration: _____